

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

MEETING AGENDA

December 19, 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. 4761

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of November 21, 2019.
 - 3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$578,994.89
3.2.2	Accounts Payable (FLH) –	\$39,370.18
3.2.3	Landlords –	\$1,161,311.61
3.2.4	Payroll–	\$119,107.61
 - 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
 - 3.9.1 Gridley Unified School District – Positive Outliers Case Study: Mi C.A.S.A

- 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 Housing – Video, Housing Santa Barbara.
 Recommendation: Information
 - 5.2 Local Agency Investment Fund (LAIF) Investment Resolution – Authorizing Investment of monies in the Local Agency Investment Fund (LAIF).
 Recommendation: Resolution No. 4761
 - 5.3 FNC Corporate Banking Resolution – Update and Authorization of Signers.
 Recommendation: Resolution No. 4762
 - 5.4 Section 8 Project Based Voucher (PBV) Allocation – Award Section 8 HCV Program Project-Based Voucher Awards.
 Recommendation: Resolution No. 4763
 - 5.5 Strategic Asset Plan – Asset Repositioning Status Update.
 Recommendation: Information Discussion
- 6. MEETING OPEN FOR PUBLIC DISCUSSION
- 7. MATTERS CONTINUED FOR DISCUSSION
- 8. SPECIAL REPORTS
- 9. REPORTS FROM COMMISSIONERS
- 10. MATTERS INITIATED BY COMMISSIONERS
- 11. EXECUTIVE SESSION
- 12. COMMISSIONERS’ CALENDAR
 - **Next Meeting – January 16, 2020.**
- 13. ADJOURNMENT

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

MEETING MINUTES OF November 21, 2019

Vice Board Chair Jones called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Larry Hamman, Anne Jones, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Housing Manager.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that the Consent Calendar, be accepted as presented. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Management Assessment Certification – Annually, the HACB is required to submit a Section 8 Management Assessment Program (SEMAP) certification to HUD, substantiating program performance for the year. This was the first year that Angie Little, Section 8 Housing Manager, prepared the SEMAP Certification. The voucher utilization rate in the program plummeted after the Camp Fire disaster to

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approximately 78%; the Section 8 department has worked diligently to address the situation in re-establishing the program. HACB just recently received notice from HUD that one of our agency's Disaster-related program Waivers was granted, regarding SEMAP Exemption for the year, so that the impact of the Disaster to the program did not impact HUD's assessment of agency performance. Other than the voucher utilization rate criteria, the HACB would have remained a High Performing under SEMAP criteria for the year. The waiver came at the perfect time. Commissioner Pittman asked Section 8 Housing Director Angie Little when she expects to see residents/Section 8 participants leasing back up in the area, a question she could not answer with confidence – the local rental markets remain “hyper” impacted, with scant housing opportunity. Executive Director Mayer, added it was premature to attempt to answer that question given that we still have to figure out how many affected residents still remain in the Chico area, and the reality is that most individuals will not be able to afford returning to the area.

RESOLUTION NO. 4757

Commissioner Hamman moved that Resolution No. 4757 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Public Housing Flat Rents – The item is an annual routine action; per regulation, the HACB must review its Public Housing Flat Rent determinations. Public Housing tenants can choose one of two rents; either an “income-based rent”, which is calculated at roughly 30% of total household income, or a “Flat Rent”, which is based on market considerations and is set at not less than 80% of the applicable HUD-determined Fair Market Rent (FMR) for the area. The idea behind Flat Rents is to increase income diversity in Public Housing, allowing higher income households that would otherwise be forced out of the program by virtue of higher incomes. Currently there are thirteen (13) Public Housing Households that have chosen the Flat rent option.

RESOLUTION NO. 4758

Commissioner Besser moved that Resolution No. 4758 be adopted by reading of title only: “DETERMINATION OF PUBLIC HOUSING FLAT RENTS”. Commissioner Pittman seconded, the vote in favor was unanimous.

- 5.3 Public Housing Contract – HUD Public Housing funding requires that an Environmental Review be conducted in regards to improvements and maintenance activities planned within a five-year certification period. The current 5-year

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Environmental Review expires in May 2020. Pursuant to HACB’s procurement policy, the HACB solicited bids from consultants. The bid received from ECORP consulting, in the amount of \$75,052.20, was determined the lowest responsive and qualified bid. The 5-year Environmental review will be paid for with HUD Public Housing Capital Fund monies.

RESOLUTION NO. 4759

Commissioner Hamman moved that Resolution No. 4759 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH ECORP CONSULTING, INC. FOR FIVE-YEAR ENVIRONMENTAL REVIEW OF HUD PUBLIC HOUSING CAPITAL FUND AND OPERATING FUND IMPROVEMENT AND MAINTENANCE ACTIVITIES”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.4 Personnel – The proposed modification in the HACB’s IRS Section 125 Cafeteria Plan’s Medical Flexible Spending Account (FSA) sets to establish a \$2,700 annual limit to employees’ pre-tax contributions, consistent with the FSA ceiling established by the IRS for the 2020 year, an increase from the 2019’s \$2,650 limit.

RESOLUTION NO. 4760

Commissioner Pittman moved that Resolution No. 4760 be adopted by reading of title only: “RESOLUTION AMENDING HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Strategic Asset Plan – Executive Director Mayer provided a brief status update. The Physical Needs assessments for the six (6) properties selected for bond re-finance were completed last month; the appraisals for six the (6) properties are currently underway. Executive Director Mayer reports there are multiple speculative affordable housing projects on the table. Sunrise Village in Gridley has been awarded MHP funding from the State and, having already been awarded project-based vouchers from HACB, looks to be a “go”. Three projects are currently being considered in Oroville, including the 50-unit Veterans Resource Development Corporation (VRDC) project for veterans that seeks to relocate from Chico, having lost its site control. Pacific West Communities (PWC) is looking at two different properties; including one next to Winston Gardens, at which 40 1-BR units are contemplated for housing of formerly homeless individuals. The second proposed project is located at the intersection of Nelson Avenue and Table Mountain Boulevard, contemplated as a family project with municipal park and transit facilities adjacent. In the City of Chico, there is a CHIP multi-family project

proposing 100-units of housing for seniors. Finally, non-profit developer Jamboree Housing has secured a purchase agreement for the Jesus Center property on Park Avenue in Chico. Jamboree seeks to build 71 service-enriched units for families, elderly and disabled households at the site, and has approached the HACB as a potential partner in the project's partnership structure.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- The HACB Holiday Luncheon will be held on December 18th at Nash's Restaurant, Chico.
- **Next regular meeting – December 19, 2019.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 2:50 p.m.

Dated: November 21, 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
11/1/2019	151695	CALIFORNIA WATER SERVICE	\$382.58
11/1/2019	151696	CITY OF CHICO (22332)	\$524.74
11/1/2019	151697	COMCAST CABLE	\$116.08
11/1/2019	151698	Cashier	\$60.00
11/1/2019	151699	Chico Economy Towing	\$300.00
11/1/2019	151700	Climate & Energy Solutions	\$2,500.00
11/1/2019	151701	Crosswell Trucking dba	\$339.92
11/1/2019	151702	EAGLE SECURITY SYSTEMS	\$30.00
11/1/2019	151703	HARSHBARGER ACE HARDWARE	\$8.94
11/1/2019	151704	HD Supply Facilities Maintenance, Ltd.	\$183.54
11/1/2019	151705	JACKSONS GLASS CO, INC.	\$416.89
11/1/2019	151706	Kurtis Reeves	\$204.13
11/1/2019	151707	Lee Lor*S8PB	\$67.00
11/1/2019	151708	Normac, Inc.	\$87.72
11/1/2019	151709	North State Pest Management (dba)	\$400.00
11/1/2019	151710	OFFICE DEPOT INC	\$62.21
11/1/2019	151711	ROTO-ROOTER OROVILLE	\$195.00
11/1/2019	151712	S.E.C. 5 Private Security dba	\$3,362.00
11/1/2019	151713	Sherwin-Williams Company	\$607.79
11/1/2019	151714	The Bank of New York Mellon Trust Co NA	\$2,500.00
11/1/2019	151715	US Bank	\$329.26
11/1/2019	151716	Umpqua Bank	\$4,531.93
11/1/2019	151717	CALIF. WTR. SER. ORO	\$70.00
11/1/2019	151718	CALIFORNIA WATER SERVICE	\$48.00
11/1/2019	151719	P G & E	\$503.00
11/8/2019	1678	Internal Revenue Service	\$19,489.59
11/8/2019	1679	Employment Development Department	\$3,767.79
11/8/2019	1680	Employment Development Department	\$228.32
11/8/2019	1681	MassMutual Financial Group	\$2,070.00
11/8/2019	151721	A & K Water Works dba	\$802.00
11/8/2019	151722	Adecco Employment Services	\$1,704.64
11/8/2019	151723	Benefit Resource, Inc.	\$125.00
11/8/2019	151724	Better Deal Exchange	\$14.27
11/8/2019	151725	Brower's 25 Hr Towing Service, Inc	\$100.00
11/8/2019	151726	COMCAST CABLE	\$207.68
11/8/2019	151727	Douglas Hallihan De Soto	\$444.29
11/8/2019	151728	E Center	\$168.46
11/8/2019	151729	GreatAmerica Financial Services	\$205.68
11/8/2019	151730	Gridley Municipal Utilities	\$60.38
11/8/2019	151731	HARSHBARGER ACE HARDWARE	\$48.24
11/8/2019	151732	HD Supply Facilities Maintenance, Ltd.	\$1,720.39

11/8/2019	151733	Illustratus	\$109.80
11/8/2019	151734	JACKSONS GLASS CO, INC.	\$934.56
11/8/2019	151735	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$744.09
11/8/2019	151736	Jiffy Lube, Inc.	\$207.83
11/8/2019	151737	MACS HARDWARE	\$116.00
11/8/2019	151738	MRI Software LLC	\$1,449.00
11/8/2019	151739	OFFICE DEPOT INC	\$138.45
11/8/2019	151740	P G & E	\$4,694.68
11/8/2019	151741	Roy V. Peters	\$832.91
11/8/2019	151742	SPRINT	\$66.18
11/8/2019	151743	Staples Business Credit	\$420.41
11/8/2019	151744	US Bank	\$203.78
11/8/2019	151745	Valero Marketing & Supply	\$440.20
11/8/2019	151746	WASTE MANAGEMENT	\$134.26
11/8/2019	151747	Yuba City	\$76.00
11/15/2019	151749	Access Information Holdings, LLC.	\$657.50
11/15/2019	151750	Adecco Employment Services	\$1,653.40
11/15/2019	151751	Advanced Document	\$311.05
11/15/2019	151752	Biggs Municipal Utilities	\$2,620.24
11/15/2019	151753	Butte Cty Tax Collector - Cty Admin Bldg	\$115,721.00
11/15/2019	151754	CALIF. WTR. SER. ORO	\$5,736.47
11/15/2019	151755	Chico Autocare	\$265.46
11/15/2019	151756	EAGLE SECURITY SYSTEMS	\$30.00
11/15/2019	151757	Great American Business Products	\$229.91
11/15/2019	151758	Gregory P. Einhorn	\$200.00
11/15/2019	151759	HARRP	\$994.00
11/15/2019	151760	HARSHBARGER ACE HARDWARE	\$37.07
11/15/2019	151761	HD Supply Facilities Maintenance, Ltd.	\$446.31
11/15/2019	151762	J.W. Wood Co., Inc.	\$15.21
11/15/2019	151763	MAINTENANCE PLUS	\$187.50
11/15/2019	151764	NOR CAL LANDSCAPE MAINTENANCE	\$13,496.00
11/15/2019	151765	NorthStar	\$425.00
11/15/2019	151766	P G & E	\$188.96
11/15/2019	151767	Plan B Professional Answering Services	\$113.50
11/15/2019	151768	Scrubbs, Inc.	\$107.80
11/15/2019	151769	Sharon Furniture, Inc	\$5,987.20
11/15/2019	151770	Sherwin-Williams Company	\$41.42
11/15/2019	151771	Slakey Brothers, Inc.	\$8.28
11/15/2019	151772	TAMRA C. YOUNG	\$140.00
11/15/2019	151773	The Nelrod Company	\$2,636.00
11/15/2019	151774	Thermalito Irrigation	\$793.92
11/15/2019	151775	United States Postal Service (CMRS-FP)	\$2,500.00
11/15/2019	151776	WASTE MANAGEMENT	\$3,779.57
11/19/2019	1682	CalPERS	\$10,615.53
11/19/2019	1683	CalPERS	\$3,016.79
11/22/2019	1684	Internal Revenue Service	\$19,794.35
11/22/2019	1685	Employment Development Department	\$3,859.55
11/22/2019	1686	Employment Development Department	\$187.48
11/22/2019	1687	MassMutual Financial Group	\$2,070.00

11/22/2019	151778	A-1 Appliance	\$730.33
11/22/2019	151779	AT&T	\$189.75
11/22/2019	151780	Amanda Brinley	\$430.94
11/22/2019	151781	Anne B. Jones	\$50.00
11/22/2019	151782	CALIF. WTR. SER. ORO	\$1,537.99
11/22/2019	151783	COMCAST CABLE	\$153.08
11/22/2019	151784	Creative Composition, Inc.	\$793.44
11/22/2019	151785	Cypress Dental Administrators	\$2,903.47
11/22/2019	151786	David Pittman	\$50.00
11/22/2019	151787	ESPLANADE OFFICE	\$367.10
11/22/2019	151788	Enloe Medical Center	\$63.00
11/22/2019	151789	FedEx	\$48.67
11/22/2019	151790	Golden State Risk Management Authority	\$27,820.00
11/22/2019	151791	Gridley Municipal Utilities	\$1,066.46
11/22/2019	151792	Hignell, Inc. dba Experts in Your Home	\$27,178.20
11/22/2019	151793	Kimberly Clouser*S8PB	\$12.00
11/22/2019	151794	Larry Hamman	\$50.00
11/22/2019	151795	Larry Hamman	\$34.80
11/22/2019	151796	MAINTENANCE PLUS	\$385.10
11/22/2019	151797	MES VISION	\$546.46
11/22/2019	151798	Mary Shafer Sawyer*S8PB	\$1.00
11/22/2019	151799	Mervin Valentine*VASHSD	\$100.00
11/22/2019	151800	OPER. ENG. LOCAL #3	\$784.00
11/22/2019	151801	P G & E	\$1,090.84
11/22/2019	151802	Patricia Besser	\$50.00
11/22/2019	151803	Patricia Medina*S8PB	\$2.00
11/22/2019	151804	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
11/22/2019	151805	TIAA COMMERCIAL FINANCE, INC	\$143.72
11/22/2019	151806	TPx Communications	\$766.33
11/22/2019	151807	Void / The Home Depot Credit Services	\$0.00
11/22/2019	151808	The Home Depot Credit Services	\$4,664.29
11/22/2019	151809	Umpqua Bank	\$991.76
11/22/2019	151810	Unum Life Insurance Company	\$530.40
11/22/2019	151811	Unum Life Insurance Company	\$432.98
11/26/2019	1688	CalPERS	\$10,680.28
11/26/2019	1689	CalPERS	\$3,019.26
11/27/2019	151862	Advanced Document	\$87.95
11/27/2019	151863	CALIFORNIA WATER SERVICE	\$6,360.43
11/27/2019	151864	COMCAST CABLE	\$111.97
11/27/2019	151865	D & S Asphalt Sealing Co., LLC	\$213,784.44
11/27/2019	151866	Department of Health and Human Services	\$3,096.91
11/27/2019	151867	Nan McKay & Associates, Inc.	\$300.00
11/27/2019	151868	P G & E	\$9.11
11/27/2019	151869	Verizon Wireless	\$992.46
11/27/2019	151870	Yuba City Treasurer	\$4,137.21
		Total	\$578,994.89

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/1/2019	1716	Juan Meza	\$109.12
11/1/2019	1717	Messenger Publishing Group	\$125.00
11/1/2019	1718	RUSH PERSONNEL SERVICE, INC	\$541.80
11/8/2019	1719	RUSH PERSONNEL SERVICE, INC	\$567.60
11/8/2019	1720	Richard's Tree Service, Inc.	\$3,300.00
11/8/2019	1721	United States Postal Service (CMRS-FP)	\$201.00
11/15/2019	1722	Asbestos Science Technology	\$1,700.00
11/15/2019	1723	EAGLE SECURITY SYSTEMS	\$90.00
11/15/2019	1724	Tri-City Powered Equipment	\$187.08
11/22/2019	1725	Antonio Guzman	\$13.99
11/22/2019	1726	MAINTENANCE PLUS	\$277.50
11/22/2019	1727	P G & E	\$87.00
11/22/2019	1728	ROTO-ROOTER OROVILLE	\$262.50
11/22/2019	1729	RUSH PERSONNEL SERVICE, INC	\$825.60
11/27/2019	1730	HACB	\$31,053.32
11/27/2019	1731	P G & E	\$28.67
		Total	\$39,370.18

Date: 12/11/2019
2:00:08 PM

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

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	2,386,604.00
Cash - Other Restricted	757,633.27
Cash - Tenant Security Deposits	291,857.44
Accounts Receivable - HUD	61,097.38
Accounts Receivable - Other Gov	37,404.03
Accounts Receivable - Misc	144,454.20
Accounts Receivable - Tenants	32,937.75
Accounts Receivable - Fraud	0.00
Note Receivable- Current Portion	0.00
Accrued Interest Receivable	35,035.79
Investments - Unrestricted	2,382,261.50
Investments - Restricted	2,125,692.02
Inventories	21,055.74
Prepaid Expenses	310,425.94
Inter-program Due From	89,867.30
Total Current Assets	8,676,326.36
Fixed Assets	
Fixed Assets & Accumulated Depreciation	21,104,154.78
Total Fixed Assets	21,104,154.78
Other Non-Current	
Notes Loans & Mortgages Receivable	1,864,880.58
Deferred Outflows - GASB 68, Pension Ben	850,082.47
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
Total Other Non-Current	6,096,346.60
TOTAL ASSETS	35,876,827.74
LIABILITIES	
Current Liabilities	
Accounts payable < 90 days	121,760.55
Accrued Payroll Liabilities	158,151.33
Accrued Interest Payable	143,103.05
Tenant Security Deposits	287,705.25
Deferred Revenue	235,651.92
Payable to HUD	3,096.91
Long Term Debt - Current Portion	521,120.40
Accrued Liabilities - Other	187,916.70
Inter-program Due To General Fund	89,867.30
Total Current Liabilities	1,748,373.41
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	3,609,071.34
Non-Current Liability- Other (FSS)	82,700.83
Total Long-Term Liabilities	7,465,414.17
TOTAL LIABILITIES	9,213,787.58
NET POSITION	
Beginning Net Position	26,639,410.34
Retained Earnings	23,629.82
TOTAL NET POSITION	26,663,040.16
TOTAL LIABILITIES AND NET POSITION	35,876,827.74

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HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2019 to October 30, 2019

	Month to Date			Year to Date			8.3%
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUE							
NET DWELLING RENT	273,982	270,021	-3,961	273,982	3,240,254	2,966,272	8.5%
TENANT CHARGES	12,140	7,088	-5,052	12,140	85,060	72,920	14.3%
LAUNDRY REVENUE	1,792	2,612	820	1,792	31,344	29,552	5.7%
HUD GRANT REVENUE	1,381,533	1,552,637	171,104	1,381,533	18,631,648	17,250,115	7.4%
OTHER GRANT REVENUE	33,448	30,000	-3,448	33,448	360,000	326,552	9.3%
MORTGAGE INTEREST INCOME	6,062	6,111	48	6,062	73,330	67,268	8.3%
FRAUD RECOVERY	2,581	2,833	252	2,581	34,000	31,419	7.6%
OTHER INCOME	37,172	39,198	2,026	37,172	470,372	433,200	7.9%
INVESTMENT INCOME-unrestricted	4,628	3,984	-644	4,628	47,812	43,184	9.7%
INVESTMENT INCOME-restricted	834	1,304	470	834	15,650	14,816	5.3%
TOTAL REVENUE	1,754,172	1,915,789	161,617	1,754,172	22,989,470	21,235,298	7.6%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	146,086	158,721	12,635	146,086	1,904,650	1,758,564	7.7%
AUDIT FEE	0	2,609	2,609	0	31,310	31,310	0.0%
ADVERTISING & MARKETING	210	941	731	210	11,286	11,076	1.9%
PR TAXES & BENEFITS-ADMIN	70,331	82,461	12,129	70,331	989,526	919,195	7.1%
OFFICE EXPENSES	17,739	24,078	6,339	17,739	288,936	271,197	6.1%
LEGAL EXPENSES	2,239	2,067	-172	2,239	24,800	22,561	9.0%
TRAVEL	3,068	2,975	-93	3,068	35,700	32,632	8.6%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	25,610	31,083	5,473	25,610	372,999	347,389	6.9%
TOTAL ADMIN. COSTS	265,283	304,934	39,651	265,283	3,659,207	3,393,924	7.2%
TENANT SERVICES-SALARIES	4,003	3,777	-227	4,003	45,320	41,317	8.8%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,193	1,612	419	1,193	19,343	18,150	6.2%
TENANT SERVICES-MISC.	8,038	2,930	-5,108	8,038	35,165	27,127	22.9%
TOTAL TENANT SERVICES	13,234	8,319	-4,915	13,234	99,828	86,594	13.3%
WATER	15,621	14,257	-1,365	15,621	171,081	155,460	9.1%
ELECTRICITY	5,998	9,029	3,031	5,998	108,345	102,347	5.5%
GAS	792	1,665	873	792	19,981	19,188	4.0%
SEWER	14,010	15,567	1,557	14,010	186,807	172,797	7.5%
TOTAL UTILITIES-PROJECT	36,422	40,518	4,096	36,422	486,213	449,792	7.5%
MAINT. SALARIES	26,339	29,142	2,803	26,339	349,700	323,361	7.5%
MAINTENANCE MATERIAL	14,165	13,429	-736	14,165	161,150	146,985	8.8%
MAINT. CONTRACT COSTS	69,017	78,863	9,846	69,017	946,358	877,341	7.3%
PR TAXES & BENEFITS-MAINT	15,261	16,686	1,426	15,261	200,234	184,973	7.6%
TOTAL MAINTENANCE	124,782	138,120	13,338	124,782	1,657,442	1,532,660	7.5%
PROTECTIVE SERVICES	3,752	4,478	726	3,752	53,740	49,988	7.0%
INSURANCE-ALL	22,556	23,155	599	22,556	277,854	255,298	8.1%
OTHER GENERAL EXP	18,928	9,167	-9,761	18,928	110,000	91,072	17.2%
P.I.L.O.T.	9,344	10,258	914	9,344	123,100	113,756	7.6%
BAD DEBTS - TENANTS	0	4,817	4,817	0	57,800	57,800	0.0%
BAD DEBTS - OTHER	0	417	417	0	5,000	5,000	0.0%
INTEREST EXPENSE	545	11,378	10,833	545	136,541	135,996	0.4%
TOTAL OTHER OPERATING EXP.	55,124	63,670	8,545	55,124	764,035	708,911	7.2%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	1,404	0	-1,404	1,404	0	-1,404	0.0%
HOUSING ASSIST PAYMENTS	1,114,955	1,261,798	146,843	1,114,955	15,141,578	14,026,623	7.4%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	417	417	0	5,000	5,000	0.0%
TOTAL OTHER COSTS	1,116,359	1,262,215	145,855	1,116,359	15,146,578	14,030,219	7.4%
TOTAL EXPENSES	1,611,205	1,817,775	206,570	1,611,205	21,813,303	20,202,099	7.4%
RETAINED EARNINGS (- Deprec.) 1	142,967	98,014	-44,953	142,967	1,176,166	1,033,199	12.2%
+ PRINCIPAL/REPL. RESERVE 2	0	8,942	8,942	0	107,300	107,300	0.0%
+ USDA GRANT FUNDS	0	500,000	500,000	0	6,000,000	6,000,000	0.0%
- DEBT SERVICE PMTS (Bonds & USDA) 3	-1,352,111	-21,278	1,330,833	-1,352,111	-255,332	1,096,779	529.6%
+/- GAIN/LOSS on PARS TRUST ACCT	24,027	0	0	24,027	0	-24,027	0.0%
- CAPITALIZED ASSETS	-68,878	-580,771	-511,893	-68,878	-6,969,254	-6,900,376	1.0%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-5,377	-12,026	-6,649	-5,377	-144,309	-138,932	3.7%
NET CASH FLOW	-1,259,372	-7,119	1,276,280	-1,259,372	-85,428	1,173,943	1474.2%

1 Retained Earnings less Depreciation on Balance Sheet = \$23,630

2 Replacement Reserve receipts

3 Includes \$1,335,000 Bond payments from Kathy Ct \$

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

HCV FSS GRANT (old)	131,205	FY 2020 ADMIN FEES	-6,309
PHA HELD HAP-current	22,667	POST-2003 ADMIN FEES	930,580
HUD HELD HAP@12/31/18	949,254	INV. IN CAP ASSETS	156,771

HACB FINANCIAL DATA

ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	964,805	981,964	1,028,966	1,013,874	1,037,706	1,027,369	1,035,407	1,033,172	987,648	908,310	0	0	964,805
BEG. INVESTED IN CAPITAL ASSETS	188,422	186,726	185,031	176,552	173,726	170,900	168,075	165,249	162,423	159,597	0	0	188,422
HUD ADMIN FEE REVENUE	125,676	153,661	125,562	125,562	125,562	126,035	130,642	126,036	32,849	126,036	0	0	1,197,621
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	1,291	0	0	19,163
INTEREST INCOME	1,663	7,352	8,751	16,432	-21,890	39,330	6,824	-2,785	11,333	13,438	0	0	80,448
DEPRECIATION (reduces Capital Assets)	-1,695	-1,695	-8,479	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	-2,826	0	0	-31,651
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	34	0	0	0	34
ADMINISTRATIVE EXPENDITURES	-113,093	-116,306	-151,591	-119,568	-115,826	-159,084	-141,242	-170,719	-125,567	-124,804	0	0	-1,337,800
ENDING ADMIN RESERVE BALANCE	1,168,690	1,213,997	1,190,427	1,211,413	1,198,270	1,203,482	1,198,420	1,150,070	1,067,926	1,081,042	0	0	1,081,042
YTD Change in Admin.	15,463	60,771	37,200	58,186	45,043	50,255	45,193	-3,156	-85,301	-72,185			-72,185

HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	360,161	464,093	542,354	578,858	476,827	181,833	11,739	139,477	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	1,045,170	1,114,004	0	0	10,074,804
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	2,033	1,291	0	0	19,163
FSS FORFEITURES	36	1,507	0	0	0	0	2,284	5,014	0	5,607	0	0	14,449
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	-1,186,679	-1,098,236	0	0	-10,309,011
ENDING HAP RESERVE BALANCE	360,161	464,093	542,354	578,858	476,827	181,833	11,739	139,477	0	22,667	0	0	22,667
YTD Change in HAP	136,898	240,831	319,091	355,595	253,564	-41,429	-211,524	-83,786	-223,263	-200,595			-200,595

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	1,199,329	1,199,329			11,993,291
HAP EXPENDITURES (Current Month)	921,258	951,415	977,053	987,987	1,022,982	1,047,556	1,081,020	1,105,053	1,116,452	1,122,073			10,332,849
CY 2019 HAP BUDGET UTILIZATION	77%	79%	81%	82%	85%	87%	90%	92%	93%	94%			86%
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	10,793,962	11,993,291			11,993,291
TOTAL HAP EXPENDITURES (YTD)	921,258	1,872,673	2,849,726	3,837,713	4,860,695	5,908,251	6,989,271	8,094,324	9,210,776	10,332,849			10,332,849
BUDGET REMAINING (YTD)	278,071	525,985	748,261	959,603	1,135,950	1,287,724	1,406,033	1,500,309	1,583,186	1,660,442	-	-	1,660,442

UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,771	1,790	1,817	1,814	1,824	1,859	1,884	1,893	1,888	1,893			18,433
UNIT MONTH'S AVAILABLE	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206			22,060
OVER or (UNDER) LEASED	-435	-416	-389	-392	-382	-347	-322	-313	-318	-313	0	0	-3,627
CY 2019 VOUCHER UTILIZATION	80%	81%	82%	82%	83%	84%	85%	86%	86%	86%			84%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	520	532	538	545	561	564	574	584	591	593			561
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	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1731	1729	1723	1717	1720	1712	1689	1657	1647	1648	1621	1597
VOUCHER UTILIZATION %	88.54%	88.44%	88.13%	87.83%	87.98%	87.57%	86.39%	84.76%	84.25%	84.30%	82.92%	81.69%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	59	60	60	61	62	62	60	57	54	53	55	58
VOUCHER UTILIZATION %	67.82%	68.97%	68.97%	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%	60.92%	63.22%	66.67%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	110	111	109	110	109	109	108	107	110	112	110	112
VOUCHER UTILIZATION %	67.07%	67.68%	66.46%	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%	68.29%	67.07%	68.29%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1900	1900	1892	1888	1891	1883	1857	1821	1811	1813	1786	1767
VOUCHER UTILIZATION %	86.13%	86.13%	85.77%	85.58%	85.72%	85.36%	84.18%	82.55%	82.09%	82.18%	80.96%	80.10%

HAP SUMMARY*	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19
ACC BUDGET	\$ 1,194,522	\$ 1,194,522	\$ 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
ACTUAL HAP	\$ 1,123,926	\$ 1,129,334	\$ 1,130,816	\$ 1,117,989	\$ 1,104,129	\$ 1,077,877	\$ 1,044,243	\$ 1,016,871	\$ 987,419	\$ 970,956	\$ 946,516	\$ 914,685
PER UNIT COST	\$ 592	\$ 594	\$ 598	\$ 592	\$ 584	\$ 572	\$ 562	\$ 558	\$ 545	\$ 536	\$ 530	\$ 518
BUDGET UTILIZATION %	94.09%	94.54%	94.67%	93.59%	92.43%	90.23%	87.42%	85.13%	81.68%	80.31%	78.29%	75.66%

ACTIVITY SUMMARY	DEC'19	NOV'19	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	123	120	117	116	112	111	105	86	74	53	34	26
ZERO HAP	19	16	13	15	18	14	13	12	14	15	15	16
UTILITY ASSISTANCE PAYMENTS	72	73	71	70	75	45	44	52	46	49	46	41
NEW ADMISSIONS	**	20	22	21	23	20	42	36	10	11	5	7
INITIAL VOUCHERS SEARCHING	174	224	174	185	183	158	118	118	116	93	49	39
ACTUAL/ESTIMATED EOP	10	13	10	22	15	17	19	19	12	25	14	12
REMAIN ON WAITING LIST	4099	4172	4195	4399	733	1403	875	875	1066	1156	1200	1470

*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	%
Dec-19	17**	0	0	0	0	0	2	12**	1	0	3	97.6%
Nov-19	16**	0	0	0	0	1	0	12***	0	1	2	98.4%
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%

* 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	%
Dec-19	0	2	2	0	0	2	1	7	98.0%
Nov-19	0	2	2	1	0	1	2	8	97.7%
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%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Dec-19	3
Nov-19	3
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

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Dec-19	0	0	2	1	0
Nov-19	1	1	1	3	0
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

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+	179	8+
2	212	7+			122	6+
3	62	3+	45	3+	47	4+
4	16	5+			12	3+
5					2	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: December 13, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of December 13, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; two Public Housing units have been completed during the 2019/2020 fiscal year to date; with 104 of 232 Public Housing units completed overall.
- Public Housing – All Sites. Five-year Environmental Review, A project has organized to perform required environmental review of improvement and maintenance projects planned for the next five-year period for all Public Housing sites. Contract Awarded, project scheduling underway.
- 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 underway with site work 95% complete.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 43-1B, 43-04, 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 is 90% complete.
- Walker Commons –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 95% complete.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are complete pending Butte County permit issuance. Construction bidding is planned for January-February 2020.

12 Month HACB Project Schedule - December 13, 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	\$300,061.83												
1		ACM Tile Abatement	\$58,484.00												
1		115 Nelson Ave. Security and Site Impovements	\$50,000.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$75,052.20												
Chico Commons															
1		Siding replacement IV Construction Contract	\$219,278.00												
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													
Total next 12 months			\$9,405,368.03												

 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: December 13, 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 99% obligated, and 98% expended. Projects include:

- **ACM Tile Replacement** – All concrete-block units, ongoing - twenty-one (21) units complete to date.
- **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 is complete.

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

This Capital Fund is 80% obligated and 54% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, contract awarded with project scheduling underway.
- **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 90% complete.
- **HVAC Replacements** – 43-03, Replace three (3) failing gas/electric package HVAC units. Project is 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 95% 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.
- **Five-year Environmental Review** – All Public Housing Units, perform required CFR 24 Part 58 Environmental Review of improvement and maintenance projects planned for the next five-year period, contract awarded with project scheduling underway.
- **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** – Landscape replacement, Shelton Oaks 43-13, 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 12-13-2019

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	64,833.17	80,842				218,384	120,597	97,787
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	21,251	55,120	55,120	25,010	10,898.75	75,120				166,058	32,149	133,909
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	444,061	464,061	471,867	471,867	637,207	645,510	544,579	362,725.21	616,153				1,725,724	834,592	891,132
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	549,893	548,881	817,783	817,783	651,367.03	438,457.13	808,426	0	0	0	2,183,852	987,339	1,196,514
					99%	98%			80%	54%			0%	0%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

Acct Code		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
	Cash Available as of 12-13-2019	-	56,686	4,000	97,787	6,000	133,909	891,132	7,000	1,196,514	
	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				97,787					97,787	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						58,857			58,857	
1430	Fees and Costs: CAP Fund Environmental Review ECORP						75,052			75,052	UC
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Sewer Lateral Investigation 43-01A,01B, 04							37,644		37,644	UC
1450	Sewer Lateral Investigation 43-02A, 02B							45,404		45,404	UC
1450	Parking and Driveway Asphalt and Concrete Site Imp							39,015.82		39,016	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							769,068		769,068	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,196,513	Total

MEMO

Date: December 13, 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 December 1, 2019, the total number of occupied units on the property is (80), 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 seventeen (17) units are available for occupancy. We currently have (5) applicants on our waiting list, and we anticipate moving in at least (1-2) 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 are no unlawful detainers at this time. Our goal and number one priority continue to be renting out all habitable units on the property.

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 are down to (1) temporary worker assisting maintenance with landscaping. We're in the process of requesting quotes from local vendors to provide landscaping service at the property. We anticipate having a full-time landscaping crew by the start of the new year. We will also be requesting bids in the upcoming weeks to do extensive tree work for all top-heavy trees to ensure the safety of our residents.

Monthly food distribution was held this month on December 10, 2019, from 5-8 pm in the Community Room. Promoters staff is now hosting an Adult Group every Tuesday from 3:30 pm to 4:30 pm. Office staff held their annual Turkey Raffle on November 25th, 2019 and (8) lucky residents were provided with a turkey for their Thanksgiving dinner. The next resident event will be our Christmas Event which will be held on December 23, 2019.

Mi C.A.S.A. is nearing the end of their Fall Session of classes and will be closed for (2) weeks during the Winter Break. Staff reports 40-50 students are attending on a daily basis. Mi C.A.S.A. held their annual Appreciation Dinner on November 22, 2019. Many of the student's families attended, along with sponsors of Mi C.A.S.A., making this event a success. Mi C.A.S.A. students will once again be participating in NAHRO's poster contest "What Home Means to Me". Students will be submitting their entries in early January, 2020.

4th quarter testing of the Community Well for the presence of 1-2-3 TCP, conducted under State Compliance order, came back negative for the chemical – it has been a year since the chemical was last detected. Domestic bottled water is being provided to property residents by means of a bottled water contractor, paid by means of State grant

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.



POSITIVE OUTLIERS SERIES

Gridley Unified School District

Positive Outliers Case Study

Dion Burns and Patrick M. Shields

Acknowledgments

The authors thank the many administrators, principals, teachers, and community stakeholders at Gridley Unified School District. We appreciate the individuals who participated in interviews, provided us with additional data and artifacts, helped with scheduling, and made our field visits possible, as well as the principals and teachers who welcomed us to their schools and classrooms.

We also thank our colleagues Jane David, Joan Talbert, Caitlin Scott, and Linda Darling-Hammond for their support, insights, and feedback. In addition, we thank Erin Chase and Aaron Reeves for their editing and design contributions to this project and the entire LPI communications team for their invaluable support in developing and disseminating this report. Without the generosity of time and spirit of all the aforementioned, this work would not have been possible.

Funding for this project and the deeper learning work of the Learning Policy Institute has been provided by the William and Flora Hewlett Foundation and the Sandler Family Foundation. We are grateful for their generous support. The ideas voiced here are those of the authors and not those of our funders.

External Reviewers

This report benefited from the insights and expertise of two external reviewers: Paul Reville, Professor of Practice of Educational Policy and Administration, Harvard Graduate School of Education; and Marisa Saunders, Senior Researcher, Graduate School of Education and Information Studies, University of California, Los Angeles. We thank them for the care and attention they gave the report.

The appropriate citation for this report is: Dion, B., & Shields, P. M. (2019). *Gridley Unified School District: Positive outliers case study*. Palo Alto, CA: Learning Policy Institute.

This report can be found online at <https://learningpolicyinstitute.org/product/positive-outliers-case-studies>.

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Document last revised September 6, 2019

place of an elective subject, so there is incentive for students to move out of intervention to be able to engage in other subjects. A challenge is that in scheduling English language arts intervention in parallel with mainstream English language arts, the school is aware that it risks creating a de facto tracking system for students. Sycamore's new principal explained that, although de facto tracking is undesirable, the school needs to provide students the flexibility to receive the learning supports they need and to transition out of these classes into more advanced classes.

Intervention beyond the district: Mi C.A.S.A.

In addition to the range of interventions and supports for student learning in Gridley's schools, the Mi C.A.S.A. after-school program provides additional tutoring to approximately 80 students. Mi C.A.S.A. is located in Gridley's Farm Labor Housing Development, a county-run camp primarily for migrant workers and their families. Initially funded by Gridley Unified School District and, for a time, through the county office of education, the Mi C.A.S.A. program began in 2000, motivated by the need to address the persistently low levels of achievement of students living at the camp.¹⁷ Since 2004, the program has been supported by the Butte County Housing Authority and a range of community and private sources. There is also some federal funding for students classified as migrants, administered by the Butte County Office of Education.

Learning support at Mi C.A.S.A. is well positioned to align with the support provided in Gridley's schools. It is staffed by retired teachers from the district and by volunteers that include some current teachers. Instruction is further supported by peer mentors who are high school juniors or seniors and have been screened based on their own academic performance, attendance, and reliability. In most cases, peer tutors are from the same neighborhood and have familiarity with the students and their families. The facility has its own library and an internet-connected computer lab that uses several of the same software applications as those used in local schools, such as IXL. The Mi C.A.S.A. program also offers summer school options and conducts learning field trips to San Francisco Bay Area science facilities. Local newspaper reports credit the program with helping to reduce gang activity in the area by providing students from the camp with engaging after-school activities.¹⁸

Many of the students in the Mi C.A.S.A. program come from families in which English is not spoken in the home. A teacher whose pupils attend the program said that it provided valuable support by offering CCSS-aligned after-school instruction in English. A high school counselor and former resident of the camp described the effect this has had on student engagement and efficacy: "You start noticing students who were disenfranchised at times feeling like they do have services available if ... [there are] some struggles academically." He added that students who participated in the program felt more confident in seeking out other support opportunities as they progressed in their schooling.

The program has also reported academic successes. For the past 5 years, at least one student from Mi C.A.S.A. has earned high school valedictorian honors by achieving a 4.0 or better high school GPA.¹⁹ A former resident of the housing authority neighborhood and Gridley High alumna is seeking to further stimulate students' academic success through a foundation.²⁰ It offers Mi C.A.S.A. students a \$25 stipend for every A grade earned on school semester report cards and matches the total of these earned during middle school and high school with a college scholarship of an equivalent amount.

MEMO

Date: December 13, 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 December 1st the one (1) vacant unit we had in November has since been occupied. Recently painted, the property continues to perform consistent with budget.

Evanswood Apartments, Oroville – This property had zero vacancies last month, but as of December 1, 2019 we have two (2) vacancies. The complex continues to perform per budget.

Kathy Court Apartments, Paradise – Kathy Court, burnt to the ground in the Disaster, is a cleared property with a remaining and intact 12-unit septic system. A claim against PG&E has been filed through the HARRP P&L insurance attorney, for the difference between the insurance proceeds and the estimated cost of replacement.

Lincoln Apartments, Chico – The Lincoln Apartments has one (1) vacancy as of the 1st of December. Capital improvement work continues to be considered, including upgrade of the patio railing assemblies. Exterior painting will follow the patio improvements, and parking lot repair is being planned. This work most likely will occur when it is repositioned thru our asset management work.

Park Place Apartments, Oroville – The property currently has zero (0) vacancy.

Of note, the 2000A Bond Series debt has been fully redeemed – there is currently no debt being serviced by these properties. Investment-grade physical needs assessments (PNA's) and appraisals are being completed for these properties, in anticipation of their re-finance under a public bond issuance. Two other properties have been added for inclusion in this re-finance effort: the Locust Street Apartments, Chico, and Cordillera Apartments, Chico (owned by HACB's instrumentality, BCAHDC)

December 10, 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 that ended on November 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. 2019/2020 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. 2019/2020 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. 2019/2020 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. 2019/2020 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. 2019/2020 Performance Review.
- d. Capital Improvement Summary.

ALAMONT APARTMENTS

Alamont Apartments ended the month of November with two vacancies, Unit #5 and #22. Unit #11 was served a 60 Day Notice to Vacate and was due to vacate by November 11, 2019 but the tenant did not comply with the notice and is still in residence. There were three units with pending notices on file at the end of November.

Total rental income for the month of November was \$22,904.33 which was \$1,255.67 less than was budgeted due to vacancy loss and unpaid rents. Service income for the month came to \$524.70 and was higher than budget by \$135.70 due to higher than budgeted laundry income. This brought the total income to \$23,429.03, which was less than budget by \$1,119.97 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$59.50 which was under budget by \$73.50 due to no advertising and lower expenditure on forms and office supplies. Total administrative expenses came to \$1,966.97 which was lower than budget for the month by \$244.03 due to lower management fees, no credit reports, less resident manager expenses, and less telephone expenses. Total utility expenses were \$2,459.48, higher than budget by \$35.48, due to electricity costs. The apartment turnover expense totaled \$325.00, which was lower than budget by \$25.00. Maintenance expenses for the month were \$2,909.62 which was higher than the budget by \$659.62, due to landscape maintenance costs. The net operating income came to \$15,708.46, less than what was budgeted by \$1,472.54. The capital improvements for November totaled \$1,044.53, higher than budget by \$774.53, due to new blinds for Unit #5 and a microhood for Unit #24. After the total financial expenses of \$7,385.00, the net project cash flow came to \$7,278.93, which was \$2,295.07 less than the budget for the reasons mentioned above.

Mr. Ed Mayer, Executive Director
Chico, California

December 10, 2019
Page 3

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 of \$91,527.90. This total consisted of \$3,000.00 in the general checking account, \$21,702.01 in the general savings account, \$66,775.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

Evanswood Estates ended the month of November with one vacant unit and one unit on notice.

Total rental income for the month came to \$26,581.17 which was lower than budget by \$1,163.83. This variance was due to vacancy loss, prepaid rents and rebates. The service income for the month was \$163.87, higher than budget by \$148.87. This is due to late charges and application fees collected. This brought the total income to \$26,745.04, which was \$1,014.96 lower than budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$52.60, under budget by \$60.40 due to no advertising costs and lower costs for forms and office supplies. Total administrative expenses were \$7,022.93, which was \$314.93 higher than what was budgeted due to higher credit report fees and resident manager expenses. The total utility expenses for the month came to \$1,432.70, which was lower than the budget by \$252.30 due to no electricity or gas charges and lower garbage and water charges. There were no apartment turnover expenses. Total maintenance expenses were \$1,782.54, under budget by \$217.46. This brought the net operating income to \$16,454.27, which was \$2,125.27 higher than the budget due to the reasons described above.

There were no capital improvement costs for the month of November. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to \$5,507.27, which was \$3,898.27 over what was budgeted.

As you review the Cash Balance Summary on the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$93,877.69 with \$3,000.00 in the general checking, \$30,727.75 in the general savings, and \$60,149.94 in the replacement reserve account.

Ed Mayer, Executive Director
Chico, California

December 10, 2019
Page 4

KATHY COURT APARTMENTS

Kathy Court Apartments ended the month of November with no available units due to the Camp Fire.

There was no rental income for November due to the Camp Fire. There were no renting expenses. The total administrative expenses came to \$370.00, which was the management fee and asset management fee. There were no utility expenses, or apartment turnover expenses. There were no maintenance expenses for the month of November. The total operating expenses came to \$370.00. The net operating income was a negative \$370.00. There were no capital improvements. The net project cash flow came to a negative \$370.00.

As you can see on the Cash Flow statement, the property ended the month with total cash on hand of \$22,101.95.

LINCOLN APARTMENTS

Lincoln Apartments ended the month of November with no vacant units, as there were no new move ins or move outs.

The total rental income for the month of November came to \$11,845.00 and was higher than budget by \$615.00, due to no vacancy loss. Service income totaled \$230.62, which was lower than budget by \$205.23, due to no cleaning or maintenance fees being collected. This brought the total income to \$12,075.62, higher than what was budgeted by \$409.62, for the reasons previously mentioned.

Moving on to the November monthly expenses, the renting expenses came to \$35.90, lower than budget by \$59.10 due to no advertising fees and lower office supply expenses. Total administrative expenses were \$1,266.12 and higher than budget for the month by \$3.12. Utility expenses totaled \$1,449.70, which was less than what was budgeted by \$68.30, due to lower gas, exterminator, garbage, water and sewer costs but higher electricity fees. There were no apartment turnover expenses for the month. The total maintenance expenses were \$1,400.69, which was under budget by \$244.31, due to lower labor costs and servicing costs. This brought the net operating income to \$7,923.21 which was higher than budget by \$2,892.21 due to the reasons previously mentioned.

There were no capital improvements in the month of November. After the total financial expenses of \$1,692.00, the net project cash flow came to \$6,231.21, higher than what was budgeted by \$2,881.21 for the reasons described above.



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 of \$58,950.46. This consisted of \$3,000.00 in the general checking account, \$42,291.46 in the general savings, \$13,559.00 in the financial reserve account, and \$100.00 in the petty cash account

PARK PLACE APARTMENTS

Park Place Apartments ended the month of November with no vacancies and no notices.

Total rental income for the month of November was \$23,145.36 which was higher than budget by \$15.36. Service income for the month totaled \$347.77, which was under budget by \$153.23 due to no repairs and maintenance reimbursements or late fees being collected. This brought the total income to \$23,493.13, which is less than budget by \$137.87 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$179.33 which was \$45.67 higher than the budget due to office supply costs. Total administrative expenses were \$2,200.36, which was under budget by \$43.36 due lower management fees and credit report fees. Utility expenses totaled \$1,663.41, which was \$13.41, meeting budget. Apartment turnover expenses for November came to 197.83 due to unit # 13 turnover maintenance but was under budget by \$1,082.17 due to less turnover costs. Maintenance expenses totaled \$1,496.62, lower than budget by \$1,481.38, due to lower labor and material costs. This brought the net operating income to \$17,486.58, above budget by \$2,414.58 for the reasons previously mentioned.

The capital improvements for November were \$965.36 for the full interior painting of Unit #13, under budget by \$1,534.64 due to no carpet replacement or siding repair costs.

After the total financial expenses of \$9,688.00, the net project cash flow came to 6,833.22, better than budget by \$3,949.22, for the reasons previously mentioned.

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 of \$88,872.34. This consisted of \$3,000.00 in the general checking account, \$20,929.34 in the general savings account, \$64,843.00 in the financial reserve account and \$100.00 in the petty cash account.



Ed Mayer, Executive Director
Chico, California

December 10, 2019
Page 6

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

Sincerely yours,

RSC ASSOCIATES, INC.

Richard Gillaspie
Property Manager

RG:cf
Enclosures



ALAMONT APARTMENTS

Performance Review 2019 - 20

2019 / 2020 PERFORMANCE REVIEW

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
TOTAL INCOME 2019/20	22,677	23,429											46,106
VARIANCE	353	-537											-185

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 VACANCY LOSS	-843	-840											-1,683
VARIANCE	-843	-840											-1,683

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 UNPAID RENTS	-901	-561											-1,462
VARIANCE	-138	-1,212											-1,350

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL OPER EXP	12,655	7,721											20,375
VARIANCE	4,988	3,135											8,122

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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	178,252
2019/20 TOTAL NOI	10,022	15,708											25,730
VARIANCE	-4,635	-3,672											-8,307

**EVANSWOOD ESTATES
2019 - 2020 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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 2019/2019	26346	23751	29950	26505	26326	26333	26637	27013	26970	27477	27784	28165	323257
TOTAL INCOME 2018/2020	28019	26745											54764
VARIANCE	1674	2994											4668
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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	-1257
2019/2020 VACANCY LOSS	0	-1300											-1300
VARIANCE	0	-1300											-1300
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/2020 UNPAID RENTS	-144	-13											-157
VARIANCE	-169	3344											3175
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL OPER. EXP.	21236	10291											31527
VARIANCE	-2676	1101											-1575
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/2020 TOTAL NOI	6783	16454											23237
VARIANCE	4350	1893											6243

LINCOLN APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

LNAD7-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	123,843
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
TOTAL INCOME 2019/20	12781	12076											24,857
VARIANCE	-16	2050											2,033
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 VACANCY LOSS	0	0											0
VARIANCE	575	0											575
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 UNPAID RENTS	540	-160											380
VARIANCE	60	840											900
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL OPER. EXP.	3776	3954											7,730
VARIANCE	-4090	-3572											-7,662
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL NOI	9006	8121											17,127
VARIANCE	4074	5622											9,695

MEMO

Date: December 13, 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 December 1st. As of this memo, two (2) approved applications and move-ins are being planned. The final phase of exterior siding replacements is substantially complete, the work being completed by local contractor Experts in Your Home (Hignell). We are working with PG&E to use their low-income energy efficiency program to replace common area water heaters, washing machines, and lighting. We will need to pay for the improvements up front, with PG&E reimbursing the property after completion. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-stripping. 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 is 100% occupied. Painting of exterior wood siding features is has been completed and being addressed operationally, to preserve and extend the life of the siding. We are ordering a new complex sign to help improve its “curb appeal” as the original sign is in need of replacement. 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 zero (0) vacancy. A repair 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. Tree trimming has been completed and the City of Chico has been put on notice of trip hazards located around the property, as the sidewalks are City owned. Resident concerns have been received regarding the Site Manager’s “style” in conducting operations, an issue that is being closely monitored by both the HACB and property manager, AWI working together – no malfeasance has been alleged or determined. 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. Of interest, electric vehicle charging stations will be installed at the property, the stations themselves being provided via grant; installation will be borne by the property. Please find WINN Residential Owner’s Report following.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There are two (2) vacancies reported by Sackett Corporation as of the beginning of December. Please find Sackett Corporation’s Owner’s report, following. Partnership partner, Dawson Holdings, has initiated contact with HACB to discuss the future direction for the property, in concert with consideration of its adjacent neighbor, Gridley Springs II apartments – a buyout may be on the table.

Cordillera Apartments, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has zero (0) vacancy. Exterior Painting of all buildings has been completed. There is the north driveway of the complex where we will need to repair due to asphalt deterioration in the first half of 2020. Please find RSC’s monthly Owner’s report, following.

Chico Commons



Separate Variance Report sent explaining budget differences and expenses.

Updates:

Chico Commons has three vacancies. Two approved apps on hand with move-ins planned and another in process.

- ❖ One eviction for non-payment.
- ❖ One notice to vacate
- ❖ One household possibly pending termination for failure to prepare for cockroach treatments

Staff is working diligently to turn and fill units as quickly as possible.

Rent increases for January 1, 2020 have been distributed and there was no negative feedback received on our end. All went smoothly.

The paperwork accepting PGE ESA program recommendations have been accepted and we are collecting the requested bids. We are waiting for more information on how the upgrades will be funded.

We are closing out 2019 projects and ensuring all invoices are received prior to year-end and will begin preparing for 2020, including estimates for capital improvements early in the year.

(530) 745-6170 tel
(530) 745-6173 fax
www.awimc.com

AWI Management Corporation
PO Box 550
Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 58,648.00	\$ 55,451.25	\$ 3,196.75	\$ 638,223.00	\$ 609,963.75	\$ 28,259.25
Vacancies	(2,951.00)	(2,772.58)	(178.42)	(23,126.75)	(30,498.41)	7,371.66
Rent Adjustments	.32	(519.75)	520.07	(1,730.09)	(5,717.25)	3,987.16
Manager's Unit	(771.00)	(771.00)	0.00	(8,481.00)	(8,481.00)	0.00
Total Tenant Rent	\$ 54,926.32	\$ 51,387.92	\$ 3,538.40	\$ 604,885.16	\$ 565,267.09	\$ 39,618.07
Other Project Income:						
Laundry Income	\$ 1,761.18	\$ 677.83	\$ 1,083.35	\$ 14,422.48	\$ 7,456.16	\$ 6,966.32
Interest Income	.32	0.00	.32	48.96	0.00	48.96
Restricted Reserve Interest Incom	7.93	0.00	7.93	153.51	0.00	153.51
Late Charges	393.00	216.67	176.33	3,018.00	2,383.34	634.66
Other Tenant Income	\$ 641.00	\$ 532.50	\$ 108.50	\$ 5,147.39	\$ 5,857.50	\$ (710.11)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,370.38	\$ 0.00	\$ 6,370.38
Other Project Income	\$ 2,803.43	\$ 1,427.00	\$ 1,376.43	\$ 29,160.72	\$ 15,697.00	\$ 13,463.72
Total Project Income	\$ 57,729.75	\$ 52,814.92	\$ 4,914.83	\$ 634,045.88	\$ 580,964.09	\$ 53,081.79
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 20,641.70	\$ 24,350.24	\$ (3,708.54)	\$ 226,757.64	\$ 267,852.73	\$ (41,095.09)
Utilities (From Pg 2)	7,811.00	6,685.66	1,125.34	77,048.59	73,542.32	3,506.27
Administrative (From Pg 2)	8,731.78	7,588.25	1,143.53	90,386.89	83,470.75	6,916.14
Taxes & Insurance (From Pg 2)	1,647.63	1,209.67	437.96	12,238.70	13,306.34	(1,067.64)
Other Taxes & Insurance (Fr Page	1,230.50	3,158.25	(1,927.75)	15,257.34	34,740.75	(19,483.41)
Other Project Expenses	1,131.16	870.08	261.08	10,512.06	9,570.91	941.15
Total O&M Expenses	\$ 41,193.77	\$ 43,862.15	\$ (2,668.38)	\$ 432,201.22	\$ 482,483.80	\$ (50,282.58)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$.26	\$ 0.00	\$.26
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 28,645.87	\$ 28,645.84	\$.03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	11,880.00	11,880.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	27,500.00	27,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 68,026.13	\$ 68,025.84	\$.29
Total Project Expenses	\$ 47,377.94	\$ 50,046.32	\$ (2,668.38)	\$ 500,227.35	\$ 550,509.64	\$ (50,282.29)
Net Profit (Loss)	\$ 10,351.81	\$ 2,768.60	\$ 7,583.21	\$ 133,818.53	\$ 30,454.45	\$ 103,364.08

Other Cash Flow Items:

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (7.93)	\$ 0.00	\$ (7.93)	\$ 33,559.14	\$ 0.00	\$ 33,559.14
T & I Transfers	(472.52)	0.00	(472.52)	42.36	0.00	42.36
Operating Acct MMKT - FFB - ICS	0.00	0.00	0.00	(100,042.17)	0.00	(100,042.17)
Security Deposits Held	650.00	0.00	650.00	(1,700.00)	0.00	(1,700.00)
Authorized Reserve - Other	0.00	(4,583.33)	4,583.33	(33,712.65)	(50,416.66)	16,704.01
Tenant Receivables	(1,785.40)	0.00	(1,785.40)	3,837.88	0.00	3,837.88
Other Receivables	1,624.83	0.00	1,624.83	(5,250.45)	0.00	(5,250.45)
Accounts Payable - Trade	3,917.50	0.00	3,917.50	(3,903.52)	0.00	(3,903.52)
Accounts Payable Other	0.00	0.00	0.00	(870.42)	0.00	(870.42)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(2,604.13)	0.00	(2,604.13)
Accrued RTO - Prior Year	0.00	0.00	0.00	(268.28)	0.00	(268.28)
Other Notes Payable	0.00	0.00	0.00	.26	0.00	.26
Unclaimed Property	0.00	0.00	0.00	(.19)	0.00	(.19)
Partner's Equity	0.00	0.00	0.00	(53,685.16)	0.00	(53,685.16)
Total Other Cash Flow Items	\$ 6,530.65	\$ (4,583.33)	\$ 11,113.98	\$ (164,597.33)	\$ (50,416.66)	\$ (114,180.67)
Net Operating Cash Change	\$ 16,882.46	\$ (1,814.73)	\$ 18,697.19	\$ (30,778.80)	\$ (19,962.21)	\$ (10,816.59)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 72,149.35	\$ 41,370.55	\$ (30,778.80)
Operating Acct MMKT - FFB - ICS	0.00	100,042.17	100,042.17
Tax & Insurance-FFB	4,989.05	4,946.69	(42.36)
Security Acct-FFB	42,985.00	42,985.00	0.00
Reserve Acct-FFB	89,138.42	33,045.64	(56,092.78)
Reserve Acct - MMKT - FFB*	0.00	50,033.64	50,033.64
Payables & Receivables:			
Accounts Payable - Trade	10,453.14	6,549.62	(3,903.52)
Rents Receivable - Current Tenants	10,662.52	5,866.13	(4,796.39)
Other Tenant Charges Receivable	349.98	1,308.49	958.51

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,541.60	\$ 3,832.67	\$ (291.07)	\$ 35,911.26	\$ 42,159.34	\$ (6,248.08)
Janitorial/Cleaning Supplies	498.32	33.33	464.99	1,461.97	366.66	1,095.31
Plumbing Repairs	0.00	83.33	(83.33)	1,072.06	916.66	155.40
Painting & Decorating	41.04	250.00	(208.96)	896.78	2,750.00	(1,853.22)

Walker Commons

November 2019

Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons is 100% occupied.

No evictions in process

No notices to vacate

Site staff is wrapping up pending projects by year end.

- ❖ Tree Trimming
- ❖ New sign installation
- ❖ Community room exterior paint touch up. After the siding was painted last season the top half quickly faded. A new coat is being applied.

Residents and staff participated in collecting donations for the Loaves and Fishes Community Center. The center provides a wide variety of services for homeless without any federal funding. The initial goal was to collect 6-8 coffee mugs...The response was overwhelming and they ended up with an entire car load of donations. Blankets, canned goods, toys and much more. What a great way to celebrate the season of giving and bring the community together. Maintenance Technician, Nichole, delivered the items to the shelter.

November luncheon was homemade chicken noodle soup. A large group of residents turned out to visit and warm up over a bowl of soup. Next, is a December hot cocoa and cookie party.



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AWI Management Corporation
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Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

Walker Commons 550
For the Month Ended November 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	\$ 406,728.00	\$ 358,842.00	\$ 47,886.00
Vacancies	(543.00)	(326.25)	(216.75)	(1,277.00)	(3,588.75)	2,311.75
Rent Adjustments	.39	(39.58)	39.97	(725.11)	(435.41)	(289.70)
Manager's Unit	(637.00)	(637.00)	0.00	(6,998.00)	(7,007.00)	9.00
Total Tenant Rent	\$ 36,211.39	\$ 31,619.17	\$ 4,592.22	\$ 397,727.89	\$ 347,810.84	\$ 49,917.05
Other Project Income:						
Laundry Income	\$ 163.88	\$ 134.42	\$ 29.46	\$ 1,634.76	\$ 1,478.59	\$ 156.17
Interest Income	2.99	0.00	2.99	13.85	0.00	13.85
Restricted Reserve Interest Incom	39.17	0.00	39.17	341.04	0.00	341.04
Late Charges	0.00	12.50	(12.50)	63.00	137.50	(74.50)
Other Tenant Income	\$ 370.00	\$ 41.67	\$ 328.33	\$ 1,549.68	\$ 458.34	\$ 1,091.34
Miscellaneous Income	\$ 309.40	\$ 0.00	\$ 309.40	\$ 309.40	\$ 0.00	\$ 309.40
Other Project Income	\$ 885.44	\$ 188.59	\$ 696.85	\$ 3,911.73	\$ 2,074.43	\$ 1,837.30
Total Project Income	\$ 37,096.83	\$ 31,807.76	\$ 5,289.07	\$ 401,639.62	\$ 349,885.27	\$ 51,754.35
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 17,595.17	\$ 11,986.83	\$ 5,608.34	\$ 123,552.75	\$ 131,855.16	\$ (8,302.41)
Utilities (From Pg 2)	3,065.70	3,003.00	62.70	33,855.23	33,033.00	822.23
Administrative (From Pg 2)	5,771.51	6,135.83	(364.32)	65,127.35	67,494.16	(2,366.81)
Taxes & Insurance (From Pg 2)	827.21	798.67	28.54	8,502.63	8,785.34	(282.71)
Other Taxes & Insurance (Fr Page	1,437.62	2,815.34	(1,377.72)	17,427.27	30,968.68	(13,541.41)
Other Project Expenses	533.42	755.25	(221.83)	10,000.69	8,307.75	1,692.94
Total O&M Expenses	\$ 29,230.63	\$ 25,494.92	\$ 3,735.71	\$ 258,465.92	\$ 280,444.09	\$ (21,978.17)
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	\$ 13,750.00	\$ 13,750.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	6,875.00	6,875.00	0.00
Transfer - Reserves	933.34	933.33	.01	10,266.74	10,266.66	.08
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.33	\$.01	\$ 30,891.74	\$ 30,891.66	\$.08
Total Project Expenses	\$ 32,038.97	\$ 28,303.25	\$ 3,735.72	\$ 289,357.66	\$ 311,335.75	\$ (21,978.09)
Net Profit (Loss)	\$ 5,057.86	\$ 3,504.51	\$ 1,553.35	\$ 112,281.96	\$ 38,549.52	\$ 73,732.44

Other Cash Flow Items:

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (39.17)	\$ 0.00	\$ (39.17)	\$ (21,955.89)	\$ 0.00	\$ (21,955.89)
T & I Transfers	(741.03)	0.00	(741.03)	(15,351.89)	0.00	(15,351.89)
Security Acct-FFB	0.00	0.00	0.00	600.00	0.00	600.00
Security Deposits Held	(940.00)	0.00	(940.00)	(1,010.00)	0.00	(1,010.00)
Authorized Reserve - Other	0.00	(13,333.33)	13,333.33	(78,360.15)	(146,666.66)	68,306.51
Tenant Receivables	314.73	0.00	314.73	744.30	0.00	744.30
Other Receivables	1,390.25	0.00	1,390.25	(2,464.33)	0.00	(2,464.33)
Accounts Payable - Trade	(3,160.15)	0.00	(3,160.15)	(6,062.20)	0.00	(6,062.20)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	(1,250.00)	0.00	(1,250.00)
Prepaid Rents	0.00	0.00	0.00	.25	0.00	.25
Other Notes Payable	625.00	0.00	625.00	(625.00)	0.00	(625.00)
Partner's Equity	0.00	0.00	0.00	(26,622.00)	0.00	(26,622.00)
Total Other Cash Flow Items	\$ (1,300.37)	\$ (13,333.33)	\$ 12,032.96	\$ (152,356.91)	\$ (146,666.66)	\$ (5,690.25)
Net Operating Cash Change	\$ 3,757.49	\$ (9,828.82)	\$ 13,586.31	\$ (40,074.95)	\$ (108,117.14)	\$ 68,042.19

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 143,613.49	\$ 103,538.54	\$ (40,074.95)
Tax & Insurance - FFB	0.00	15,351.89	15,351.89
Security Acct-FFB	22,990.00	22,390.00	(600.00)
Reserve Acct-FFB	2,133.84	84,530.02	82,396.18
Reserve Acct MMKT-FFB*	125,210.51	125,440.49	229.98
Owner Held Reserves CD	150,250.00	99,846.47	(50,403.53)
Payables & Receivables:			
Accounts Payable - Trade	9,669.78	3,607.58	(6,062.20)
Rents Receivable - Current Tenants	559.00	(204.00)	(763.00)
Other Tenant Charges Receivable	137.00	155.70	18.70
Prepaid Rents	.25	0.00	(.25)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,250.19	\$ 2,775.58	\$ (525.39)	\$ 20,862.35	\$ 30,531.41	\$ (9,669.06)
Janitorial/Cleaning Supplies	91.29	66.67	24.62	794.27	733.34	60.93
Plumbing Repairs	68.10	62.50	5.60	248.17	687.50	(439.33)
Painting & Decorating	235.12	83.33	151.79	1,975.04	916.66	1,058.38
Repairs & Maintenance - Supply	1,734.97	625.00	1,109.97	11,280.77	6,875.00	4,405.77

1200 Park Avenue



Separate Variance Report sent explaining budget differences and expenses.

Updates:

1200 Park Avenue is 100% occupied.

No notices to vacate or evictions in process.

Resident relations are settling down after the confusion with the section 8 rent increase amounts was resolved.

The tree trimming was completed! The invoice was received and will be paid before year end.

Gutter cleaning is scheduled to be completed and invoiced prior to year-end.

We will soon begin the annual project of purging and storing 2019 to make room and prepare for 2020.

Staff continues to promote a sense of community and partnership through positive interaction and resident functions.

November 15th was birthday cake day. Cake, ice cream and fresh fruit was served.

November 20th was Bingo. More residents than ever turned out to play!

November 26th was the monthly luncheon feast and potluck. Traditional holiday dishes were shared along with many deserts and salads.

A holiday party and meal is planned for December. Games and prizes will be incorporated into the event for added fun!

Looking forward to a positive and productive 2020!

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 70,597.00	\$ 66,372.00	\$ 4,225.00	\$ 753,021.00	\$ 730,092.00	\$ 22,929.00
Vacancies	(472.00)	(1,327.42)	855.42	(7,420.66)	(14,601.59)	7,180.93
Rent Adjustments	(29.48)	0.00	(29.48)	1,175.33	0.00	1,175.33
Manager's Unit	(781.00)	(780.00)	(1.00)	(8,591.00)	(8,580.00)	(11.00)
Total Tenant Rent	\$ 69,314.52	\$ 64,264.58	\$ 5,049.94	\$ 738,184.67	\$ 706,910.41	\$ 31,274.26
Other Project Income:						
Laundry Income	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 9,500.00	\$ 11,000.00	\$ (1,500.00)
Interest Income	1.12	0.00	1.12	68.88	0.00	68.88
Restricted Reserve Interest Incom	11.32	7.25	4.07	124.17	79.75	44.42
Late Charges	85.00	41.67	43.33	1,137.44	458.34	679.10
Other Tenant Income	\$ 105.00	\$ 365.41	\$ (260.41)	\$ 4,370.99	\$ 4,019.57	\$ 351.42
Miscellaneous Income	\$ 23.16	\$ 12.50	\$ 10.66	\$ 2,049.05	\$ 137.50	\$ 1,911.55
Other Project Income	\$ 2,225.60	\$ 1,426.83	\$ 798.77	\$ 17,250.53	\$ 15,695.16	\$ 1,555.37
Total Project Income	\$ 71,540.12	\$ 65,691.41	\$ 5,848.71	\$ 755,435.20	\$ 722,605.57	\$ 32,829.63
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 16,215.34	\$ 10,225.57	\$ 5,989.77	\$ 159,500.59	\$ 112,481.39	\$ 47,019.20
Utilities (From Pg 2)	8,390.16	8,736.82	(346.66)	100,778.37	96,105.14	4,673.23
Administrative (From Pg 2)	8,140.90	8,437.25	(296.35)	94,044.92	92,809.75	1,235.17
Taxes & Insurance (From Pg 2)	2,125.02	1,891.00	234.02	20,274.22	20,801.00	(526.78)
Other Taxes & Insurance (Fr Page	2,525.16	4,107.75	(1,582.59)	24,209.11	45,185.25	(20,976.14)
Other Project Expenses	1,731.77	1,680.59	51.18	20,863.64	18,486.43	2,377.21
Total O&M Expenses	\$ 39,128.35	\$ 35,078.98	\$ 4,049.37	\$ 419,670.85	\$ 385,868.96	\$ 33,801.89
Mortgage & Owner's Expense						
Mortgage Payment	\$ 25,956.27	\$ 26,010.84	\$ (54.57)	\$ 285,518.97	\$ 286,119.18	\$ (600.21)
Managing General Partner Fees	\$ 1,047.08	\$ 1,047.08	\$ 0.00	\$ 11,517.88	\$ 11,517.91	\$ (.03)
Transfer - Reserves	2,675.00	2,675.00	0.00	29,425.00	29,425.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,678.35	\$ 29,732.92	\$ (54.57)	\$ 326,461.85	\$ 327,062.09	\$ (600.24)
Total Project Expenses	\$ 68,806.70	\$ 64,811.90	\$ 3,994.80	\$ 746,132.70	\$ 712,931.05	\$ 33,201.65
Net Profit (Loss)	\$ 2,733.42	\$ 879.51	\$ 1,853.91	\$ 9,302.50	\$ 9,674.52	\$ (372.02)

Other Cash Flow Items:

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

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (11.32)	\$ 0.00	\$ (11.32)	\$ (124.17)	\$ 0.00	\$ (124.17)
T & I Transfers	(996.02)	0.00	(996.02)	(2,009.16)	0.00	(2,009.16)
Operating Acct MMKT-FFB*	0.00	0.00	0.00	29,944.38	0.00	29,944.38
Security Acct-FFB	0.00	0.00	0.00	(176.00)	0.00	(176.00)
Security Deposits Held	0.00	0.00	0.00	135.00	0.00	135.00
Authorized Reserve - Other	0.00	(5,316.67)	5,316.67	0.00	(58,483.34)	58,483.34
Pending Reserves	0.00	0.00	0.00	(18,633.28)	0.00	(18,633.28)
Tenant Receivables	(1,038.00)	0.00	(1,038.00)	1,114.00	0.00	1,114.00
Other Receivables	2,439.92	0.00	2,439.92	(4,014.03)	0.00	(4,014.03)
Accounts Payable - Trade	(18,019.83)	0.00	(18,019.83)	(211.96)	0.00	(211.96)
Accrued Expenses	0.00	0.00	0.00	(2,948.91)	0.00	(2,948.91)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	(6,125.00)	0.00	(6,125.00)
Other Notes Payable	5,683.71	0.00	5,683.71	(35,750.15)	0.00	(35,750.15)
Partner's Equity	0.00	0.00	0.00	(37,657.04)	0.00	(37,657.04)
Total Other Cash Flow Items	\$ (5,816.54)	\$ (5,316.67)	\$ (499.87)	\$ (76,456.32)	\$ (58,483.34)	\$ (17,972.98)
Net Operating Cash Change	\$ (3,083.12)	\$ (4,437.16)	\$ 1,354.04	\$ (67,153.82)	\$ (48,808.82)	\$ (18,345.00)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 166,334.85	\$ 99,181.03	\$ (67,153.82)
Operating Acct MMKT-FFB*	40,077.80	10,133.42	(29,944.38)
Tax & Insurance-FFB	12,482.60	14,491.76	2,009.16
Security Acct-FFB	35,603.00	35,779.00	176.00
Repl Reserve-Berkadia Bank-IMP	293,169.85	322,719.02	29,549.17
Payables & Receivables:			
Accounts Payable - Trade	13,840.33	13,628.37	(211.96)
Rents Receivable - Current Tenants	1,827.00	996.00	(831.00)
Other Tenant Charges Receivable	575.00	292.00	(283.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,387.54	\$ 4,040.58	\$ 346.96	\$ 38,386.31	\$ 44,446.41	\$ (6,060.10)
Janitorial/Cleaning Supplies	619.26	183.33	435.93	5,125.15	2,016.66	3,108.49
Plumbing Repairs	0.00	83.33	(83.33)	335.77	916.66	(580.89)
Painting & Decorating	235.38	125.00	110.38	2,242.33	1,375.00	867.33
Repairs & Maintenance - Supply	2,073.07	750.00	1,323.07	15,524.48	8,250.00	7,274.48
Repairs & Maintenance - Contract	649.36	416.67	232.69	18,365.75	4,583.34	13,782.41

Monthly Property Summary Report

75 Harvest Park Court

November 2019



HARVEST
P A R K

CHICO, CA.
90 UNITS
TAX CREDIT

INCOME AND EXPENSE SUMMARY

Total Operating Income Actual/Month:	\$74,299.15
Total Operating Income Budget/Month:	\$68,960.63
Total Operating Income Actual/YTD:	\$797,280.46
Total Operating Income Budget/YTD:	\$754,657.21
Total Operating Expenses Actual/Month:	\$34,140.05
Total Operating Expenses Budget/Month:	\$27,522.80
Total Operating Expenses Actual/YTD:	\$359,026.23
Total Operating Expenses Budget/YTD:	\$366,478.42
Total Net Operating Income Actual/Month:	\$40,159.10
Total Net Operating Income Budget/Month:	\$41,437.83
Total Net Operating Income Actual/YTD:	\$438,254.23
Total Net Operating Income Budget/YTD:	\$388,178.79

BUDGET VARIANCE REPORT

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

6462-0000 Exterminating Contract - \$3,285 Variance caused by double inv charge for the period, working on resolving issue and being credited back overpayment.

6541-0000 Maintenance Supplies - \$1,605 Variance due having to turn 3 units and purchasing fridge fan motors.

6311-0000 Office Expense – Variance of \$902 due to installation of system fire wall

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: \$40,408.00

YTD Actual Capital Improvements / Cash Flow: \$ 26,433.51

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 109,218 and 236

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 November with 1 vacancy, the unit is turned and file is with compliance for approval.

We are beating budgeted NOI YTD by \$50,075.1, it continues to be a good year for Harvest Park, we have been able turn vacant units rapidly saving on vacancy loss, we are over on maintenance supplies but have made up for the overage in other areas by savings or brining in extra cash flow.

Budget Comparison

Period = Nov 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	56,692.00	70,679.00	-13,987.00	-19.79	609,038.71	777,469.00	-168,430.29	-21.66	848,148.00
5150-0000	Rental Assistance	16,546.00	0.00	16,546.00	N/A	158,639.29	0.00	158,639.29	N/A	0.00
5221-0000	Gain/(Loss) to Lease	2,878.00	0.00	2,878.00	N/A	39,642.00	0.00	39,642.00	N/A	0.00
	TOTAL RENTAL INCOME	76,116.00	70,679.00	5,437.00	7.69	807,320.00	777,469.00	29,851.00	3.84	848,148.00
MISC. INCOME										
5330-0000	Tenant Services	25.00	0.00	25.00	N/A	25.00	0.00	25.00	N/A	0.00
5332-0000	Application Fees	0.00	105.00	-105.00	-100.00	140.00	1,155.00	-1,015.00	-87.88	1,260.00
5385-0000	Late/Term Fees	100.00	200.00	-100.00	-50.00	1,051.00	2,200.00	-1,149.00	-52.23	2,400.00
5390-0002	Damages	0.00	450.00	-450.00	-100.00	3,589.29	4,950.00	-1,360.71	-27.49	5,400.00
	Cable Revenue	1,066.15	0.00	1,066.15	N/A	3,263.70	2,690.28	573.42	21.31	2,690.28
	TOTAL MISC. INCOME	1,191.15	755.00	436.15	57.77	8,068.99	10,995.28	-2,926.29	-26.61	11,750.28
OTHER INCOME										
5493-0000	Int on Replacement Reserve	0.00	2.05	-2.05	-100.00	32.84	22.55	10.29	45.63	24.60
	TOTAL OTHER INCOME	0.00	2.05	-2.05	-100.00	32.84	22.55	10.29	45.63	24.60
VACANCY LOSS/RENTAL LOSS/BAD DEBT										
5218-0000	Free Rent-Marketing Concession	-150.00	-50.00	-100.00	-200.00	-1,820.00	-550.00	-1,270.00	-230.91	-600.00
5220-0000	Vacancies - Apartment	-1,951.00	-1,525.42	-425.58	-27.90	-7,740.71	-16,779.62	9,038.91	53.87	-18,305.04
6539-0002	Maintenance Staff Rent Free Unit	-907.00	-900.00	-7.00	-0.78	-9,977.00	-9,900.00	-77.00	-0.78	-10,800.00
6370-0000	Bad Debt Expense	0.00	0.00	0.00	N/A	0.00	-3,600.00	3,600.00	100.00	-3,600.00
6370-0004	Bad Debt-Miscellaneous	0.00	0.00	0.00	N/A	0.00	-3,000.00	3,000.00	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	-3,008.00	-2,475.42	-532.58	-21.51	-18,141.37	-33,829.62	15,688.25	46.37	-36,305.04
	TOTAL INCOME	74,299.15	68,960.63	5,338.52	7.74	797,280.46	754,657.21	42,623.25	5.65	823,617.84
EXPENSES										
MANAGEMENT FEES										
6320-0000	Management Fee	3,373.14	3,425.53	52.39	1.53	37,861.37	37,350.83	-510.54	-1.37	40,776.36
	TOTAL MANAGEMENT FEES	3,373.14	3,425.53	52.39	1.53	37,861.37	37,350.83	-510.54	-1.37	40,776.36
REAL ESTATE TAXES										
6710-0000	Taxes - Real Estate	13.40	14.00	0.60	4.29	147.48	148.00	0.52	0.35	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	13.40	14.00	0.60	4.29	565.28	513.00	-52.28	-10.19	527.00

Budget Comparison

Period = Nov 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	24,892.41	30,074.00	5,181.59	17.23	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	25,692.41	30,874.00	5,181.59	16.78	33,644.00
UTILITIES EXPENSE										
6430-0000	Electricity Vacant	0.00	38.00	38.00	100.00	9.56	418.00	408.44	97.71	456.00
6430-0001	Employee Unit Utility	70.16	77.00	6.84	8.88	841.92	847.00	5.08	0.60	924.00
6440-0000	Gas/Oil Heat Vacant	0.00	10.00	10.00	100.00	0.87	110.00	109.13	99.21	120.00
6450-0000	Electricity	1,425.86	1,350.00	-75.86	-5.62	14,877.60	15,700.00	822.40	5.24	17,050.00
6451-0000	Water & Sewer	4,206.81	3,900.00	-306.81	-7.87	44,196.17	45,600.00	1,403.83	3.08	49,400.00
6451-0003	Water / Sewer Resident	6.00	0.00	-6.00	N/A	0.00	0.00	0.00	N/A	0.00
6452-0000	Natural Gas Heat	145.75	205.00	59.25	28.90	1,411.80	1,050.00	-361.80	-34.46	1,500.00
6454-0000	Utility Processing	44.88	55.00	10.12	18.40	467.16	1,205.00	737.84	61.23	1,260.00
6470-0000	Rubbish Removal	912.96	990.00	77.04	7.78	10,548.77	10,515.00	-33.77	-0.32	11,430.00
	TOTAL UTILITY EXPENSE	6,812.42	6,625.00	-187.42	-2.83	72,353.85	75,445.00	3,091.15	4.10	82,140.00
PAYROLL										
6310-0000	Office Payroll	0.00	0.00	0.00	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	3,315.17	3,296.48	-18.69	-0.57	30,901.84	42,434.24	11,532.40	27.18	45,787.36
6539-0000	Maintenance Payroll - General	2,991.81	2,683.03	-308.78	-11.51	33,942.06	31,489.58	-2,452.48	-7.79	34,218.72
6714-0001	Taxes-Payroll Administrative	293.75	252.18	-41.57	-16.48	2,817.15	3,779.22	962.07	25.46	4,035.73
6714-0002	Taxes-Payroll Maintenance	218.06	205.25	-12.81	-6.24	2,866.91	2,941.93	75.02	2.55	3,150.71
6724-0001	Workers Compensation-Payroll Admin	199.69	203.39	3.70	1.82	2,725.48	2,618.18	-107.30	-4.10	2,825.07
6724-0002	Workers Compensation-Payroll Maintenance	165.54	165.54	0.00	0.00	2,094.86	1,942.89	-151.97	-7.82	2,111.28
6726-0001	Health Ins & Other Benefits-Payroll Admin	755.42	979.24	223.82	22.86	5,835.73	10,917.92	5,082.19	46.55	11,885.90
6726-0002	Health Ins & Other Benefits-Payroll Maint.	655.38	956.42	301.04	31.48	7,395.41	10,537.69	3,142.28	29.82	11,482.46
	TOTAL PAYROLL	8,594.82	8,741.53	146.71	1.68	89,405.73	106,661.65	17,255.92	16.18	115,497.23
OPERATING & MAINTENANCE EXPENSE										
6461-0000	Exterminating Supplies	-160.00	0.00	160.00	N/A	0.00	0.00	0.00	N/A	0.00
6462-0000	Exterminating Contract	3,645.20	360.00	-3,285.20	-912.56	13,090.40	5,960.00	-7,130.40	-119.64	6,320.00
6511-0000	Security Contract & Repairs	145.00	0.00	-145.00	N/A	6,433.45	4,816.00	-1,617.45	-33.58	4,816.00
6521-0000	Grounds Supplies	200.00	75.00	-125.00	-166.67	3,905.00	5,815.00	1,910.00	32.85	5,890.00
6522-0000	Grounds Contract	1,650.00	1,650.00	0.00	0.00	18,150.00	18,150.00	0.00	0.00	19,800.00
6541-0000	Maintenance Supplies	2,055.35	450.00	-1,605.35	-356.74	11,616.11	4,950.00	-6,666.11	-134.67	5,400.00
6545-0000	Repairs - Contract - General	895.00	500.00	-395.00	-79.00	5,456.88	5,500.00	43.12	0.78	6,000.00
6546-0000	Repairs - Contract - Electric	95.00	0.00	-95.00	N/A	2,076.14	1,000.00	-1,076.14	-107.61	1,000.00
6547-0000	Repairs - Contract - HVAC	0.00	0.00	0.00	N/A	3,925.00	2,000.00	-1,925.00	-96.25	2,000.00

Budget Comparison

Period = Nov 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6548-0000	Repairs - Contract - Plumbing	99.00	241.67	142.67	59.04	7,017.56	2,938.37	-4,079.19	-138.82	3,180.04
6552-0000	Uniforms	0.00	67.00	67.00	100.00	496.30	737.00	240.70	32.66	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	0.00	333.33	333.33	100.00	2,077.09	3,666.63	1,589.54	43.35	3,999.96
6582-0000	Lock & Key Expense	0.00	0.00	0.00	N/A	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	1,000.00	364.06	36.41	1,000.00
6991-0000	Pool Supplies	0.00	35.00	35.00	100.00	543.10	1,105.00	561.90	50.85	1,140.00
6992-0000	Pool Contract	277.10	236.25	-40.85	-17.29	2,789.19	2,598.75	-190.44	-7.33	2,835.00
	TOTAL OPERATING & MAINT. EXPS.	8,901.65	3,948.25	-4,953.40	-125.46	81,040.80	61,136.75	-19,904.05	-32.56	65,085.00
	TURNOVER COSTS									
6531-0000	Cleaning Supplies	0.00	0.00	0.00	N/A	0.00	400.00	400.00	100.00	400.00
6532-0000	Cleaning Contract	290.00	0.00	-290.00	N/A	1,942.81	3,000.00	1,057.19	35.24	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	1,000.00	896.76	89.68	1,000.00
6562-0000	Decorator Contract Services	0.00	0.00	0.00	N/A	0.00	600.00	600.00	100.00	600.00
	TOTAL TURNOVER COSTS	290.00	0.00	-290.00	N/A	2,557.81	5,000.00	2,442.19	48.84	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	156.60	103.00	-53.60	-52.04	2,298.16	2,665.00	366.84	13.77	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	162.00	116.00	-46.00	-39.66	625.75	1,416.00	790.25	55.81	1,532.00
6981-0000	Resident Supplies	366.32	100.00	-266.32	-266.32	446.33	1,300.00	853.67	65.67	1,408.00
	TOTAL MARKETING	684.92	319.00	-365.92	-114.71	3,770.24	6,093.00	2,322.76	38.12	6,420.00
	ADMINISTRATIVE EXPENSES									
6280-0000	Credit Reports & Fees	0.00	10.60	10.60	100.00	0.00	116.60	116.60	100.00	127.20
6311-0000	Office Expenses	1,099.65	197.00	-902.65	-458.20	9,621.35	8,236.00	-1,385.35	-16.82	9,002.10
6312-0000	Copy Machine	249.32	131.50	-117.82	-89.60	1,953.46	1,446.50	-506.96	-35.05	1,578.00
6313-0000	Postage	94.50	33.33	-61.17	-183.53	335.47	366.63	31.16	8.50	399.96
6316-0000	Travel/Mileage	0.00	25.00	25.00	100.00	978.84	875.00	-103.84	-11.87	975.00
6316-0003	Training	6.41	128.50	122.09	95.01	2,336.73	2,406.30	69.57	2.89	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
6350-0000	Auditing	0.00	0.00	0.00	N/A	11,750.00	11,750.00	0.00	0.00	11,750.00

Budget Comparison

Period = Nov 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
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	1,622.64	1,110.00	-512.64	-46.18	15,865.41	12,210.00	-3,655.41	-29.94	13,320.00
6385-0000	Dues and Memberships	0.00	0.00	0.00	N/A	710.45	450.00	-260.45	-57.88	450.00
6390-0000	Miscellaneous	0.00	0.00	0.00	N/A	207.02	740.00	532.98	72.02	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	275.01	43.56	-231.45	-531.34	1,550.04	479.16	-1,070.88	-223.49	522.72
	TOTAL ADMINISTRATIVE EXPENSES	3,347.53	1,679.49	-1,668.04	-99.32	45,778.74	43,404.19	-2,374.55	-5.47	45,661.78
	TOTAL EXPENSES	34,140.05	27,522.80	-6,617.25	-24.04	359,026.23	366,478.42	7,452.19	2.03	394,751.37
	NET OPERATING INCOME	40,159.10	41,437.83	-1,278.73	-3.09	438,254.23	388,178.79	50,075.44	12.90	428,866.47
	REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000	Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	25,657.50	25,663.00	5.50	0.02	27,996.00
1317-0000	Res for Replacement Withdrawals	-1,900.00	0.00	1,900.00	N/A	-1,900.00	0.00	1,900.00	N/A	0.00
	TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	432.50	2,333.00	1,900.50	81.46	23,757.50	25,663.00	1,905.50	7.43	27,996.00
	DEBT SERVICE									
2320-0000	Mortgage Payable -1st Mortgage	5,000.00	5,000.00	0.00	0.00	55,000.00	55,000.00	0.00	0.00	60,000.00
6820-0000	Interest on Mortgage	11,085.63	11,085.62	-0.01	0.00	122,416.90	122,416.86	-0.04	0.00	133,502.48
6824-0000	Interest on Mortgage - 4th	1,297.17	1,314.00	16.83	1.28	14,268.87	14,583.99	315.12	2.16	15,941.79
6828-0000	Service Fee	6,129.33	6,168.33	39.00	0.63	67,811.58	67,851.63	40.05	0.06	74,019.96
	TOTAL DEBT SERVICE	23,512.13	23,567.95	55.82	0.24	259,497.35	259,852.48	355.13	0.14	283,464.23
	MISCELLANEOUS									
6890-0000	Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	4,583.37	4,583.37	0.00	0.00	5,000.04
6892-0000	Trustee Fees	283.33	325.00	41.67	12.82	3,116.63	3,575.00	458.37	12.82	3,900.00
	TOTAL MISCELLANEOUS	700.00	741.67	41.67	5.62	7,700.00	8,158.37	458.37	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
1431-0000	Building Improvements - Rehab	1,900.00	0.00	-1,900.00	N/A	1,900.00	0.00	-1,900.00	N/A	0.00
1440-0002	Carpet/Flooring	1,190.00	0.00	-1,190.00	N/A	14,019.37	22,368.00	8,348.63	37.32	24,168.00
1486-0000	Appliances	0.00	0.00	0.00	N/A	5,114.14	5,900.00	785.86	13.32	5,900.00
	TOTAL CAPITAL EXPENDITURES	3,090.00	0.00	-3,090.00	N/A	26,433.51	40,408.00	13,974.49	34.58	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

Budget Comparison

Period = Nov 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
7153-0000	Administration Fee Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	8,955.00
	TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	40,210.00
	PROFIT / LOSS	12,424.47	14,795.21	-2,370.74	-16.02	120,865.87	54,096.94	66,768.93	123.42	26,088.20
	ADDITIONAL ADJUSTMENTS TO CASH FLOW									
	Cash - Other	-553.66	0.00	-553.66	N/A	-389.71	0.00	-389.71	N/A	0.00
	Construction In Progress	95.00	0.00	95.00	N/A	0.00	0.00	0.00	N/A	0.00
	Accounts Payable	-6,376.83	0.00	-6,376.83	N/A	-7,612.55	0.00	-7,612.55	N/A	0.00
	Net A/R	-5,737.36	0.00	-5,737.36	N/A	-14,028.69	0.00	-14,028.69	N/A	0.00
	Net Prepays	9,377.36	0.00	9,377.36	N/A	6,541.84	0.00	6,541.84	N/A	0.00
	Net Accruals	1,662.40	-1,314.00	2,976.40	226.51	2,894.95	-14,583.99	17,478.94	119.85	-15,941.79
	Net Real Estate Tax	-0.69	-14.00	13.31	95.07	-10,916.14	-148.00	-10,768.14	-7,275.77	-162.00
	Net Insurance	2,104.89	-2,770.00	4,874.89	175.99	-5,423.03	-30,074.00	24,650.97	81.97	-32,844.00
	Loan/Note Payable	0.00	0.00	0.00	N/A	-131.34	0.00	-131.34	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	-32.84	-22.55	-10.29	-45.63	-24.60
	TOTAL CASH FLOW ADJUSTMENTS	571.11	-4,100.05	4,671.16	113.93	-107,551.51	-44,828.54	-62,722.97	-139.92	-48,972.39
	NET ADJUSTED CASH FLOW	12,995.58	10,695.16	2,300.42	21.51	13,314.36	9,268.40	4,045.96	43.65	-22,884.19
	Net Change in Cash from TB	12,995.58	0.00	-12,995.58	N/A	13,314.36	0.00	-13,314.36	N/A	0.00



GRIDLEY SPRINGS

December 2019

Property Status:

1. All continues to go well at Gridley Springs. GSI Currently has 2 vacant unit units with a move in scheduled for 12/03/2019 and another for 12/10/2019, and GSII is 100% occupied with no notices to vacate.
2. GSI budget has been completed and approved b USDA but without the rental unit increase.
3. I am following up with CTCAC as we never received a close out letter for GSII extended use inspection. Noemy expects to have that satisfactory close out letter out to us by the end of the month. Their department went through some staffing changes and items have been delayed.

Thank you!
Mac Upshaw



DHI GRIDLEY SPRINGS I
As of
November 30, 2019

<i>CASH SUMMARY - Operating Account</i>	NOVEMBER		11 months YTD	
	2019	%	2019	%
Total Rent Revenue	22,605.00	100.00%	237,253.75	100.00%
Vacancies	(1,476.00)	-6.53%	(4,606.00)	-1.94%
Net Rental Revenue	21,129.00	93.47%	232,647.75	98.06%
Other Income	253.10	1.12%	2,965.60	1.25%
Total Revenue	21,382.10	94.59%	235,613.35	99.31%
Expenses:				
Administrative Expenses	4,251.09	18.81%	69,341.22	29.23%
Utilities	2,885.47	12.76%	30,870.01	13.01%
Operating & Maintenance	4,342.17	19.21%	58,461.98	24.64%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	708.05	3.13%	15,194.77	6.40%
Total Expenses	12,186.78	50.78%	173,867.98	33.12%
Net Operating Income	9,195.32	31.97%	61,745.37	37.65%
Interest and Finance Expense	1,316.72	5.82%	17,799.15	7.50%
Replacement Costs	1,034.79	4.58%	10,410.86	4.39%
Net Cash Flow from Operations	6,843.81		33,535.36	
Plus (Minus)				
Interest Income	(4.19)		(204.05)	
Unpaid Rent Collected (Owed)	(218.00)		772.00	
Unpaid Subsidy Rent Collected (Owed)	544.00		11,843.58	
Impound/Escrow Funds	(2,425.98)		(17,300.32)	
Prepaid Rent Received (Absorbed)	18.00		(2,379.10)	
Security Deposits Received (Refunded)	141.00		1,722.22	
Mortgage Principle payment	(2,662.66)		(56,196.83)	
Net Cash Increase (Decrease)	2,235.98		(28,207.14)	
Beginning of Period Cash Balance	3,136.46		85,347.56	
Transfer from (to) Savings	(2,000.00)		(52,244.63)	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	0.00		(1,523.35)	
Ending Cash Balance - Operating Account	\$3,372.44		\$3,372.44	
- Money Market Savings			\$14,593.11	
- 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	1.00	Vacant units at beginning of month	1
Uncollected (Collected) During Month	218.00	Plus Units vacated during month	1
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	\$219.00	Vacant units at end of month	2
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		

12 Month Spreadsheet
DHI Gridley Springs I
As of
November 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	9,425.00	11,062.00	0.00	113,219.75
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	12,611.00	11,543.00	0.00	124,034.00
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	22,036.00	22,605.00	0.00	237,253.75
VACANCIES													
4210 Apartment Vacancies	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	(527.00)	(758.00)	(1,476.00)	0.00	(4,606.00)
	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	(527.00)	(758.00)	(1,476.00)	0.00	(4,606.00)
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	21,278.00	21,129.00	0.00	232,647.75
4320 Interest Income - Other Cash	6.13	5.41	6.03	12.22	3.30	1.97	92.67	2.19	3.42	64.21	4.06	0.00	201.61
4340 Interest Income - Sec Deposits	0.22	0.20	0.19	0.22	0.23	0.24	0.25	0.25	0.25	0.26	0.13	0.00	2.44
TOTAL FINANCIAL REVENUE	6.35	5.61	6.22	12.44	3.53	2.21	92.92	2.44	3.67	64.47	4.19	0.00	204.05
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	180.00	0.00	0.00	180.00
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	232.76	248.91	0.00	2,549.05
TOTAL OTHER INCOME	0.00	231.81	313.43	239.43	250.79	0.00	590.00	230.15	244.27	412.76	248.91	0.00	2,761.55
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	21,755.23	21,382.10	0.00	235,613.35
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	54.47	108.94	0.00	679.65
6235 IT Support Services	0.00	2,542.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	0.00	4,081.00
6240 Telephone and Answering Service	97.69	50.36	0.00	106.42	50.35	0.00	138.48	50.35	50.35	50.35	0.00	0.00	594.35
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	61.57	91.67	0.00	196.89
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	160.00	160.00	0.00	1,217.19
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	1,950.00	2,015.00	0.00	22,360.00
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	1,609.06	1,682.20	0.00	17,522.52
6331 Manager's Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.28	0.00	22.28
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	1,199.64	0.00	0.00	2,249.28
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	5,256.09	4,251.09	0.00	69,341.22
UTILITIES EXPENSE													
6450 Electricity	152.32	0.00	0.00	121.91	218.94	218.94	76.57	964.94	(1,058.85)	703.38	677.44	0.00	2,075.59
6451 Water	1,818.82	627.98	2,847.75	766.60	429.26	429.26	759.87	625.71	(5,165.15)	822.10	270.89	0.00	4,233.09
6452 Gas	0.00	437.93	269.04	0.00	146.50	0.00	175.22	57.78	0.00	49.89	278.79	0.00	1,415.15
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	2,207.74	1,130.80	0.00	16,780.42
6465 Garbage and Trash Removal	490.18	508.74	508.74	1,030.20	521.46	0.00	996.24	727.55	527.55	527.55	527.55	0.00	6,365.76
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	4,310.66	2,885.47	0.00	30,870.01

12 Month Spreadsheet
DHI Gridley Springs I
As of
November 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	445.00	0.00	0.00	1,020.00
6530 Exterminating Contract	100.00	100.00	100.00	300.00	200.00	0.00	300.00	0.00	200.00	100.00	0.00	0.00	1,400.00
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	219.86	0.00	6,306.57
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	1,000.00	1,000.00	0.00	10,000.00
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	1,495.64	1,675.63	0.00	13,623.63
6565 Repair Materials	1,046.42	962.38	300.70	225.77	712.80	0.00	318.32	2,082.41	2,183.77	2,057.84	406.92	0.00	10,297.33
6570 Repair Contact & Vendor Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	418.45	1,400.00	1,000.00	0.00	4,418.45
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	1,295.00	0.00	0.00	2,903.71
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	2,475.30	0.00	0.00	4,109.08
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	43.08	39.76	0.00	715.59
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	10,311.86	4,342.17	0.00	58,461.98
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	274.84	303.63	0.00	3,453.54
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	209.83	225.78	0.00	2,118.75
6730 Health/ Dental Insurance	0.00	(27.79)	344.86	179.68	178.63	178.64	178.63	178.63	178.64	178.64	178.64	0.00	1,747.20
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	663.31	708.05	0.00	15,194.77
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	20,541.92	12,186.78	0.00	173,867.98
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	1,213.31	9,195.32	0.00	61,745.37
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	1,297.92	1,296.72	0.00	14,329.15
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	20.00	20.00	0.00	270.00
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	1,317.92	1,316.72	0.00	17,799.15
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	(104.61)	7,878.60	0.00	43,946.22
Replacements													
6910 Appliance Replacement	427.93	0.00	0.00	0.00	0.00	0.00	638.75	479.39	0.00	1,283.03	422.79	0.00	3,251.89
6920 Carpet/ Flooring Replacement	0.00	0.00	2,759.00	0.00	0.00	0.00	0.00	2,595.00	0.00	446.00	612.00	0.00	6,412.00
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	1,729.03	1,034.79	0.00	10,410.86
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	(1,833.64)	6,843.81	0.00	33,535.36



December 10, 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 following financial information for the month that ended November 30, 2019. This statement is accompanied by the following financial statements 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. 2019/2020 Performance Review.
4. Capital Improvement Summary.

Cordillera Apartments had no vacant units during the month of November.

The total rental income for the month of November came to \$14,059.00 which was below budget by \$456.00. This variance was due to unpaid rents and the use of prepaid rents. We are actively pursuing the collection of the balances due. Total service income for the month came to \$304.50 and was over budget by \$82.50 as the property collected more laundry income than anticipated. This brought the total November income to \$14,363.50, which was \$373.50 under budget for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$44.50 which was under the budget by \$40.50 due to less office supplies/forms being purchased. Total administrative expenses for the month were lower than budgeted at \$1,807.06 due to the lower resident manager expense and management fees. Total utility expenses came to \$2,019.85 which was below budget by \$88.15. This is due to lower electricity, gas, and water fees. There were no apartment turnover expenses in November.



Mr. Ed Mayer, Executive Director
Chico, California

December 10, 2019
Page 2

The total maintenance expenses of \$1,873.23 were higher than budget by \$148.23 due to material and labor costs on unit maintenance. This brought the net operating income to a total of \$8,618.86, which is 237.14 lower than budgeted due to the conditions described above.

There were no capital improvement costs for the month of November. The Net Project Cash Flow for November was \$8,618.86.

As you review the Cash Balance Summary on the Cash Flow Statement for November, you will see that the property ended the month with total cash on hand of \$26,526.30. Of that amount, \$3,000.00 is in the general checking account, \$23,415.99 in the general savings account and \$10.31 in the replacement reserve account.

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

Sincerely yours,

CORDILLERA APARTMENTS

Richard Gillaspie
Property Manager

RG:cf
Enclosures

CORDILLERA APARTMENTS
2019 - 2020 PERFORMANCE REVIEW

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
TOTAL INCOME 2019/20	13515	14196											27,711
VARIANCE	318	1561											1,879
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 VACANCY LOSS	-900	-1408											-2,308
VARIANCE	-900	-1408											-2,308
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 UNPAID RENTS	173	418											591
VARIANCE	1433	1684											3,117
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL OPER. EXP.	9324	5736											15,060
VARIANCE	983	-387											596
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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	52,975
2019/20 TOTAL NOI	4192	8459											12,651
VARIANCE	-665	1948											1,282

MEMO

Date: December 13, 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. Roof leaks have appeared with the onset of the rains, signaling the end of the useful life of the roofing. Bid proposals for repair/replacement are being solicited.

December 6, 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 following financial information for the month that ended November 30, 2019. This statement is accompanied by the following financial statements for the 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. 2019/2020 Performance Review.
4. Capital Improvement Summary.

1519 Locust Street Apartments ended the month of November with no vacant units as the property had no move-outs or move-ins.

The total rental income for the month of November came to \$4,401.00 which was lower than the budgeted figure by \$2,430.00. This variance was due to unpaid rents and the use of prepaid rents. Service income totaled \$124.13 which was over the budget of \$102.00 due to late charges and laundry income collected. This brought the November total income to \$4,525.13 which was \$2,407.87 less than budget for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$23.25 which was less than budget by \$6.75 as the property had lower than expected forms/office supplies and no advertising. Total administrative expenses were \$406.12. The difference is due to lower management fees, lower resident manager expenses, and no credit report fees for the month of



Mr. Ed Mayer, Executive Director
Chico, California

December 6, 2019
Page 2

November. Utility expenses for the month came to \$555.52, which was \$192.48 lower than budgeted due lower electricity, water, and sewage charges and no exterminator fees.

There were no apartment turnover expenses for the month of November. Total maintenance expenses for the month came to \$1,133.19 which was \$96.81 under budget. After the monthly insurance cost of \$75.00, the total operating expenses came to \$2,193.08 which was \$1,346.92 lower than the budgeted figure for the reasons described above. The net operating income for November was \$2,332.05. There were no capital improvement costs for the month. This brought our net project cash flow to \$2,332.05, budget by \$39.05.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$37,030.26. Of that amount, \$3,000.00 is in the general checking account with \$30,523.26 in the general savings and \$3,507.00 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:cf
Enclosures

1519 LOCUST STREET APARTMENTS

2019 / 2020 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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	77,944
TOTAL INCOME 2019/20	5,996	4,525											
VARIANCE	-325	-1,467											-1,792

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 VACANCY LOSS	0	-350											
VARIANCE	0	-350											-350

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 UNPAID RENTS	-383	-1,300											
VARIANCE	-38	-1,300											-1,338

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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
2019/20 TOTAL OPER EXP	3,408	2,193											5,601
VARIANCE	1,027	-23											1,004

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
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	43,950
2019/20 TOTAL NOI	2,588	2,332											4,920
VARIANCE	-1,353	-1,444											-2,796

December 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 following financial information for the month ending November 30, 2019, for 29 Evanswood Circle.

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

29 Evanswood Circle remained fully occupied for the month of November with no move-outs, move-ins, or tenant notices. The total income for the month was \$1,000.00 with no unpaid rent.

Moving on to the expenses, there were \$6.05 in renting expenses for forms and office supplies for the month. The total administrative expenses were \$245.18 including \$100.18 for the management fee and \$145.00 in homeowner association dues. Utility expenses for the month were \$49.38. The property had no maintenance expenses in November. This brought the total operating expenses to \$300.61. The net operating income was \$701.15. There were no capital improvements this month.

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for November, you will note that the property ended the month with total cash on hand of \$30,887.80. Of that amount, \$29,987.80 is in the general checking account and \$900.00 in the deposit checking account.

Please give me a call if you have any questions regarding the information enclosed or the unit.

Mr. Ed Mayer, Executive Director
Chico, California

December 9, 2019
Page 2

Sincerely yours,

29 EVANSWOOD CIRCLE

Richard Gillaspie
Property Manager

RG:cf
Enclosures



GRIDLEY SPRINGS

December 2019

Property Status:

1. All continues to go well at Gridley Springs. GSI Currently has 2 vacant unit units with a move in scheduled for 12/03/2019 and another for 12/10/2019, and GSII is 100% occupied with no notices to vacate.
2. GSI budget has been completed and approved b USDA but without the rental unit increase.
3. I am following up with CTCAC as we never received a close out letter for GSII extended use inspection. Noemy expects to have that satisfactory close out letter out to us by the end of the month. Their department went through some staffing changes and items have been delayed.

Thank you!
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
November 30, 2019

CASH SUMMARY - Operating Account

	NOVEMBER		2 months YTD	
	2019	%%	2019	%%
Total Rent Revenue	16,207.00	100.00%	31,412.00	100.00%
Vacancies	0.00	0.00%	(195.00)	-0.62%
Net Rental Revenue	16,207.00	100.00%	31,217.00	99.38%
Other Income	87.56	0.54%	182.25	0.58%
Total Revenue	16,294.56	100.54%	31,399.25	99.96%
Expenses:				
Administrative Expenses	2,441.52	15.06%	4,894.24	15.58%
Utilities	1,783.74	11.01%	3,557.95	11.33%
Operating & Maintenance	3,527.59	21.77%	8,065.06	25.68%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	531.09	3.28%	1,028.62	3.27%
Total Expenses	8,283.94	47.84%	17,545.87	47.42%
Net Operating Income	8,010.62	32.77%	13,853.38	37.00%
Interest and Finance Expense	565.08	3.49%	1,130.16	3.60%
Replacement Costs	0.00	0.00%	640.26	2.04%
Net Cash Flow from Operations	7,445.54		12,082.96	
Plus (Minus)				
Interest Income	(3.93)		(9.49)	
Unpaid Rent Collected (Owed)	(1,843.55)		(1,445.00)	
Prepaid Rent Received (Absorbed)	924.55		1,377.55	
Security Deposits Received (Refunded)	0.00		574.00	
Accrued Interest (Payment)	545.08		1,090.16	
Net Cash Increase (Decrease)	7,067.69		13,670.18	
Beginning of Period Cash Balance	51,932.96		46,180.05	
Contributions (Distributions) to Owner	0.00		0.00	
Transfer from (to) Impound Account	(399.58)		(799.16)	
Transfer From (to) Replacement Reserves	(450.00)		(900.00)	
Transfer from (to) Security account	(573.76)		(573.76)	
Ending Cash Balance - Operating Account	\$57,577.31		\$57,577.31	
- Replacement Reserve			\$106,923.24	
- Tax and Insurance Impounds			\$38,344.64	
- Security Deposit Accounts			\$14,508.12	

TENANT RECEIVABLES	Current Month	UNIT STATUS	Current Month
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	620.45	Vacant units at beginning of month	0
Uncollected (Collected) During Month	1,843.55	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>\$2,464.00</u>	Vacant units at end of month	<u>0</u>

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

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
REVENUE													
4010 Apartment Rents	13,683.00	14,642.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,325.00
4015 Tenant Assisance Payments	1,522.00	1,565.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,087.00
TOTAL RENT POTENTIAL	15,205.00	16,207.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,412.00
VACANCIES													
4210 Apartment Vacancies	(195.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(195.00)
	(195.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(195.00)
NET RENTAL REVENUE	15,010.00	16,207.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,217.00
4320 Interest Income - Other Cash	5.32	3.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.13
4340 Interest Income - Sec Deposits	0.24	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.36
TOTAL FINANCIAL REVENUE	5.56	3.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.49
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	89.13	83.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.76
TOTAL OTHER INCOME	89.13	83.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.76
TOTAL REVENUE	15,104.69	16,294.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,399.25
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
6220 Credit Reports	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
6235 IT Support Services	128.00	128.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.00
6240 Telephone and Answering Service	37.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.78
6250 Consulting/Purchased Services	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
6255 Postage and Mailing	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
6310 Administrative Personnel	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
6311 Office 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
6315 Dues and Subscriptions	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
6320 Management Fee	1,080.00	1,035.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,115.00
6330 Manager Salaries	1,206.94	1,261.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,468.74
6335 Education/Registration Fees	0.00	16.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.72
6350 Auditing 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
TOTAL ADMINISTRATIVE EXP	2,452.72	2,441.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,894.24
UTILITIES EXPENSE													
6450 Electricity	114.96	128.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	243.37
6451 Water	359.16	348.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	707.65
6452 Gas	25.98	32.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.30
6453 Sewer	807.28	807.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,614.97
6465 Garbage and Trash Removal	466.83	466.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	933.66
TOTAL UTILITIES EXPENSE	1,774.21	1,783.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,557.95

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

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
OPERATING and MAINT EXPENSES													
6515 Clean and Repair Apartment	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
6530 Exterminating Contract	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6549 Tree Service	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
6555 Grounds Contract	950.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00
6550 Grounds Maintenance and Supplies	284.00	284.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	568.00
6560 Maintenance Personnel	1,121.86	1,256.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,378.73
6565 Repair Materials	1,534.29	183.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,717.35
6570 Repair Contact & Vendor Labor	0.00	693.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	693.00
6580 Electrical Repair & 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
6590 HVAC Repair/Maintenance	515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	515.00
6600 Appliance Repair and Maintenance	0.00	130.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.82
6605 Plumbing Repair 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	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
6620 Gas, Oil & Mileage	32.32	29.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.16
6630 Fire Protection Maintenance	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 OPERATING and MAINT EXP	4,537.47	3,527.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,065.06
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	206.15	227.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	433.90
6720 Property and Liability 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
6722 Workers Compensation	157.39	169.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326.74
6730 Health/ Dental Insurance	133.99	133.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.98
TOTAL TAXES AND INSURANCE	497.53	531.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,028.62
TOTAL EXPENSES	9,261.93	8,283.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,545.87
NET OPERATING INCOME (LOSS)	5,842.76	8,010.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,853.38
INTEREST and FINANCE EXPENSE													
6820 Mortgage Interest	545.08	545.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,090.16
6855 Bank Fees	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
TOTAL INTEREST and FINANCE EXP	565.08	565.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.16
OPERATING PROFIT (LOSS)	5,277.68	7,445.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,723.22
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	640.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640.26
6920 Carpet/ Flooring Replaement	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	640.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640.26
NET CASH FLOW FROM OPERATIONS	4,637.42	7,445.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,082.96

Date: 12/11/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

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

Program Statistics for Period Ending	11/1/2019	11/1/2019
Number of participants as of last day of the month	32	38
Number of Orientation Briefings	0	2
Number of signed contracts	0	2
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	1
Contract Expired	0	0
Number of Terminations	0	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	32
Number of participants with new employment (YTD)	7	17
Number of participants with escrow accounts	23	28
Number of participants currently escrowing	19	25
Amount disbursed from escrow account	\$0.00	\$1,458.81
Balance of Escrow Account	\$103,871.04	\$123,040.35

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)	32
Number of FSS participants identified as a person with disabilities	8
Number of FSS participants employed	25
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	2
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 December 2019

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	12/19 Enrollment	12/19 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	3	\$2,150.00	\$36,868.52
SEARCH Samaritan Bonus	7/1/19 - 6/30/20	\$37,680.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	4	\$2,355.00	\$25,774.00
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	\$25,382.13
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	\$25,569.06
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	\$25,704.00
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	\$7,487.20	\$59,927.90
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	\$580.00	\$7,870.00
Totals		\$287,575.00			69			20	\$13,823.20	\$218,320.61

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: 12-2-2019

Path: Z:\Boutique Programs\Special Programs Budget and Reports



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)
Authorization for Transfer of Funds**

Effective Date _____

Agency Name _____

LAIF Account # _____

Agency's LAIF Resolution # _____ or Resolution Date _____

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Print Name

Title

Telephone

Signature

Print Name

Title

Telephone

Please provide email address to receive LAIF notifications.

Name	Email

**Mail completed form to: State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001**

Housing Authority of the County of Butte

Resolution No. 4762

FNC Corporate Resolution Certification

STEP 1. ACCOUNT INFORMATION

Account Title	Account Number
	—

STEP 2. CERTIFICATION

I HEREBY CERTIFY that at a meeting, duly called, of the Board of Directors of _____, a Corporation, at which said meeting a quorum was present and acting throughout, the following preamble and resolution was adopted and ever since has been and now is in full force and effect.

WHEREAS this Corporation is duly authorized and permitted by its Charter and Bylaws to:

- Engage in cash and/or margin transactions in any and all forms of securities including, but not limited to, stocks, options, mutual funds, stock options, stock index options, short sales, foreign currency options and debt instrument options, bonds, bond debentures, annuities, notes, scrips, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper certificates or indebtedness, and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise.
- Receive on behalf of the Corporation or deliver to the Corporation or third parties, including but not limited to the President, Vice President, Treasurer or any other authorized officer or person listed in Step 3 below giving such instruction, monies, stocks, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Corporation.
- Establish and maintain an asset management account with debit card, check writing and margin privileges, from which account funds are directly spent, in the names of each authorized person and/or any additional signatories (as indicated in the separate Asset Management Account Agreement), the responsibility for which is entirely that of the Corporation.
- Borrow money or make any contract the effect of which is to borrow money, and secure such obligations by mortgages or other liens upon Corporate property; borrow, guarantee and/or pledge any Corporate assets as collateral, as the case may be, with respect to a loan; guarantee a borrowing of money or to make any contract the effect of which is to guarantee a borrowing, and secure such obligations by mortgages or other liens upon any Corporate property.

NOW THEREFORE BE IT RESOLVED that this Corporation opened an account or accounts in its name with

Name of Introducing Firm

- and that the individuals named in Step 3 below ("Authorized Person") or any one of them acting individually, may, on behalf of this Corporation, be and they hereby are and each of them hereby is authorized and empowered to (1) give written or oral orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from Pershing LLC (Pershing), on behalf of this Corporation monies, stocks, bonds, and other securities, (3) establish and maintain an asset management account with debit card, check writing and margin privileges from which account funds are directly spent with each authorized person as indicated in the separate asset management account agreement having check writing and debit card privileges, (4) order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers or persons indicated below giving such instructions, (5) sign acknowledgements of the correctness of all statements of accounts, (6) borrow, pledge, guarantee or otherwise encumber Corporate assets, and (7) make, execute, and deliver under the corporate seal any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by

_____ and Pershing.
Name of Introducing Firm



STEP 3. CERTIFICATION AND SIGNATURES

I FURTHER CERTIFY that the following are the names, titles and signatures of the officers (or others) authorized by the foregoing resolution to act for this Corporation:

Printed Name	Date - -
Title	
Signature	

X

Printed Name	Date - -
Title	
Signature	

X

Printed Name	Date - -
Title	
Signature	

X

Printed Name	Date - -
Title	
Signature	

X

Printed Name	Date - -
Title	
Signature	

X

Certification

This individual may or may not be listed in the authorized persons box above and may also be an Officer, Director, Secretary or Sole Officer/Secretary of the corporation.

Printed Name	Date
Title	
Signature	

X

If the Certification is executed by a Signer who is empowered to act for the Corporation pursuant to these resolutions and certifications, but is not an Officer of the Corporation, an Officer must complete and execute the Additional Certification in Step 4 below.

If the Corporation has only one Sole Officer, that Sole Officer must make the certification immediately above indicating his or her company title in addition to filling in and executing the Additional Certification in Step 4 below.

STEP 4. ADDITIONAL CERTIFICATION

This section to be completed only if the Signer in Step 3 above is authorized to act pursuant to the foregoing Resolutions, but is not an Officer of the Corporation, OR if the Corporation has only one Officer.

Check one:

- I FURTHER CERTIFY that the Signer in Step 3 above is authorized by the foregoing resolutions and its operating documents to act hereunder if listed as an authorized person.
- I FURTHER CERTIFY that the Corporation has only one Sole Officer/Secretary and that I am that Sole Officer/Secretary and am authorized to execute legal and binding documents in the name of and on behalf of the Corporation pursuant to its governing documents.

Printed Name	Date
Title	
Signature	

X

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4763

SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARDS

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under Annual Contributions Contract the United States Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program; and

WHEREAS, by means of the Camp Fire Disaster, the jurisdictions served by the HACB lost significant housing stock, resulting in acute loss of housing opportunity for S8 participants; and

WHEREAS, in accordance with 24 CFR Part 983 Project Based Voucher (PBV) Regulations, Notice FR-5976-N-03, PIH Notices 2013-11 and 2017-21, a PHA can use up to twenty percent of its authorized voucher units to project-base units in a specific project; and

WHEREAS, on June 21, 2018 the HACB received affirmation from HUD that up to 441 Section 8 vouchers could be project based, considering HACB’s Section 8 program size; and

WHEREAS, the HACB, by means of a previous Request for Proposals for project-basing of vouchers, has an outstanding commitment to project base thirty-six (36) vouchers; and

WHEREAS, on November 18, 2019, the HACB issued a Request for Proposals for project basing of vouchers in new developments in its Section 8 jurisdictions, Butte and Glenn Counties; and

WHEREAS, competitive proposals have been received from area housing developers, such proposals having been reviewed for threshold compliance, and ranked based on scoring;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to award project-based voucher commitments to the following entities, each conditioned upon realization of the developments proposed:

Entity	Project Name & Location	Target Population	Number Vouchers
1. Caminar	Base Camp Village II, Oroville	Homeless w/Disabilities	(8) Studio, (4) 1-BR
2. CHIP	Creekside Place Apts, Chico	Seniors	(85) 1-BR, (15) 2-BR
3. Jamboree Housing Corp.	Park Ave. Apts, Chico	Single-Senior-Disabled	(43) 1-BR
4. Pacific West Communities	Liberty Bell Apts, Orland	Seniors	(26) 1-BR, (5) 2-BR
5. Pacific West Communities	Woodland Family Apts, Orland	Families	(12) 3-BR, (13) 2-BR
Total			(211) Vouchers

Dated: December 19, 2019.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary