

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

MEETING AGENDA

July 17, 2025
2:00 p.m.

Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom's Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners 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 Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/118001541>

You can also dial in using your phone.

Access Code:

118-001-541

United States (Toll Free):

[1 877 309 2073](tel:18773092073)

United States:

+1 (646) 749-3129

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 4961

ITEMS OF BUSINESS

1. ROLL CALL

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2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

3.1 Minutes for the meeting of June 18, 2025

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$2,289,548.58
3.2.2	Landlords –	\$832,655.62
3.2.3	Payroll –	\$143,116.08

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

3.14 News Article

3.14.1 “Biggs Housing Project Stalled” Connie Voss, *Gridley Herald*, July 4, 2025

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Brittany Paiva.

Recommendation:

Resolution No. 4961

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- 5.2 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Jasmine Taylor.
- Recommendation: Resolution No. 4962
- 5.3 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – Receive comments; adopt ACOP and AP.
- Recommendation: Resolution No. 4963
- 5.4 Family Self-Sufficiency (FSS) – Approval of Family Self-Sufficiency Action Plan.
- Recommendation: Resolution No. 4964
- 5.5 Agency Annual Plan and Five-Year Plan/Capital Fund Program – Receive comments; adopt Agency Plan.
- Recommendation: Resolution No. 4965
- 5.6 Capital Fund – Acceptance of HUD Capital Fund Program Grant CA01P04350125.
- Recommendation: Resolution No. 4966
- 5.7 Gridley Farm Labor Housing (FLH) Budget – Adopt FY2025-26 Gridley Farm Labor Housing Operating Budget.
- Recommendation: Resolution No. 4967
- 5.8 Gridley Springs II Apartment Budget – Adopt FY2025-26 Gridley Springs II Operating Budget.
- Recommendation: Resolution No. 4968
6. MEETING OPEN FOR PUBLIC DISCUSSION
7. MATTERS CONTINUED FOR DISCUSSION
- 7.1 Housing Authority of the County of Butte – CA 043 PHAS Recovery Action Plan.
8. SPECIAL REPORTS
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

11.1 Pursuant to California Government Code 54957: Public Employment Performance Evaluation

One matter: Executive Director Evaluation

12. COMMISSIONERS' CALENDAR

- **Next Meeting: Thursday, August 21, 2025**
- **NAHRO National Conference, Phoenix Convention Center | Phoenix, AZ
September 28-30, 2025**

13. ADJOURNMENT

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

**MEETING MINUTES OF
June 18, 2025**

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

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

1. ROLL CALL

Present for the Commissioners: Randy Coy, Bob Crowe, David Pittman and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; and Marysol Perez, Executive Assistant; all attended in person.

Others Present: Marco Cruz, CFO Consultant.

2. AGENDA AMENDMENTS

None.

11. EXECUTIVE SESSION

Adjourned: 2:01 p.m.

Reconvened: 2:41 p.m.

All of those identified in the roll call were in attendance, with the exception of Juan Meza, Taylor Gonzalez and Marco Cruz.

- 11.1 Public Employee performance evaluation pursuant to California Government Code section 54957(b)(1) – Direction was provided to staff.

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11.2 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff; no further explore acquisition of property located at, Longfellow Apartments, Chico.

11.3 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff; no further explore acquisition of property located Chico, CA.

3. CONSENT CALENDAR

Deputy Director Tamra Young shared that the HACB is no longer in HCV Program Shortfall. CFO Consultant Marco Cruz introduced himself and will be working for the HACB Accounting team due to the departure of Finance Director Hope Stone. Project manager Taylor Gonzalez provided an update regarding the cabinets at Mayer Commons, Paradise; and the cabinets are now estimated to be delivered at the end of the month, and anticipated leasing will be August 1st.

Commissioner Crowe moved that the Consent Calendar be accepted as presented. Commissioner Coy seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Housing Authority of the County of Butte – On June 3rd via email, the HACB received a letter from HUD notifying the HACB of its Troubled designation based on failing Public Housing Assessment System (PHAS). The HACB is proactively communicating with HUD and working on a plan and response to HUD by July 3rd, 2025. The response will be provided and shared with the Board.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

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8. SPECIAL REPORTS

- 8.1 **PSWRC-NAHRO – Annual Conference: May 28-30, 2025, Fresno, CA** – Executive Director Guanzon and Deputy Director Tamra Young attended the conference in Fresno. Executive Director Guanzon attended an AI session which he shared was informative and popular among attendees, he also attended a RAD session and went on a tour of new developments of the Fresno Housing Authority. Deputy Director Young attended great networking sessions which included reasonable accommodation, leadership and trauma informed care.

9. REPORTS FROM COMMISSIONERS

Chair Pittman provided a brief update on the Esperanza Village, Oroville. The project is behind scheduled due to construction delays. He also shared the City of Oroville has hired two (2) housing navigator positions.

10. MATTERS INITIATED BY COMMISSIONERS

11. COMMISSIONERS' CALENDAR

- **Next Meeting – Thursday, July 17, 2025**

12. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Dated: June 18, 2025.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

*Housing Authority of the County of Butte
Board of Commissioners
Minutes – Meeting of June 18, 2025*

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

Check Date	Check #	Vendor	Total Amount
6/3/2025	4231	v0000031 - PG&E	123.00
6/6/2025	4232	v0000007 - CITY OF CHICO (22332) (FUEL)	142.82
6/6/2025	4233	v0000011 - California Water Service - Chico	273.72
6/6/2025	4234	v0000031 - PG&E	5,107.13
6/6/2025	4235	v0000229 - InterWest Insurance Services, LLC	600.00
6/6/2025	4236	v0000304 - Butte-Glenn Community College District	1,250.00
6/6/2025	4237	v0000357 - Yuba City	102.00
6/6/2025	4238	v0000362 - Modern Building, Inc.	261,609.10
6/6/2025	4239	v0000412 - Creative Composition, Inc.	55.81
6/6/2025	4240	v0000430 - HARRP	18.00
6/6/2025	4241	v0000459 - E Center	211.66
6/6/2025	4242	v0000599 - Access Information Holdings, LLC.	32.69
6/6/2025	4243	v0000631 - Hignell, Inc. dba Experts in Your Home	11,183.21
6/6/2025	4244	v0000773 - Clean Master	1,716.00
6/6/2025	4245	v0000795 - Richard's North State Pest Mgmt (dba)	86.00
6/6/2025	4246	v0000829 - Armed Guard Private Security, Inc	300.00
6/6/2025	4247	v0004614 - City of Chico (Sewer)	33.29
6/6/2025	4248	v0004733 - Bowman & Company, LLP.	20,000.00
6/6/2025	4249	v0004825 - Kearns & West, Inc.	11,343.75
6/18/2025	4250	v0000004 - CHWCA	23,898.00
6/18/2025	4251	v0000017 - EAGLE SECURITY SYSTEMS	140.00
6/18/2025	4252	v0000031 - PG&E	540.67
6/18/2025	4253	v0000031 - PG&E	1,736.00
6/18/2025	4254	v0000031 - PG&E	28.08
6/18/2025	4255	v0000031 - PG&E	65.69
6/18/2025	4256	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
6/18/2025	4257	v0000040 - Gregory P. Einhorn	1,580.00
6/18/2025	4258	v0000057 - OPER. ENG. LOCAL #3	952.00
6/18/2025	4259	v0000082 - ENTERPRISE-RECORD	156.53
6/18/2025	4260	v0000108 - AT&T	10.51
6/18/2025	4261	v0000140 - COMCAST CABLE	1,120.37
6/18/2025	4262	v0000241 - WASTE MANAGEMENT	433.45
6/18/2025	4263	v0000312 - Unum Life Insurance Company	216.68
6/18/2025	4264	v0000380 - Staples Business Credit	537.54
6/18/2025	4265	v0000380 - Staples Business Credit	10.40
6/18/2025	4266	v0000380 - Staples Business Credit	467.71
6/18/2025	4267	v0000380 - Staples Business Credit	54.76
6/18/2025	4268	v0000380 - Staples Business Credit	167.46
6/18/2025	4269	v0000402 - US Bank	52.78
6/18/2025	4270	v0000469 - Thermalito Irrigation	5.00
6/18/2025	4271	v0000474 - Advanced Document	179.07
6/18/2025	4272	v0000554 - GreatAmerica Financial Services	202.50
6/18/2025	4273	v0000806 - Cypress Dental Administrators	431.88
6/18/2025	4274	v0000843 - Squyres Fire Protection, Inc.	152.14
6/18/2025	4275	v0000845 - HMR Architects, Inc.	7,410.61
6/18/2025	4276	v0000863 - Nor-Cal Landscape Maintenance dba	76.84
6/18/2025	4277	v0000879 - GUZI-WEST Inspection and Consulting. LLC	6,495.35
6/18/2025	4278	v0004667 - NV5, Inc.	187.00
6/18/2025	4279	v0004751 - Abila, Inc.	62.50
6/18/2025	4280	v0004827 - Verdant Commercial Capital LLC	273.13
6/3/2025	100343	v0002183 - Chico Pacific Associates	1,066.00
6/3/2025	100344	v0003020 - Palo Verde Apartments LLC	815.00
6/3/2025	100345	v0003139 - CAA North Point Chico LP	2,071.00
6/3/2025	100346	v0003960 - Chico Housing Action Team	2,751.00
6/3/2025	100347	v0003988 - Elle Property Management Solutions	269.00

6/3/2025	100348	v0004114 - DeGarmo Terrace Apts	1,975.00
6/3/2025	100349	v0004575 - North Creek Crossings	784.00
6/3/2025	100350	v0004790 - RS1, LLC dba The Social	1,022.00
6/3/2025	100351	v0004819 - Raul J Ramirez	1,652.00
6/6/2025	100353	v0000159 - Tamra C. Young	366.52
6/6/2025	100354	v0003139 - CAA North Point Chico LP	813.00
6/6/2025	100355	v0004543 - Joseph Young	323.00
6/18/2025	100356	v0000456 - Marysol Perez	110.74
6/18/2025	100357	v0000724 - ED MAYER	807.37
6/18/2025	100358	v0000821 - Golden State Risk Management Authority	3,367.00
6/18/2025	100359	v0004479 - Netsys Systems, Inc.	350.00
6/18/2025	100360	v0004835 - Marco Cruz	4,388.90
6/18/2025	100361	v0004838 - Apollo Legal Group	3,292.80
6/23/2025	100362	v0003960 - Chico Housing Action Team	1,400.00
6/15/2025	157568	v0004576 - Aflac	1,562.31
6/15/2025	1092214	v0000799 - Benefit Resource, Inc.	175.00
6/24/2025	6242025	v0000039 - TPx Communications	237.76
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TOTAL			391,468.09

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

Check Date	Check #	Vendor	Total Amount
6/2/2025	2590	v0000347 - North Valley Tree Service dba	-3,800.00
6/2/2025	2591	v0000347 - North Valley Tree Service dba	-450.00
6/2/2025	2706	v0000011 - California Water Service - Chico	52.00
6/2/2025	2707	v0000014 - Gridley Municipal Utilities	449.00
6/2/2025	2708	v0000031 - PG&E	1,480.00
6/5/2025	2709	v0000006 - Biggs Municipal Utilities	2,809.75
6/5/2025	2710	v0000007 - CITY OF CHICO (22332) (FUEL)	642.03
6/5/2025	2711	v0000011 - California Water Service - Chico	43.53
6/5/2025	2712	v0000011 - California Water Service - Chico	6,418.58
6/5/2025	2713	v0000015 - A-1 Appliance	112.81
6/5/2025	2714	v0000031 - PG&E	44.59
6/5/2025	2715	v0000031 - PG&E	1,495.34
6/5/2025	2716	v0000031 - PG&E	298.15
6/5/2025	2717	v0000072 - Towne Flooring Center	3,451.84
6/5/2025	2718	v0000140 - COMCAST CABLE	429.52
6/5/2025	2719	v0000206 - JACKSON'S GLASS CO, INC.	317.70
6/5/2025	2720	v0000412 - Creative Composition, Inc.	55.81
6/5/2025	2721	v0000425 - Climate & Energy Solutions	99.00
6/5/2025	2722	v0000463 - Sherwin-Williams Company	1,433.88
6/5/2025	2723	v0000599 - Access Information Holdings, LLC.	32.71
6/5/2025	2724	v0000680 - MAINTENANCE PLUS	42.50
6/5/2025	2725	v0000694 - Trites Backflow Services, Inc.	50.00
6/5/2025	2726	v0000766 - JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	1,346.96
6/5/2025	2727	v0000773 - Clean Master	957.00
6/5/2025	2728	v0000795 - Richard's North State Pest Mgmt (dba)	3,123.00
6/5/2025	2729	v0000801 - Chico Turf Plus, LLC	710.00
6/5/2025	2730	v0000857 - ECORP Consulting, Inc.	2,268.75
6/5/2025	2731	v0000857 - ECORP Consulting, Inc.	160.00
6/5/2025	2732	v0000879 - GUZI-WEST Inspection and Consulting. LLC	1,582.90
6/5/2025	2733	v0004614 - City of Chico (Sewer)	30.00
6/5/2025	2734	v0004653 - Jessee Heating & Air Conditioning	295.00
6/5/2025	2735	v0004833 - H.B. Restoration Inc.	133,831.25
6/5/2025	2736	t0001688 - Andrews	192.15
6/5/2025	2737	v0000347 - North Valley Tree Service dba	3,800.00
6/5/2025	2738	v0000347 - North Valley Tree Service dba	450.00
6/18/2025	2739	v0000010 - California Water Service - Oroville	188.98
6/18/2025	2740	v0000010 - California Water Service - Oroville	322.51
6/18/2025	2741	v0000010 - California Water Service - Oroville	1,630.68
6/18/2025	2742	v0000010 - California Water Service - Oroville	7,757.49
6/18/2025	2743	v0000014 - Gridley Municipal Utilities	1,458.58
6/18/2025	2744	v0000015 - A-1 Appliance	405.48
6/18/2025	2745	v0000017 - EAGLE SECURITY SYSTEMS	118.89
6/18/2025	2746	v0000031 - PG&E	115.75
6/18/2025	2747	v0000031 - PG&E	113.52
6/18/2025	2748	v0000031 - PG&E	221.00
6/18/2025	2749	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,867.99
6/18/2025	2750	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	1,976.02
6/18/2025	2751	v0000108 - AT&T	21.94
6/18/2025	2752	v0000133 - CHICO POWER EQUIPMENT	210.95
6/18/2025	2753	v0000140 - COMCAST CABLE	291.55
6/18/2025	2754	v0000206 - JACKSON'S GLASS CO, INC.	1,463.73
6/18/2025	2755	v0000238 - Baker Distributing Company, Inc.	26.86
6/18/2025	2756	v0000241 - WASTE MANAGEMENT	1,397.01
6/18/2025	2757	v0000267 - OFFICE DEPOT INC	289.69
6/18/2025	2758	v0000312 - Unum Life Insurance Company	649.84
6/18/2025	2759	v0000380 - Staples Business Credit	322.91
6/18/2025	2760	v0000401 - Plan B Professional Answering Services	144.00
6/18/2025	2761	v0000425 - Climate & Energy Solutions	1,490.00
6/18/2025	2762	v0000469 - Thermalito Irrigation	634.09
6/18/2025	2763	v0000474 - Advanced Document	28.00
6/18/2025	2764	v0000592 - Neal Road Recycling & Waste	161.20

6/18/2025	2765	v0000680 - MAINTENANCE PLUS	952.30
6/18/2025	2766	v0000806 - Cypress Dental Administrators	1,556.96
6/18/2025	2767	v0000863 - Nor-Cal Landscape Maintenance dba	13,441.57
6/18/2025	2768	v0000879 - GUZI-WEST Inspection and Consulting. LLC	4,790.10
6/18/2025	2769	v0000893 - Genuine Parts Company	26.21
6/18/2025	2770	v0004614 - City of Chico (Sewer)	3,264.15
6/18/2025	2771	v0004653 - Jessee Heating & Air Conditioning	14,486.20
6/18/2025	2772	v0004715 - Gaynor Telesystems, Inc.	99,451.01
6/18/2025	2773	v0004755 - Chico Home Access	10,910.00
6/18/2025	2774	v0004796 - Counter Magic Inc.	600.00
6/18/2025	2775	v0004818 - Michael Roberts Construction	23,819.79
6/18/2025	10011	v0000240 - CIC	1,245.15
6/18/2025	10012	v0000821 - Golden State Risk Management Authority	16,019.00
6/18/2025	10013	v0004479 - Netsys Systems, Inc.	350.00
6/4/2025	6042025	v0000048 - Valero Fleet	537.78
6/20/2025	6202025	v0000088 - The Home Depot Credit Services	7,876.83
6/24/2025	6242025	v0000039 - TPx Communications	144.72
TOTAL			388,036.18

**Housing Authority of the County of Butte
HACB S8 Admin Account
AP Check Register**

Check Date	Check #	Vendor	Total Amount
6/6/2025	168	v0000129 - Angela Little	366.52
6/18/2025	169	v0000240 - CIC	1,874.05
6/18/2025	170	v0000821 - Golden State Risk Management Authority	11,416.00
6/18/2025	171	v0004479 - Netsys Systems, Inc.	210.00
6/18/2025	172	v0004551 - Olive Ranch Apartments I LP	100.00
6/6/2025	2454	v0000007 - CITY OF CHICO (22332) (FUEL)	175.41
6/6/2025	2455	v0000192 - Nan McKay & Associates, Inc.	239.00
6/6/2025	2456	v0000412 - Creative Composition, Inc.	143.21
6/6/2025	2457	v0000428 - Adecco Employment Services	2,401.72
6/6/2025	2458	v0000504 - Jiffy Lube, Inc.	83.55
6/6/2025	2459	v0000599 - Access Information Holdings, LLC.	32.71
6/18/2025	2460	v0000040 - Gregory P. Einhorn	3,300.00
6/18/2025	2461	v0000082 - ENTERPRISE-RECORD	1,440.02
6/18/2025	2462	v0000108 - AT&T	59.47
6/18/2025	2463	v0000267 - OFFICE DEPOT INC	707.48
6/18/2025	2464	v0000312 - Unum Life Insurance Company	460.66
6/18/2025	2465	v0000402 - US Bank	52.78
6/18/2025	2466	v0000428 - Adecco Employment Services	1,381.21
6/18/2025	2467	v0000474 - Advanced Document	102.84
6/18/2025	2468	v0000732 - WCP Solutions	224.75
6/18/2025	2469	v0000806 - Cypress Dental Administrators	820.42
6/18/2025	2470	v0000845 - HMR Architects, Inc.	1,125.00
6/18/2025	2471	v0000863 - Nor-Cal Landscape Maintenance dba	223.83
6/18/2025	2472	v0004668 - Table Mountain Apartments I LP	1,208.00
6/3/2025	6032025	v0000048 - Valero Fleet	93.86
6/24/2025	6242025	v0000039 - TPx Communications	651.24
TOTAL			28,893.73

Housing Authority of the County of Butte
HACB Banyard Account
AP Check Register

Check Date	Check #	Vendor	Total Amount
6/5/2025	1198	v0000660 - HACB	237.69
6/18/2025	1199	v0000863 - Nor-Cal Landscape Maintenance dba	3.88
TOTAL			241.57

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

Check Date	Check #	Vendor	Total Amount
6/5/2025	1538	v0000016 - Internal Revenue Service	505.40
6/5/2025	1539	v0000382 - FedEx	107.51
6/5/2025	1540	v0000660 - HACB	23,277.60
6/18/2025	1541	v0000382 - FedEx	121.66
6/18/2025	1542	v0000863 - Nor-Cal Landscape Maintenance dba	3.88
TOTAL			24,016.05

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2025**

HOUSING AUTHORITY OWNED PROPERTIES													
Gridley FLH			Open Market Units										
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	6	1****	24	20	10	30	31	0 (12)***	18	40	173	%
Jul-25	10**	0	1****	2	0	1	1	0	12***	0	1	3	98.3%
Jun-25	11**	0	1****	2	0	2	1	0	12***	0	1	4	97.7%
May-25	12**	0	1****	3	0	2	0	0	12***	1	1	4	97.7%
Apr-25	12**	0	1****	0	0	0	0	0	12***	0	0	0	100.0%
Mar-25	13**	0	1****	2	1	0	0	0	12***	0	1	2	98.9%
Feb-25	14**	0	1****	3	1	0	0	0	12***	0	2	3	98.3%
Jan-25	12**	0	1****	2	0	0	0	1	12***	0	2	3	98.3%
Dec-24	12**	0	1****	1	2	0	0	2	12***	0	1	5	97.1%
Nov-24	12**	0	1****	0	2	0	0	2	12***	0	1	5	97.1%
Oct-24	12**	0	1****	2	2	0	1	2	12***	0	0	5	97.1%
Sep-24	12**	0	1****	2	1	0	2	2	12***	1	0	6	96.6%
Aug-24	12**	0	1****	1	1	0	1	1	12***	1	0	4	97.7%

* Unit count adjusted by units offline - (18) uninhabitable and (8) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (8) units.

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

**** Laurel Street house donated as of 1/25/2024.

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	%
Jul-25	2	0	1	0	2	1	3	9	97.4%
Jun-25	3	2	3	0	2	3	1	14	95.9%
May-25	3	2	4	0	2	0	0	11	96.8%
Apr-25	4	2	3	1	5	0	0	15	95.7%
Mar-25	4	2	3	1	4	0	0	14	95.9%
Feb-25	3	1	2	1	3	2	0	12	96.5%
Jan-25	4	2	3	2	2	2	2	17	95.1%
Dec-24	4	2	2	2	1	2	1	14	95.9%
Nov-24	3	2	3	1	1	1	2	13	96.2%
Oct-24	2	1	3	1	2	1	3	13	96.2%
Sep-24	2	2	2	2	3	1	2	14	95.9%
Aug-24	2	3	2	2	3	2	1	15	95.7%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Jul-25	9
Jun-25	9
May-25	11
Apr-25	10
Mar-25	11
Feb-25	12
Jan-25	8
Dec-24	8
Nov-24	7
Oct-24	8
Sep-24	9
Aug-24	9

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Jul-25	3	1	6	2
Jun-25	3	1	6	2
May-25	5	1	4	2
Apr-25	6	0	2	3
Mar-25	7	0	2	3
Feb-25	8	0	2	1
Jan-25	8	0	2	2
Dec-24	9	0	1	2
Nov-24	7	1	2	0
Oct-24	8	0	1	0
Sep-24	8	0	1	1
Aug-24	11	0	2	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	19 Transfer list	6+	2173	6+	1748	6+
2	3415	3+			784	2+
3	785	2+	789	2+	483	2+
4	305	5+			146	4+
5					37	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	418	3	296	2
2	456	7			53	
3	29	2	31	6	16	
4	8	4+			4	
5					1	

MEMO

Date: July 11, 2025

To: HACB Board of Commissioners

From: Taylor Gonzalez, Project Manager

Subject: Status of HACB Construction Projects

As of July 11, 2025, the status of HACB construction activity follows:

2020A Bond – Activities:

- To date, **\$8,652,205** has been expended, representing approximately **91%** of the project fund. Expenses include the Property Condition Assessment Repairs completed at the six properties that were used to leverage the bond proceeds, and the larger scale capital improvement projects listed below.

Mayer Commons (formerly Kathy Court Apartments), Paradise:

- The building's completion and occupancy are delayed due to an issue with the cabinets that were originally delivered and installed. At the time of this writing, occupancy is targeted for August 1, 2025.
- Interior work continued forward despite the setbacks encountered by the cabinets. Flooring installation, low voltage trim-out, and HVAC startup is complete. The remaining interior work is currently queued up for completion. As the time of this writing, the revised cabinet package has arrived on-site is currently being installed.
- Exterior work is nearly finished. Landscaping, irrigation, and parking lot striping have been completed, with the only remaining item being the shade structure and the entrance sign. Both the shade structure and the sign are scheduled to be installed by late-July.
- The 'Tot Lot' play equipment is installed along with the installation of the poured-in-place rubber fall surfacing. HACB staff has arranged for a certified inspection at the end of July, prior to tenant move-in.
- HACB staff, Town of Paradise staff, and RSC Associates, the third-party property manager, continue to collaborate on pre-leasing activities.
- To improve privacy for neighboring properties, the deck railings which face neighboring properties have been raised and a window was removed during the framing phase. Additionally, the Landscape Architect has specified the installation of fast-growing privacy shrubs in key areas. HACB staff will continue to work collaboratively with surrounding neighbors to address any remaining privacy concerns.

*July 11, 2025
HACB Construction Status Memo
pg. 1*



Photo of overall progress



Mailboxes installed



New cabinets delivered to project site



Old cabinets removed from building



New cabinet installation in process

*July 11, 2025
HACB Construction Status Memo
pg. 2*

Lincoln Apartments, Chico: *Exterior Rehabilitation including repairs to the upper level walkway and staircases, painting of the building exterior, and replacement of the existing aluminum framed, single pane windows and electrical subpanels at the interior of each unit.*

- Rehabilitation work is now substantially complete.
- The building permit has been signed off by the City of Chico.
- HACB Staff, along with the architect conducted a punch-list walkthrough and furnished the contractor with a list of corrections. As of this writing, the punch-list items are substantially complete.
- Once the rehabilitation work is fully complete, the third-party property manager will coordinate the repainting of the remaining areas of the building through normal operating funds.



Photo of completed walkway repair



Photo of completed walkway repair



Photo of completed walkway repair



Photo of completed walkway repair

*July 11, 2025
HACB Construction Status Memo
pg. 3*

Fogg Avenue Apartments, Oroville: *Development Initiative (1+ acre lot with single-family home).*

- The vacant lot is fully fenced, and the site is secure in anticipation of future development work.
- HACB staff is currently coordinating for the vacant lot to be abated for weeds, are required by the City of Oroville.
- HACB staff continue to dedicate efforts to exploring and pursuing all available funding opportunities to fulfil the \$9.7 million project budget.

Park Place Apartments, Oroville: *Exterior Site Rehabilitation with emphasis on an Accessible Path of Travel and replacement of the pergola.*

- PG&E has started their gas-line replacement project on-site in early May. PG&E is working closely with the third-party property manager, RSC Associates to ensure tenant safety. PG&E has estimated that the gas-line repair project will conclude in mid-June.
- Plans and specifications have been completed for remaining site work improvements which are currently being reviewed by the City of Oroville. The project will be put out-to-bid pending permit approval.
- It is anticipated that when PG&E completes the gas-line replacement project, the remaining site improvement project can commence.

Farm Labor Housing, Gridley: *State Water Board Backup Generator Funding Program*

- The Rural Community Assistance Corporation (RCAC) has submitted an Implementation Plan to the Division of Financial Assistance for approval. (DFA) Approval from DFA has been granted, allowing the engineer to proceed with the design phase. According to RCAC, 60% design drawings are expected by the end of September 2025, with final 100% design drawings anticipated by January 2026.

HACB Main Office Tenant Improvement Project, Chico: *Construction of new partition walls to create a new Section 8 and Accounting Office, along with improvements to the accessible pathway, as required by code.*

- The construction drawings (plans and specifications) have been approved by the City of Chico.
- An Invitation for Bid was advertised on June 3rd, 2025. Bids are due on July 8th, 2025 and construction will commence shortly after a general contractor is identified.

July 11, 2025
HACB Construction Status Memo
pg. 4

12 Month HACB Construction Project Schedule - July, 2025

		Budgeted Amount	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
Lincoln Apartments, Chico														
	Stair and Second Floor Walkway Repair Project	\$530,683												
Park Place Apartments, Oroville														
	Community Building Renovation and Site Improvements	\$649,038												
Mayer Commons (Kathy Court Apartments) Paradise														
	Replacement Project	\$6,738,294												
HACB Main Office														
	Tenant Improvement Project	\$59,850												
Fogg Avenue Apartments, Oroville														
	Design Development and Construction Drawings	\$450,000												
	Seek Funding and Grant Application Preparation	\$50,000												
Farm Labor Housing, Gridley														
	Well 03 Backup Generator Installation (Grant Funded)	\$411,637												

Total next 12 months: \$8,889,502

Design/Bid Phase

Construction Phase

Completed

MEMO**Date:** July 10, 2025**To:** Board of Commissioners**From:** Sheri Bouvier, Contracts Administrator**Subject:** Capital Fund Construction Projects – Status Update

As of July 10, 2025, the following summarizes the status of current HACB Capital Fund construction activities:

Bath Tub Refinishing – Select Units in Gridley/Biggs

- IFB to be issued 8/4/25.
- ICE: \$30,000.00
- Status: TBA – estimated to refinish approximately 30 bathtubs.

HVAC Replacement – Winston Gardens: 20 HVAC to replace aged/failing equipment

- IFB issued 1/6/25.
- Contract awarded to Expert In Your Home for \$178,550.00
- Status: Work began on June 16, 2025 estimated to be completed August 15, 2025.

Five-Year Environmental Review – All Sites

- RFP issued 8/27/24.
- Contract awarded to: E-Corp selected \$48,509.50
- Status: Final report complete. Uploaded to HEROS, waiting on HUD approval.

HUD Safety & Security Grant – Winston Gardens (43-10)

- IFB issued: 8/15/2024
- Contract awarded to: Birchard Construction for \$496,711.00
- Status: Punchlist walk on 6/10/2025. Contractor will be working on the punch list. Completion estimated July 11, 2025.

Asbestos Floor Tile Abatement – All Sites

- Ongoing during unit turnover. 162 of 232 units completed

DETAILED CAPITAL FUND ACTIVITY BY CAPITAL FUND PROJECT**Capital Fund 2022, Funding Amount \$1,117,056.00 to be expended by May 11, 2026**

This Capital Fund is 100% obligated and 99.61% expended.

- ACM Tile Replacement – All concrete-block units – ongoing
- HVAC Replacement Chico – Replace 35 HVAC unit which reached the end of their useful life. Project completed
- Roof Replacements – Replace 70 roofs at 43-14 and 43-15 in Oroville. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in progress. Project completed

July 10, 2025

HUD Public Housing Capital Fund Report

pg. 1

- Architect Services – HMR to design plans for Safety and Security Improvements at Winston Gardens, in progress. Completed

Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by May 11, 2026

This Capital Fund is 99% obligated and 75% expended.

- ACM Tile Replacement – All concrete-block units – ongoing
- Paint Trim - at 43-14 and 43-15 in Oroville – project completed
- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the Winston Gardens property.
- Exterior Lighting – Winston Gardens - upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the WG community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens
- HVAC Replacement – Replace 20 HVAC unit which reached the end of their useful life at Winston Gardens
- Roof Replacement – Replace 15 roofs which reached the end of their useful life – Chico PH – project complete

Capital Fund 2023E, Safety and Security Grant for Winston Gardens, Funding Amount \$225,639.00 to be expended by September 17, 2025

This Capital Fund is 100% obligated and 97.83% expended.

- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the property.
- Exterior Lighting – Upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens

Capital Fund 2024, Funding Amount \$1,159,420.00 to be expended by May 5, 2028

This Capital Fund is 47.69% obligated and 41.95% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in planning
- Bathroom Tub/Shower Remodel – Select concrete block units, in planning
- Paint – at 43-10 in Oroville – Select units in phases, in planning
- New Monument Signs – replace monuments signs at Rhodes Terrance and Shelton Oaks
- Paint – 2039 Forest Ave., HACB main office building and monument sign

Housing Authority of the County of Butte

HUD Low Income Public Housing

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 7/10/2025

Capital Funds CF-22, CF-23, CF-23E, CF-24

		CF-22			CF-23			CF-23E Safety and Security Grant			CF-24			Totals		
		Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account															
Total Non-CGP Funds																
1	100 Reserved Budget	3,800.00			3,601.00						-			7,401.00	-	7,401.00
2	1406 Operations (25% Max)	58,149.00	58,149.00	58,149.00	45,668.00	45,668.00	45,668.00				231,314.00	231,314.00	231,314.00	335,131.00	335,131.00	-
3	1408 Management Improvements				5,000.00						5,000.00	-	-	12,000.00	-	12,000.00
4	1410 Administration (10% Max)	111,325.00	111,325.00	111,325.00	91,336.00	91,336.00	91,336.00				115,657.00	115,657.00	115,657.00	318,318.00	318,318.00	-
14	1480 General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment	943,782.00	947,582.00	943,223.67	1,001,774.00	1,002,304.13	719,257.77	225,639.00	225,639.00	220,735.87	807,449.00	205,981.22	139,443.72	2,978,644.00	2,022,661.03	955,982.98
		1,117,056.00	1,117,056.00	1,112,697.67	1,147,379.00	1,139,308.13	856,261.77	225,639.00	225,639.00	220,735.87	1,159,420.00	552,952.22	486,414.72	3,649,494.000	2,676,110.025	975,383.975
			100.00%	99.61%		99%	75%		100.00%	97.83%		47.69%	41.96%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 General Capital Activity	Totals	"UC" Under Contract
Acct Code	Cash Available as of 7/10/2025	7,401.00	-	12,000.00	-	955,982.98	975,383.98	
	CF-22, CF-23, CF23E, CF24 Funding							
100	Reserved Budget	7,401.00					7,401.00	
1406	Operations		-				-	
1408	Management Improvements			12,000.00			12,000.00	
1410	Administration				-		-	
	General Capital Fund Activity: Site Improvement, Dwelling							
1480	Structures, Dwelling Equipment					955,982.98	955,982.98	
							975,383.98	Total

0.00 0.00 0.00 0.00 0.00 0.00

MEMO

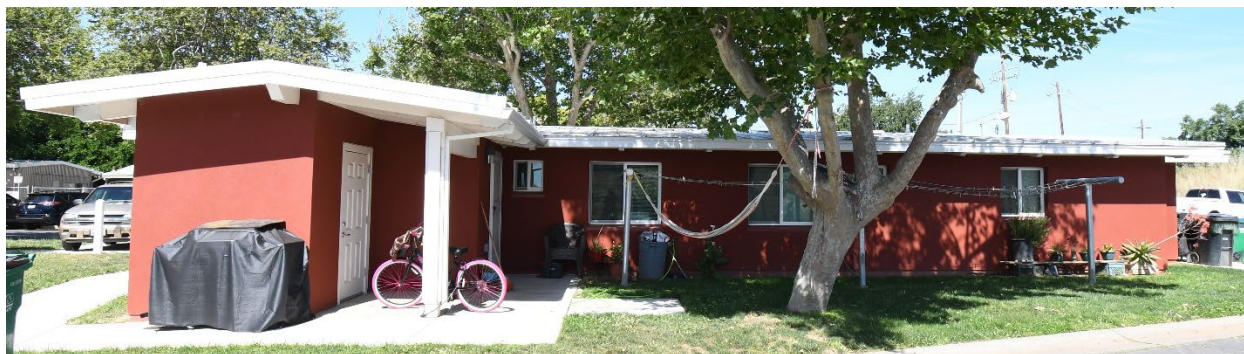
Date: July 11, 2025

To: HACB Board of Commissioners

From: Juan Meza, Public Housing Manager
Taylor Gonzalez, Project Manager

Subject: Farm Labor Housing, Gridley – status report

As of July 1st, there's a total of (79) occupied units. There was (1) move-in and no move-out's during the month of June. A total of (10) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (8) are offline, waiting for the next phase renovation. All of the remodeled units are currently occupied. **As residents move-out of the old 1930's-era wooden units the total number of units available for occupancy decreases as they are designated "Uninhabitable" with USDA-RD.** There are no pending unlawful detainers or intent to vacate notices at this time. Unpaid rents – there are several and AWI is in the process of collecting.



Renovated 1980's era Concrete Block Housing

AWI staff continue their marketing efforts. There are several applicants on the waiting list at this time, and AWI has brought in additional staff to help expedite turns. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig's List, and \$100 referral reward coupons to residents who make successful referrals. AWI is also offering a one-month free rent move-in special for all applicants as well as installing new refrigerators in vacant units that don't currently have one to entice applicants to apply and eventually move-in.

Monthly rental income came in at \$4,014 less than budget at \$103,296. Monthly income is down due to vacancy loss being a little over \$1,145 more than what was budgeted for the month. Monthly expenses are \$17,102 less than budget at \$89,142. YTD our expenses are \$112,525 less than budget bringing our net profit to \$58,065 more than anticipated at \$67,649. Even though the property's income is down due to the YTD vacancy loss our YTD Expenses are lower as mentioned above, thus the increased positive number.

AWI has **now** heard back from USDA-RD in regards to their request for a waiver to house non-farm labor households. USDA has reiterated this request will be rushed thru the approval process.

The Market Study submitted to USDA-RD for review indicates there's a lack of farm workers in the area that meet the 514 criteria in order to house them at GFLH. The waiver request would permit occupancy by over-income and/or non-farm labor households, and allow current over-income residents to remain in their home helping decrease the vacancy on the property. Per Housing Community & Development (HCD) the site would still need to maintain at least (86) households that are farm labor eligible to remain in compliance.

Chavarria's Landscaping continues to service the landscaping needs of the property. AWI staff are in the process of obtaining bids for painting the exterior of the maintenance building and replacing the golf cart/batteries.



Unrenovated 1980's era Concrete-block Unit

Mi C.A.S.A.'s monthly food distribution was held on July 8th, 2025. Mi CASA's Summer Session of classes will begin this month and run until mid-August. All students who attend the classes will be provided with breakfast and lunch. For the 2025 NAHRO "What Home Means to Me" poster contest we received several entries from Mi C.A.S.A. students which were voted on by HACB staff and Board members to determine which entry would be presented at the NorCal/Nevada NAHRO conference that was held on January 27-28th, 2025. The HACB poster entry won the Elementary category at the NAHRO conference and moved on to the PSWRC NAHRO conference that was held in May, 2025 in Fresno, CA but unfortunately the poster did not move on to National Competition.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (14-16) families weekly within the community building on Staff Dr. Promotores staff would like to move forward with a plan to introduce a hydroponic unit to grow herbs and tomatoes as part of a community garden for all residents. The location for the community garden has been approved as they will using raised plantar beds. The location suggested is an area near the chapel where the raised plantar beds will be located.

Housing Community & Development (HCD) performed their annual monitoring inspection of the Gridley FLH resident files and rental units on July 8th and 9th, 2025. AWI and HACB staff were present to assist HCD staff with access to the rental units and answer any questions in regards to the resident files.



State Demonstration “Demo” Housing Unit

AWI continues their efforts to renovate the old concrete block units. AWI was able to renovate (2) of the cinderblock units last year and plan to rehab another (2-4) cinderblock units this year. Lead abatement has been completed for the rental units at 1464/1468/1478/1482 Ogden Ave., and bids are in hand for the rehab and window installation for all four units.

Additional funds are being sought to continue property building renovation. The USDA is not a factor. State Joe Serna Jr. Farmworker Housing and other program funds are contemplated. Renovation and/or demolition and/or historic preservation of the historically significant 1930’s era wooden units is pressing – only nine of the original twenty-four wooden units are habitable.



1930’s era Wood Frame Units

Regarding the Well Backup Generator Project, an engineering assessment recommended installing a 200 KW natural gas generator. The Rural Community Assistance Corporation (RCAC) has submitted an Implementation Plan to the Division of Financial Assistance (DFA) for approval. Approval from DFA has been granted, allowing the engineer to proceed with the design phase. According to RCAC, 60% design drawings are expected by the end of September 2025, with final 100% design drawings anticipated by January 2026.

Please find third party property manager AWI’s June, 2025 report following.

**Gridley Farm Labor Housing
June 2025**



Separate *Variance Report* explaining budget differences and expenditures.

The current reserve balance is \$95,529.72 held at AWI, plus \$ 364,191 held by HACB

Updates:

GFLH has 10 units available for occupancy. There was 1 move-in and no move-outs during the month of June.

As of the end of March.

- 79 Occupied
- 8 units held for the next phase of rehab / in house rehab
- 18 units deemed uninhabitable (old wooden units)
- 10 units available for occupancy

Future Rehab Units:

- **Rehabs have been split over 2 years;**
- **The following are for 2025.**
 - **OG1478** – Rehab scheduled to be completed in 2025, work to begin in July
 - **OG1482** – Rehab scheduled to be completed in 2025, work to begin in July
- **The following are for 2026.**
 - **OG1464** – Rehab scheduled to be completed in 2026
 - **OG1468** – Rehab scheduled to be completed in 2026

The staff are processing all qualifying applications on hand. USDA-RD has acknowledged receipt of the farm labor unit waiver and are expediting approval. Per HCD the site will still have to maintain 86 farm labor units to maintain compliance with Serna.



Important Note: As residents move out of the “old wooden units” the total number of units available for occupancy decreases as they are marked uninhabitable with USDA-RD.

Advertising is ongoing via Craigslist, The Publisher, Flyers, Signage, resident referral, move in specials and outreach to ag employers, canneries, etc...

We are starting the bidding process for the following 2025 / 2026 fiscal year capital items:

- Golf cart replacement vs battery replacement – If funds allow, this should be a focus as the current cart requires maintenance more frequently.
 - Bids are in hand for a golf cart replacement.
 - Prices range between 9k - 12k
 - Pending bids for a battery replacement.
 - Costco offers batteries but with poor reviews.
 - Pending quotes for a shop to replace the batteries.
- Painting of maintenance building
 - 2 bids in hand

HCD scheduled a three day 100% physical and file review of the SERNA units for July 8-10th. Once the findings are received, a cost estimate and plan will be compiled to address noted issues, as funds allow. The majority of repairs needed are anticipated to be in the unrenovated units and may require bringing in additional staff and vendor resources to ensure completion in a timely manner.

Estimates will be forwarded for approval once obtained and reviewed.



Gridley Farm Labor 645
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 124,900.00	\$ 127,302.00	\$ (2,402.00)	\$ 1,123,504.00	\$ 1,145,718.00	\$ (22,214.00)
Vacancies	\$ (20,033.00)	\$ (18,888.00)	\$ (1,145.00)	\$ (197,756.00)	\$ (169,992.00)	\$ (27,764.00)
Manager's Unit	(1,906.00)	(1,382.00)	(524.00)	(18,461.00)	(12,438.00)	(6,023.00)
Total Tenant Rent	<u>\$ 102,961.00</u>	<u>\$ 107,032.00</u>	<u>\$ (4,071.00)</u>	<u>\$ 907,287.00</u>	<u>\$ 963,288.00</u>	<u>\$ (56,001.00)</u>
Other Project Income:						
Laundry Income	\$ 0.00	\$ 163.34	\$ (163.34)	\$ 1,209.67	\$ 1,470.00	\$ (260.33)
Interest Income	262.32	23.66	238.66	2,125.01	213.00	1,912.01
Restricted Reserve Interest Income	72.73	0.00	72.73	596.93	0.00	596.93
Other Tenant Income	0.00	91.66	(91.66)	117.50	825.00	(707.50)
Other Project Income	<u>\$ 335.05</u>	<u>\$ 278.66</u>	<u>\$ 56.39</u>	<u>\$ 4,049.11</u>	<u>\$ 2,508.00</u>	<u>\$ 1,541.11</u>
Total Project Income	<u><u>\$ 103,296.05</u></u>	<u><u>\$ 107,310.66</u></u>	<u><u>\$ (4,014.61)</u></u>	<u><u>\$ 911,336.11</u></u>	<u><u>\$ 965,796.00</u></u>	<u><u>\$ (54,459.89)</u></u>
Project Expenses:						
Maint. & Oper. Exp. (Page 3)	\$ 25,796.90	\$ 42,136.45	\$ (16,339.55)	\$ 298,657.64	\$ 379,227.75	\$ (80,570.11)
Utilities (Page 3)	9,909.68	11,582.07	(1,672.39)	93,809.93	104,238.75	(10,428.82)
Administrative (Page 3)	20,120.38	17,803.84	2,316.54	156,224.36	160,234.50	(4,010.14)
Taxes & Insurance (Page 3)	11,074.83	11,074.84	(.01)	112,062.36	99,673.50	12,388.86
Other Taxes & Insurance (Page 4)	4,441.58	6,271.75	(1,830.17)	27,862.76	56,445.75	(28,582.99)
Other Project Expenses (Page 4)	1,740.54	1,318.32	422.22	10,538.94	11,865.00	(1,326.06)
Total O&M Expenses	<u>\$ 73,083.91</u>	<u>\$ 90,187.27</u>	<u>\$ (17,103.36)</u>	<u>\$ 699,155.99</u>	<u>\$ 811,685.25</u>	<u>\$ (112,529.26)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$.37	\$ 113,030.64	\$ 113,027.25	\$ 3.39
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	25,875.00	25,875.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 16,058.96</u>	<u>\$ 16,058.59</u>	<u>\$.37</u>	<u>\$ 144,530.64</u>	<u>\$ 144,527.25</u>	<u>\$ 3.39</u>
Total Project Expenses	<u><u>\$ 89,142.87</u></u>	<u><u>\$ 106,245.86</u></u>	<u><u>\$ (17,102.99)</u></u>	<u><u>\$ 843,686.63</u></u>	<u><u>\$ 956,212.50</u></u>	<u><u>\$ (112,525.87)</u></u>
Net Profit (Loss)	<u><u>\$ 14,153.18</u></u>	<u><u>\$ 1,064.80</u></u>	<u><u>\$ 13,088.38</u></u>	<u><u>\$ 67,649.48</u></u>	<u><u>\$ 9,583.50</u></u>	<u><u>\$ 58,065.98</u></u>

Gridley Farm Labor 645
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (72.73)	\$ 0.00	\$ (72.73)	\$ (596.93)	\$ 0.00	\$ (596.93)
T & I Transfers	(10,620.20)	0.00	(10,620.20)	(31,058.77)	0.00	(31,058.77)
Operating-MMKT-FFB*	(141.12)	0.00	(141.12)	(6,133.72)	0.00	(6,133.72)
Cash - Payroll Control	0.00	0.00	0.00	(13,625.00)	0.00	(13,625.00)
Tenants Security Deposits - FLH	500.00	0.00	500.00	547.00	0.00	547.00
Tenant Receivables	703.00	0.00	703.00	3,984.42	0.00	3,984.42
Other Receivables	7,713.42	0.00	7,713.42	(21,677.62)	0.00	(21,677.62)
Rental Assistance	(1,624.00)	0.00	(1,624.00)	(10,232.00)	0.00	(10,232.00)
Accounts Payable - Trade	3,517.32	0.00	3,517.32	2,878.85	0.00	2,878.85
Accrued Sewer Fees	2,469.58	0.00	2,469.58	22,226.22	0.00	22,226.22
Accrued Property Taxes	2,500.00	0.00	2,500.00	3,205.00	0.00	3,205.00
Accrued Property Taxes	1,528.08	0.00	1,528.08	13,639.40	0.00	13,639.40
Accrued Local Administration Fee	625.00	0.00	625.00	(1,875.00)	0.00	(1,875.00)
Total Other Cash Flow Items	<u>\$ 7,098.35</u>	<u>\$ 0.00</u>	<u>\$ 7,098.35</u>	<u>\$ (38,718.15)</u>	<u>\$ 0.00</u>	<u>\$ (38,718.15)</u>
Net Operating Cash Change	<u>\$ 21,251.53</u>	<u>\$ 1,064.80</u>	<u>\$ 20,186.73</u>	<u>\$ 28,931.33</u>	<u>\$ 9,583.50</u>	<u>\$ 19,347.83</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 39,810.95	\$ 68,742.28	\$ 28,931.33
Operating-MMKT-FFB*	160,948.03	167,081.75	6,133.72
FLH Operating Acct TCB**	77,838.00	77,838.00	0.00
FLH Operating Acct-Umpq**	255,643.00	255,643.00	0.00
Tax & Insurance - FFB	92,559.11	122,959.32	30,400.21
Tax & Insurance - MMKT - FFB*	88,183.74	88,842.30	658.56
RD Reserves - FFB	9,057.79	14,997.13	5,939.34
RD Reserves - MMKT - FFB*	60,000.00	80,532.59	20,532.59
FLH Security Deposits-TCB**	49,340.00	49,340.00	0.00
FLH Reserves-TCB**	364,191.00	364,191.00	0.00
Payables & Receivables:			
Accounts Payable - Trade	0.00	2,878.85	2,878.85
Rents Receivable - Current Tenants	2,593.35	(1,425.07)	(4,018.42)
Allowance for Doubtful Accounts	(60.00)	(60.00)	0.00
Other Tenant Charges Receivable	0.00	34.00	34.00

Gridley Farm Labor 645
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 7,675.77	\$ 8,652.84	\$ (977.07)	\$ 75,781.22	\$ 77,875.50	\$ (2,094.28)
Janitorial/Cleaning Supplies	413.98	152.66	261.32	1,262.14	1,374.00	(111.86)
Plumbing Repairs	0.00	227.75	(227.75)	3,659.00	2,049.75	1,609.25
Painting & Decorating	58.58	208.34	(149.76)	1,248.00	1,875.00	(627.00)
Repairs & Maintenance - Supply	1,493.06	1,597.34	(104.28)	11,726.88	14,376.00	(2,649.12)
Repairs & Maintenance - Contract	2,721.83	2,508.09	213.74	3,454.84	22,572.75	(19,117.91)
Grounds Maintenance	8,864.92	9,020.00	(155.08)	85,753.60	81,180.00	4,573.60
Pest Control Service	245.00	228.34	16.66	4,410.00	2,055.00	2,355.00
Fire/Alarm Services	(17.71)	100.00	(117.71)	1,332.95	900.00	432.95
Security Service	2,260.85	1,900.00	360.85	17,475.65	17,100.00	375.65
Repairs & Maintenance - Other	0.00	13,225.00	(13,225.00)	85,769.10	119,025.00	(33,255.90)
Repairs & Maintenance - Flooring	0.00	2,100.00	(2,100.00)	0.00	18,900.00	(18,900.00)
Repairs & Maintenance - Appliance	1,247.12	1,025.00	222.12	4,340.18	9,225.00	(4,884.82)
Repairs & Maintenance - HVAC	0.00	437.50	(437.50)	0.00	3,937.50	(3,937.50)
Repairs & Maintenance - Water Heaters	0.00	283.34	(283.34)	0.00	2,550.00	(2,550.00)
HVAC Repairs	825.00	428.59	396.41	2,135.00	3,857.25	(1,722.25)
Tenant Services	8.50	41.66	(33.16)	309.08	375.00	(65.92)
Total Maint. & Operating Exp.	\$ 25,796.90	\$ 42,136.45	\$ (16,339.55)	\$ 298,657.64	\$ 379,227.75	\$ (80,570.11)
Utilities:						
Electricity	\$ 3,554.34	\$ 2,791.66	\$ 762.68	\$ 27,809.29	\$ 25,125.00	\$ 2,684.29
Water	1,599.40	2,916.66	(1,317.26)	20,446.57	26,250.00	(5,803.43)
Sewer	2,469.58	2,469.59	(.01)	23,736.09	22,226.25	1,509.84
Heating Fuel/Other	638.01	904.16	(266.15)	3,105.03	8,137.50	(5,032.47)
Garbage & Trash Removal	1,648.35	2,500.00	(851.65)	18,712.95	22,500.00	(3,787.05)
Total Utilities	\$ 9,909.68	\$ 11,582.07	\$ (1,672.39)	\$ 93,809.93	\$ 104,238.75	\$ (10,428.82)
Administrative:						
Manager's Salary	\$ 8,684.23	\$ 8,789.34	\$ (105.11)	\$ 74,478.77	\$ 79,104.00	\$ (4,625.23)
Management Fees	7,990.00	7,990.00	0.00	67,950.00	71,910.00	(3,960.00)
Bad Debt Expense	367.00	0.00	367.00	512.25	0.00	512.25
Auditing	666.67	666.66	.01	6,000.03	6,000.00	.03
Bookkeeping Fees	350.00	0.00	350.00	2,100.00	0.00	2,100.00
Legal	0.00	208.34	(208.34)	0.00	1,875.00	(1,875.00)
Other Administrative Expenses	2,062.48	149.50	1,912.98	5,183.31	1,345.50	3,837.81
Total Administrative Expense	\$ 20,120.38	\$ 17,803.84	\$ 2,316.54	\$ 156,224.36	\$ 160,234.50	\$ (4,010.14)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 1,528.08	\$ 1,528.09	\$ (.01)	\$ 13,639.40	\$ 13,752.75	\$ (113.35)
Special Assessments	2,500.00	2,500.00	0.00	34,622.09	22,500.00	12,122.09
Property Insurance	7,046.75	7,046.75	0.00	63,800.87	63,420.75	380.12

Gridley Farm Labor 645
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Taxes & Insurance Expense	\$ 11,074.83	\$ 11,074.84	\$ (.01)	\$ 112,062.36	\$ 99,673.50	\$ 12,388.86
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,228.23	\$ 1,579.34	\$ (351.11)	\$ 13,944.10	\$ 14,214.00	\$ (269.90)
Other Taxes, Fees & Permits	1,509.87	416.66	1,093.21	2,449.21	3,750.00	(1,300.79)
Bond Premiums	0.00	106.00	(106.00)	481.26	954.00	(472.74)
Worker's Compensation Insurance	622.22	937.50	(315.28)	5,882.18	8,437.50	(2,555.32)
Personnel Medical Insurance	1,081.26	3,232.25	(2,150.99)	5,106.01	29,090.25	(23,984.24)
Total Other Taxes & Insurance	\$ 4,441.58	\$ 6,271.75	\$ (1,830.17)	\$ 27,862.76	\$ 56,445.75	\$ (28,582.99)
Other Project Expenses						
Telephone & Answering Service	\$ 67.14	\$ 83.84	\$ (16.70)	\$ 823.45	\$ 754.50	\$ 68.95
Internet Service	857.12	366.16	490.96	4,093.89	3,295.50	798.39
Advertising	0.00	125.00	(125.00)	347.17	1,125.00	(777.83)
Water/Coffee Service	0.00	12.66	(12.66)	46.19	114.00	(67.81)
Office Supplies & Expense	649.80	370.16	279.64	3,515.03	3,331.50	183.53
Postage	73.00	35.34	37.66	288.69	318.00	(29.31)
Toner/Copier Expense	93.48	40.16	53.32	235.92	361.50	(125.58)
Travel & Promotion	0.00	144.59	(144.59)	220.00	1,301.25	(1,081.25)
Training Expense	0.00	104.16	(104.16)	840.24	937.50	(97.26)
Credit Checking	0.00	36.25	(36.25)	0.00	326.25	(326.25)
Employee Meals	0.00	0.00	0.00	128.36	0.00	128.36
Total Other Project Expenses	\$ 1,740.54	\$ 1,318.32	\$ 422.22	\$ 10,538.94	\$ 11,865.00	\$ (1,326.06)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$.37	\$ 113,030.64	\$ 113,027.25	\$ 3.39
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 5,625.00	\$ 5,625.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	25,875.00	25,875.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.59	\$.37	\$ 144,530.64	\$ 144,527.25	\$ 3.39
Total Expenses	<u>\$ 89,142.87</u>	<u>\$ 106,245.86</u>	<u>\$ (17,102.99)</u>	<u>\$ 843,686.63</u>	<u>\$ 956,212.50</u>	<u>\$ (112,525.87)</u>
Reserves	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Date: July 11, 2025

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director

Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

- Alamont Apartments, Chico (30 units, family)
- Cordillera/Cameo Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)

Other-Owned

- Gridley Springs II, Gridley (24 units, family)
- Mayer Commons, Paradise (12 units, family)
- 2131 Fogg Ave, (1 single family house)

For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please see monthly reports provided by the property manager, RSC Associates Inc. following this memo. Please also find Arrowhead Management's financials for Gridley Springs II.

Alamont Apartments, Chico (30 units, family, RSC) – There was one (1) vacancy as of the first of July. All rents were collected for the month. There is zero (0) additional 30-day notices to vacate. Total monthly income is \$1,566 more than budget, at \$33,232. YTD Total Income came in \$13,274 more than budget at \$298,319. Total monthly expenses are \$3,800 less than anticipated, bringing the NOI to \$5,366 more than budget, at \$11,584. YTD NOI is \$27,486 more than budget at \$200,029. YTD capital improvements are \$7,355 less than anticipated at \$8,194 which consists of Flooring, Interior Paint, new refrigerator, range and dishwasher. Owner Distribution for June totals \$38,701.00 and YTD totals \$188,244.07.



Alamont Apartments, 811 West East Avenue, Chico

Cordillera/Cameo Apartments, Chico (20 units, family, RSC) - The property had one (1) partial vacancy as of July 1st; a behavioral health client where one of the bedrooms are vacant within a two bedroom unit. There is one additional 30-day notice which may or may not get rescinded. RSC is in the process of collecting any unpaid rents as reiterated in their monthly narrative. Total YTD income is higher than budget by \$7,130 at \$171,672. Total YTD Operating Expenses are lower by \$16,096 at \$73,885 with YTD NOI higher than budget at \$97,787 or \$23,227 more than budget. The owner distribution for the month was \$30,411.82 and YTD totals \$70,097.28.



Cordillera Apartments, Cameo Way, Chico

Evanswood Estates Apartments, Oroville (31 units, family, RSC) – There was zero (0) vacancies as of the 1st of July. There is no pending 30-day notice to vacate. RSC is collecting the unpaid balances owed which consist of a veteran's approval for future rents. Total YTD income is \$20,752 more than anticipated, at \$381,321. YTD vacancy loss is more than budget by \$1,981 at \$13,881. Total YTD Operating Expenses is \$31,099 more than budget, at \$220,035. NOI YTD totals \$161,285 or \$10,347 less than budget. The decrease in NOI is due to Administrative, Utility, Turnover, and Maintenance expenses being higher than anticipated. Owner distribution for the month totaled \$45,835.69 and YTD \$161,982.43.

Evanswood Estates Apartments, Oroville Units #21, 25, and 33, tracked separately, were occupied with no unpaid rents. There was no thirty (30) day notices to vacate. YTD Income is slightly above budget by \$708 at \$31,989. Expenses are all within or slightly ahead of budget, with expenses being lower than budget. NOI is \$2,325 more than budget, at \$18,542. The owner distribution for the month was \$1,886.00 and YTD \$16,009.42



Evanswood Estates, Table Mountain Boulevard, Oroville - new exteriors.



Lincoln Apartments, 474 East 12th Street, Chico

Lincoln Apartments, Chico (18 units, family, RSC) – Lincoln Apartments had zero (0) vacancy as of the first of the month. All rents were collected for the month. Total YTD income is above budget by \$11,814 at \$150,228. YTD Expenses are under budget by \$10,962, bringing NOI to \$22,777 more than budget at \$89,433. Owner Distribution for the month was \$23,455.45 and YTD \$68,935.64. Exterior Rehabilitation including repairs to the upper level walkway and staircases, and painting of the building exterior are in process with the new contractor and set to be completed within the next 30 – 60 days. HACB and 3rd party property manager (RSC) as well as, the general contractor developed a strategic plan to minimize tenant disturbances during construction. The first and second phases of construction were completed during the first quarter of 2025.

Locust Apartments, Chico (10 units, family, RSC) – The property has one (1) vacancy as of July 1st but since this memo the unit has become occupied. All rent was collected for the month. YTD Total Income comes in at \$1,906 more than budget at \$79,010. Total YTD Expenses are lower than budget by \$2,702 due to the turnover and maintenance costs. YTD NOI is \$4,609 more than anticipated at \$46,295. Owner distribution for June was \$9,567.00 and YTD total \$43,222.72. The majority of bond-funded capital improvements are complete, with replacement of water heaters, range hoods, and GFCI outlets installed.



Locust Apartments, 1519 Locust Street, Chico



Park Place Apartments, 2105 Park Avenue, Oroville

Park Place Apartments, Oroville (40 units, senior, RSC) – The month ended with one (1) vacancy with no 30-day notices to vacate. All rents were paid for the month. Monthly Income is slightly higher than budget by \$3,885 at \$32,474. YTD Income is \$8,269 more than budget at \$271,728. Monthly Expenses are lower than budget by \$2,453 at \$13,136; bringing NOI to \$6,338 more than budget, at \$19,337. YTD NOI is \$30,812 more than budget at \$163,998. The owner distribution for the month was \$9,129.36 and YTD totals \$55,963.47. Bond-funded work, including equipment and pergola replacements, upgrade of the Community Room, and site path of travel improvements, are in process, with property management collecting bids - work is anticipated for early 3rd & 4th quarter in 2025. We are also working with P G & E due to old gas lines having to be replaced at the site. Property easements are being sought in order for P G & E to replace old gas lines. P G & E has agreed to work with the HACB cooperatively as we will be upgrading all sidewalks to ADA compliance. P G & E have started to replace the old gas lines and work with the HACB and the residents. P G & E hosted a resident BBQ as you can see from RSC's written narrative with photos.

Other-Owned Properties

Gridley Springs II, Gridley (24 units, Family, Arrowhead Housing) The property has two (2) vacancies as of early July. Applications are being processed for the current vacancies with two move-ins anticipated for this month. There are no additional 30-day notices. Property management has transitioned to Arrowhead Housing. The property annual inspections have been completed. The dumpster areas have been painted. The monthly financials have been revised with Arrowhead Housing's enclosed. Expenses were moved into the appropriate line items. The "Bad Debt" write-offs were moved to the suspense account to be written off at fiscal year-end. The YTD income comes in at \$14,767 less than budget at \$163,888. The income overall is less due to the vacancy loss being higher than budget at \$23,086.00. The property in the last two months has had 4 vacant units and we are down to 2 units vacant. YTD Operating Expenses comes in

at \$7,010 more than budget at \$149,273 bringing the YTD NOI to \$21,778 or less than budget at \$14,614.00 Administrative, Utilities, Operating & Taxes / Insurance all come in higher than anticipated.

Please find Arrowhead's short narrative, following.



Gridley Springs Apartments II, 210 Ford Avenue, Gridley

Mayer Commons (Kathy Court Apartments), Paradise (12 units, family, RSC) – Applications are being processed for new prospective households. Exterior construction is now complete, including landscaping, site concrete, and parking lot striping. The only outstanding exterior item is the shade structure, which is scheduled for delivery in early July.

Interior work still to be completed includes the installation of the new cabinets and countertops, along with remaining plumbing fixtures such as sinks and faucets, which are currently on hold pending cabinet installation. The general contractor reports that the cabinets are expected to ship from the supplier in the first week of July and arrive on-site the following week.

Due to the cabinet delay, final project completion is now anticipated in early August. See additional information under Taylor Gonzalez, Project Manager Construction Report.

2131 Fogg Ave, Oroville (SFH, HACB) – The vacant lot is fully fenced and secure, awaiting future development. Staff is currently coordinating to have the lot mowed for weed abatement purposes and funding opportunities are continually being explored. See additional information under Taylor Gonzalez, Project Manager Construction Report.



July 8, 2025

Larry Guanzon
Executive Director
Housing Authority of the County of Butte
2039 Forest Ave
Chico, CA 95928

RE: June 2025 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the June 2025 key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. For additional details, please review the following comprehensive financial reports provided for each property.

If you have any questions or concerns, please get in touch with Patti or me.

Respectfully,

Susan Critser, CPM
Regional Property Manager
530-893-8228 Ext 240
scritser@rsc-associates.com
DRE# 01312715

cc Richard Gillaspie

**1519 Locust Street
June 2025**



Monthly Highlights:

/Updates – Unit #3 moved in on 6/18/25. Unit #7 has a move-in date of July 2, 2025.

Occupancy -

- ✓ Following the move-in of unit #7, we will be 100% occupied.

Rent Collection -

- ✓ Unit 3 shows a balance of \$1,055.00 for its security deposit. This was paid for on 7/2/25. There were no other delinquent rents for June 2025.

Expense Variances -

- ✓ Total Income affected by vacancies unit #3 & #7. Under budget by 15.86%.
- ✓ Total Operating Expenses were over budget at \$886.25. This was due to turnover costs for units #3 & #7. Year-to-date, we are under budget by 7.63%.
- ✓ NOI was also affected under budget by 45.97%. YTD exceeding budget by 11.06%

Capital Expenses -

- ✓ No capital improvements in June.

Owner Distributions -

- ✓ Owner distribution and 3rd quarter distributions for June totaled \$9,567.00. Year to date totaled \$43,222.72.

Alamont Apartments June 2025



Monthly Highlights:

Updates – Unit #29 moved in on June 22, 2025. Unit #21 vacated on 6/29/25. This unit is the process of turnover. We have posted it on Zillow and are receiving numerous calls to lease. We have sent out some applications.

Occupancy -

- ✓ Occupancy for June totaled 96.66%.

Rent Collection -

- ✓ We concluded June with no delinquencies.

Expense Variances -

- ✓ Total income exceeded the budget by 5.03%, with YTD 5.38%.
- ✓ The Total Operating Expenses were over budget by 24.70% due to turnover expenses for units #3 & #7.
- ✓ Good news, Net Operating Income for June exceeded budget by \$5,366.37.

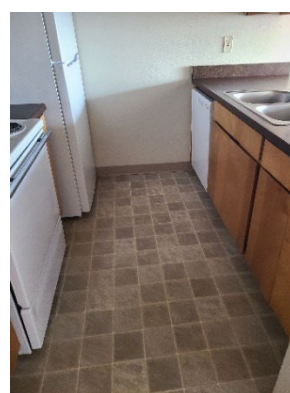
Capital Expenses -

- ✓ In unit #7, the range was replaced.
- ✓ In unit #3, the dishwasher was replaced.
- ✓ The HVAC system went out in unit #13. We purchased a new system. The expense will reflect in July.

Owner Distributions -

- ✓ Owner distribution and 3rd quarter distributions for June totaled \$38,701.00. Year to date totaled \$188,244.07.

PRE-MOVE OUT INSPECTION UNIT #21 (VERY GOOD CONDITION)



Cordillera/Cameo Drive Apartments June 2025



Monthly Highlights:

Updates - June total rental income exceeded the budget by 2.59%. Net rental income exceeded budget by \$1,627.00.

Occupancy –

- ✓ Occupancy for June totaled 96%. Unit 45-2 is a Behavioral Health 2-bedroom, 1-bath apartment. These units are leased per bedroom, 2A & 2B. Currently, bedroom 2A is vacant, not the entire unit. We have a notice for unit 45-3 to vacate mid-July. They spoke with the manager and stated they may withdraw the notice.

Rent Collection -

- ✓ Unit #45-3 has a balance of \$1,325.00, and the manager has issued a 3-day Pay or Quit.
- ✓ Unit #53-2 owes \$105.90. The final amount owed for the carpet repair is to be paid in July.

Expense Variances -

- ✓ Total Operating Expenses were over budget in June by 42.67% and the year to date by 17.89%.
- ✓ Net Operating Income for June totaled \$11,651.63

Capital Expenses -

- ✓ No capital improvements for June. The drainpipe (picture below) was jetted to clear debris to meet the central drain line. The expense will appear on the July financial statement.

Owner Distributions -

- ✓ Owner distribution and 3rd quarter distributions for June totaled \$30,411.82. Year to date totaled \$70,097.28.

PRE-MOVE-OUT INSPECTION 45-2A (Behavioral Health)



Drainpipe Repair Build. #41



Evanswood Estates Apartments June 2025



Monthly Highlights:

Updates - Rental income exceeded the budget by 8.63% and year-to-date by 2.93%.

Occupancy –

- ✓ Occupancy totaled 100% in June. Currently, there are no new notices for moving out.

Rent Collection -

- ✓ #65 has a balance of \$4,731.00 owed. VASH has approved this tenant and will be paying rent. The Nation's Finest Organization will pay past-due rent by July 15, 2025.

Expense Variances -

- ✓ Total Operating Expenses were under budget, totaling \$17,482.06. Year-to-date, we are over budget by 16.46%.

Capital Improvements -

- ✓ No capital improvements in June.

Owner Distributions -

- ✓ The owner distribution, for June, totaled \$45,835.69. Year to date it totaled \$161,982.43.

Evanswood #21, #25, and #33

June 2025



Monthly Highlights:

Updates - Income for June exceeded the budget by 5.35% and year-to-date by 2.76%.

Occupancy –

- ✓ Totaled 100% at the end of June with no new notices.

Rent Collection –

- ✓ There are no delinquent rents for June 2025

Expense Variances—

- ✓ Total operating expenses were slightly over budget for June. In unit #21, the kitchen cabinet fell away from the wall, and the repair totaled \$713.21.

Distributions –

- ✓ Owner distribution and 3rd quarter distribution for June totaled \$1,886.00. Year to date it totaled \$16,009.42.

**Kathy Court
June 2025**



Monthly Highlights:

Updates – No income currently. Expenses totaled \$370.00. The remaining balance in the account is \$3,004.04. We will close out the Kathy Court financials in July 2025.

**Mayer Commons
June 2025**



Monthly Highlights:

Updates –

- ✓ Construction for Mayer Commons continues. Construction completion is scheduled for August 1st, 2025. Cabinetry is being installed currently.
- ✓ Taylor Gonzalez will provide construction updates and photos.

Occupancy –

- ✓ New move-ins are scheduled for 08/01/2025.

Rent Collection –

- ✓ There was an owner advance of \$1,283.33.

Expense Variances—

- ✓ Total operating expenses in June totaled \$1,283.33.

Lincoln Apartments June 2025



Monthly Highlights:

Updates –

- ✓ On July 10th, an additional coat will be applied to the upper deck.
- ✓ WASH laundry Service worked on the dryers as they were not drying thoroughly.
- ✓ Rental income for June totaled \$16,110.00 exceeding budget by 10.19%.

Occupancy -

- ✓ Unit #16 released a roommate and added a new roommate, signing a new lease as of 6/1/25. There are no notices.

Rent Collection -

- ✓ No delinquent rents for the month.

Expense Variances -

- ✓ Total Operating Expenses were under budget at \$5,333.83 or 20.65% in June.

Capital Improvements -

- ✓ No capital expenses in June. Unit #16 will have a new A/C unit installed at the beginning of July.

Owner Distributions -

- ✓ Owner distribution and 3rd quarter distribution for June totaled \$23,455.45. Year to date totaled \$68,935.64.

Unit #16 A/C to be replaced



Second floor decking that additional coating to be applied



Park Place June 2025



Monthly Highlights:

Updates -

- ✓ PG&E hosted a BBQ for the tenants upon completion of the upgrades.
- ✓ Net Rental income exceeded the budget by 8.26% and year-to-date by 3.23%.

Occupancy -

- ✓ Unit #36 moved in on 6/27/25. Unit #38 vacated on 6/27/25. Ending occupancy totaled 97.50% at the end of June. Currently, there are no new notices for moving out.

Rent Collection -

- ✓ There are no delinquent rents in June.

Expense Variances -

- ✓ Total operating expenses for June were under budget by 15.74% at \$13,136.72.
- ✓ Net Operating Income for June exceeded budget by 48.76%.

Capital Improvements -

- ✓ No capital expenses in June.

Owner Distributions -

- ✓ Owner distribution and 3rd quarter distribution for June totaled \$9,129.36. Year to date totaled \$55,963.47.

PG&E hosted a BBQ for all the residents. They provided all the food and cooked. The residents had a great time.



Property Update – July 1, 2025

Gridley Springs 1 (GS1)

Occupancy:

- One current vacant unit: **22**
- One notice to vacate: **25**

Move-Ins:

- We are actively working on move-in files:
 - **Unit #22:** Move-in is delayed due to a court order concerning the applicant's child. A response is expected soon.
 - **Unit #25:** The applicant is expected to be approved by the end of the week; we posted a notice of abandonment on June 30th, so the unit cannot be turned over until we receive possession.
- **June Move-In:** One move-in completed for **Unit #27**.

HOME Inspection:

- The inspection was conducted on **May 15, 2025**.
- As of **July 1**, we have not received a formal report; however, the inspector indicated that everything appeared satisfactory during the visit.

Maintenance Staffing:

- Our current maintenance technician has given notice. His last day will be **July 7**.
- We are currently processing an application for his replacement.

Gridley Springs 2 (GS2)

Occupancy:

- Two current vacant units: **1** and **#16**.
- We are finalizing the paperwork and expect approval soon.

Move-Ins:

- Move-in files are in progress for the vacant units.
- **June Move-Ins:** Two move-ins completed for **Units #11** and **#24**.

Inspections & Maintenance:

- Annual inspections have been completed.
- Blind replacements are underway.
- Replacement request for **Unit #12** has been sent to corporate after receiving your approval. (RR)
- Coil cleanings for **Units #6** and **#21** are scheduled for **July 9** at a cost of **\$60 per unit**.

Gridley Springs 2 Budget Comparison June 30, 2025

	Month Ending 06/30/2025				Year to Date 06/30/2025			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Income								
Rental Income								
5120 - Rent Revenue -- Gross Potential	19,768.00	19,768.00	0.00	0.00	177,912.00	177,912.00	0.00	0.00
5180 - Local Section 8 Subsidy Revenue	233.00	233.00	0.00	0.00	3,477.00	2,097.00	1,380.00	65.80
5195 - Leases Less than Market	(625.00)	0.00	(625.00)	(100.00)	(4,422.00)	0.00	(4,422.00)	(100.00)
5196 - Leases in Excess of Market	1,541.00	0.00	1,541.00	100.00	4,892.00	0.00	4,892.00	100.00
Total Rental Income	20,917.00	20,001.00	916.00	4.57	181,859.00	180,009.00	1,850.00	1.02
Vacancy, Losses & Concessions								
5220 - Vacancy Loss - Apartments	(4,055.00)	(400.00)	(3,655.00)	(913.75)	(26,686.00)	(3,600.00)	(23,086.00)	(641.27)
Total Vacancy, Losses & Concessions	(4,055.00)	(400.00)	(3,655.00)	(913.75)	(26,686.00)	(3,600.00)	(23,086.00)	(641.27)
Net Rental Income	16,862.00	19,601.00	(2,739.00)	(13.97)	155,173.00	176,409.00	(21,236.00)	(12.03)
Financial Income								
5440 - Interest Revenue -- Replacement Reserve	2.48	0.00	2.48	100.00	22.92	0.00	22.92	100.00
Total Financial Income	2.48	0.00	2.48	100.00	22.92	0.00	22.92	100.00
Other Income								
5910 - Laundry Revenue	32.20	42.00	(9.80)	(23.33)	112.85	374.00	(261.15)	(69.82)
5920 - Tenant Charges (Late Fees, Damages)	0.00	209.00	(209.00)	(100.00)	8,581.72	1,873.00	6,708.72	358.18
Total Other Income	32.20	251.00	(218.80)	(87.17)	8,694.57	2,247.00	6,447.57	286.94
Total Income	16,896.68	19,852.00	(2,955.32)	(14.88)	163,890.49	178,656.00	(14,765.51)	(8.26)
Expenses								
Administrative Expenses								
6311 - Office Supplies	1,394.50	585.00	(809.50)	(138.37)	8,016.19	5,251.00	(2,765.19)	(52.66)
6320 - Management Fee Expense	855.00	1,080.00	225.00	20.83	8,640.00	9,720.00	1,080.00	11.11
6330 - Manager Salaries	1,748.74	2,000.00	251.26	12.56	17,357.74	18,000.00	642.26	3.56
6340 - Legal Expense - Project	0.00	167.00	167.00	100.00	770.00	1,499.00	729.00	48.63
6350 - Audit Expense	0.00	0.00	0.00	0.00	12,935.00	9,000.00	(3,935.00)	(43.72)
6351 - Bookkeeping Fees/Accounting Services	0.00	25.00	25.00	100.00	0.00	225.00	225.00	100.00
7006 - Seminars & Training	20.88	29.00	8.12	28.00	187.93	262.00	74.07	28.27
Total Administrative Expenses	4,019.12	3,886.00	(133.12)	(3.42)	47,906.86	43,957.00	(3,949.86)	(8.98)
Marketing Expenses								
6210 - Advertising and Marketing	165.00	21.00	(144.00)	(685.71)	616.96	187.00	(429.96)	(229.92)
Total Marketing Expenses	165.00	21.00	(144.00)	(685.71)	616.96	187.00	(429.96)	(229.92)
Utilities								
6449 - Utilities - Vacant	0.00	0.00	0.00	0.00	33.46	0.00	(33.46)	(100.00)
6450 - Electricity	113.60	310.00	196.40	63.35	2,008.49	2,790.00	781.51	28.01

Gridley Springs 2 Budget Comparison June 30, 2025

	Month Ending 06/30/2025				Year to Date 06/30/2025			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
6451 - Water	310.55	500.00	189.45	37.89	4,683.05	4,500.00	(183.05)	(4.06)
6452 - Gas	78.49	69.00	(9.49)	(13.75)	853.96	615.00	(238.96)	(38.85)
6453 - Sewer	887.28	820.00	(67.28)	(8.20)	8,709.35	7,380.00	(1,329.35)	(18.01)
Total Utilities	1,389.92	1,699.00	309.08	18.19	16,288.31	15,285.00	(1,003.31)	(6.56)
Operating & Maintenance Expenses								
6512 - Maintenance Salaries	1,844.00	2,000.00	156.00	7.80	17,377.71	18,000.00	622.29	3.45
6515 - Supplies - Maint. & Repairs	39.62	1,917.00	1,877.38	97.93	7,360.41	17,249.00	9,888.59	57.32
6520 - Contracts - Maint. & Repairs	1,135.44	1,667.00	531.56	31.88	30,398.59	14,999.00	(15,399.59)	(102.67)
6525 - Garbage & Trash Removal	504.62	567.00	62.38	11.00	4,541.58	5,100.00	558.42	10.94
6546 - Repairs - HVAC Repairs & Maintenance	99.00	500.00	401.00	80.20	1,189.95	4,500.00	3,310.05	73.55
6590 - Misc. Operating & Maint Expenses	254.67	899.00	644.33	71.67	5,127.57	8,088.00	2,960.43	36.60
Total Operating & Maintenance Expenses	3,877.35	7,550.00	3,672.65	48.64	65,995.81	67,936.00	1,940.19	2.85
Taxes & Insurance								
6711 - Payroll Taxes	271.89	418.17	146.28	34.98	3,446.84	3,763.49	316.65	8.41
6720 - Property & Liability Insurance (Hazard)	0.00	0.00	0.00	0.00	5,848.52	4,000.00	(1,848.52)	(46.21)
6722 - Workers Compensation Ins	279.79	296.67	16.88	5.68	2,855.43	2,669.99	(185.44)	(6.94)
6723 - Health Insurance and Other Employee Benefits	483.65	496.00	12.35	2.48	6,314.29	4,464.00	(1,850.29)	(41.44)
Total Taxes & Insurance	1,035.33	1,210.84	175.51	14.49	18,465.08	14,897.48	(3,567.60)	(23.94)
Total Operating Expenses	10,486.72	14,366.84	3,880.12	27.00	149,273.02	142,262.48	(7,010.54)	(4.92)
Net Operating Income (Loss)	6,409.96	5,485.16	924.80	16.86	14,617.47	36,393.52	(21,776.05)	(59.83)
Net Income (Loss)	6,409.96	5,485.16	924.80	16.86	14,617.47	36,393.52	(21,776.05)	(59.83)

MEMO

Date: July 11, 2025

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director
Taylor Gonzalez, Project Manager

Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- 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)

For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo.

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI) –There are (9) vacancies as of this memo’s date. There was one move-in and one move-out in June. Several of the current vacancies are attributed to non-payment of rent and or failure to follow lease policies. Increased vacancies were anticipated with lease up of the new tax-credit subsidized properties in the area. AWI has increased their marketing to address the dynamic and loss. In addition, rents have been reduced for the 2-3 bedrooms for a limited time. AWI details current turnover status in the monthly narrative following, as well as upcoming notices. AWI’s narrative also details unpaid rent balances. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed weather permitting. Monthly income is above budget by \$1,164 at \$69,850. YTD vacancy loss being higher than anticipated by \$21,416 at \$67,142. YTD income is \$404,027 or \$8,087 less than budget again due to the higher than anticipated vacancy loss. YTD Total expenses are only \$592 more than budget at \$404,726. This brought Net income YTD to a negative \$699.00. Current Reserve Balance is \$514,312.02 The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials for your review.



Chico Commons Apartments, 2071 Amanda Way, Chico



Walker Commons Apartments, 678 Buttonwillow Lane, Chico

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has two (2) vacancies as of July 1st. There are no additional thirty (30) day notices to vacate as of this memo. Two new applicants are in the process. Residents and staff have continued to partner to create monthly activities supporting all residents, such as donut and ice cream socials. The community resident garden will be implemented once again as Spring is upon us and residents find this a worthy enhancement to the property. Monthly income is higher than budget by approximately \$6,240 at \$45,593 with overall YTD expenses lower than anticipated by \$10,603, bringing the property's Net Profit to \$45,210 more than budget, at \$51,220. Total Property Reserves balance is \$686,465.93. Bids are being collected for elimination of trip hazards. Tree Trimming & Replacement. Plantar bed path-lighting underground wiring is also being planned. New landscaping bark & DG being installed. The property is subject to repositioning, involving refinance, capital improvements and replacements. The property generates significant cash, which will help with anticipated renovations. Please find the AWI monthly owners report following.



Walker Commons Apartments, Chico - Community Room Building



1200 Park Avenue - Street Entry

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCHAHC, PM: AWI) – There are three (3) vacancies as of early July. AWI reviews the turnover and market ready status of these 3 units in their report, following. There is three (3) additional 30-day notices for non-payment and non-compliance. Any unpaid rents are also being collected. AWI is processing applications and preparing the units for lease. Marketing efforts, including flyers have increased due to vacancies; many fixed-extremely low-income applicants on the waiting lists have insufficient income to pay the 50-60% AMI rents. Faded exterior trim and power washing bids are also being sought. Landscaping needs are being

addressed. CAA Food Distribution is ongoing. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. Passages of CSU Chico is also being contacted to provide supportive services. The residents and AWI staff continue to calendar events - monthly bingo and birthdays are celebrated. Usage of the conference room for an “art class” is scheduled every Thursday. Butte County Library is serving property residents. Please see photos of resident events of soup & salad event.

Monthly income is down by \$33,012, at \$59,008. The gross rents show a decrease due to a timing issue related to Section 8 resident recertifications. The understated gross rents which are skewed will show in next month’s financials. Monthly expenses come in at \$96,802 or \$5,397 more than budget. This brought the YTD net monthly profit to a negative \$53,521. The vacancy loss is higher than anticipated affecting the decrease in YTD income compared to budget and the gross rents previously mentioned for Section 8 rental assistance. Total Reserve balance is \$346,073.77. The property is subject to repositioning, involving refinancing and capital improvements.

Please find AWI’s monthly financials following.



1200 Park Avenue Apartments, Inner Courtyard view

Chico Commons Apartments June 2025



Separate *Variance Report* explaining budget differences and expenditures.

The current reserve balance is \$514,312.02.

Updates:

Chico Commons currently has 9 units available for occupancy, 1 Move-in and 1 Move-out in June.

Several of the current vacancies are attributed to non-payment of rent and terminations for failure to follow lease and house rules.

Vacancies:

- **Unit 16 (60%):** (Non-payment) **Scheduled move-in 7/10/25.**
- **Unit 47 (60%):** (Non-payment) **Scheduled move-in 7/8/25.**
- **Unit 13 (60%):** (Personal) 2 Applicants in process currently.
- **Unit 49 (60%):** (Termination for non-payment) Major repairs and full paint.
- **Unit 23 (60%):** (Termination for criminal activity) - Repairs & cleaning
- **Unit 05 (60%):** (Personal) Minor repairs and painting
- **Unit 02 (60%):** (Personal) Full paint, Minor repairs
- **Unit 12 (60%):** (Personal) Minor repairs & repairs
- **Unit 21 (60%):** (Non-Payment) Major repairs, cleaning



Advertising:

In an effort to attract renters that can afford the units, we have temporarily reduced rents for two and three bedrooms. The property has a new advertising banner on the front of the complex; resident referral flyers are being distributed around the area and to local agencies.

Aging Balances:

- **Unit 53:** (Failure to pay) - This household is at the attorney for a combination of issues. A notice for non-payment, drafted by the attorney, was served on 5/19. UD signed on 6/27/25.

Projects:

- Gathering bids for building paint.
 - 2 Bid in hand, pending competitive bids.



Chico Commons 549
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 75,614.00	\$ 76,209.00	\$ (595.00)	\$ 457,128.00	\$ 457,254.00	\$ (126.00)
Private Subsidy Income	\$ 3,805.00	\$ 0.00	\$ 3,805.00	\$ 10,042.00	\$ 0.00	\$ 10,042.00
Vacancies	(9,947.00)	(7,620.91)	(2,326.09)	(67,142.00)	(45,725.50)	(21,416.50)
Rent Adjustments	0.00	(134.84)	134.84	0.00	(809.00)	809.00
Manager's Unit	(1,049.00)	(1,049.00)	0.00	(6,294.00)	(6,294.00)	0.00
Total Tenant Rent	\$ 68,423.00	\$ 67,404.25	\$ 1,018.75	\$ 393,734.00	\$ 404,425.50	\$ (10,691.50)
Other Project Income:						
Laundry Income	\$ 213.56	\$ 477.25	\$ (263.69)	\$ 1,249.47	\$ 2,863.50	\$ (1,614.03)
Interest Income	113.09	38.09	75.00	583.45	228.50	354.95
Restricted Reserve Interest Income	441.73	0.00	441.73	2,582.27	0.00	2,582.27
Late Charges	317.00	271.09	45.91	2,144.09	1,626.50	517.59
Other Tenant Income	(150.00)	495.16	(645.16)	3,166.80	2,971.00	195.80
Miscellaneous Income	492.05	0.00	492.05	567.05	0.00	567.05
Other Project Income	\$ 1,427.43	\$ 1,281.59	\$ 145.84	\$ 10,293.13	\$ 7,689.50	\$ 2,603.63
Total Project Income	\$ 69,850.43	\$ 68,685.84	\$ 1,164.59	\$ 404,027.13	\$ 412,115.00	\$ (8,087.87)
Project Expenses:						
Maint. & Oper. Exp. (Page 3)	\$ 22,993.73	\$ 29,235.75	\$ (6,242.02)	\$ 181,766.97	\$ 175,414.50	\$ 6,352.47
Utilities (Page 3)	7,996.93	10,953.75	(2,956.82)	42,763.99	65,722.50	(22,958.51)
Administrative (Page 3)	32,272.79	10,984.91	21,287.88	102,111.05	65,909.50	36,201.55
Taxes & Insurance (Page 3)	4,110.67	4,193.16	(82.49)	23,978.93	25,159.00	(1,180.07)
Other Taxes & Insurance (Page 4)	1,516.52	4,215.07	(2,698.55)	10,260.61	25,290.50	(15,029.89)
Other Project Expenses (Page 4)	890.94	1,588.75	(697.81)	6,739.90	9,532.50	(2,792.60)
Total O&M Expenses	\$ 69,781.58	\$ 61,171.39	\$ 8,610.19	\$ 367,621.45	\$ 367,028.50	\$ 592.95
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 15,625.02	\$ 15,625.00	\$.02
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 6,480.00	\$ 6,480.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	15,000.00	15,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.16	\$.01	\$ 37,105.02	\$ 37,105.00	\$.02
Total Project Expenses	\$ 75,965.75	\$ 67,355.55	\$ 8,610.20	\$ 404,726.47	\$ 404,133.50	\$ 592.97
Net Profit (Loss)	\$ (6,115.32)	\$ 1,330.29	\$ (7,445.61)	\$ (699.34)	\$ 7,981.50	\$ (8,680.84)

Chico Commons 549
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (441.73)	\$ 0.00	\$ (441.73)	\$ 25,707.73	\$ 0.00	\$ 25,707.73
T & I Transfers	(4,230.50)	0.00	(4,230.50)	(25,350.97)	0.00	(25,350.97)
Operating - MMKT- FFB*	(75.76)	0.00	(75.76)	(391.50)	0.00	(391.50)
Security Deposits Held	650.00	0.00	650.00	151.00	0.00	151.00
Authorized Reserve - Other	0.00	(11,783.34)	11,783.34	(28,290.00)	(70,700.00)	42,410.00
Tenant Receivables	6,928.00	0.00	6,928.00	8,452.86	0.00	8,452.86
Other Receivables	5,110.67	0.00	5,110.67	(21,002.07)	0.00	(21,002.07)
Accounts Payable - Trade	5,702.18	0.00	5,702.18	(61,822.75)	0.00	(61,822.75)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	15,625.02	0.00	15,625.02
Total Other Cash Flow Items	\$ 16,247.03	\$ (11,783.34)	\$ 28,030.37	\$ (86,920.68)	\$ (70,700.00)	\$ (16,220.68)
Net Operating Cash Change	\$ 10,131.71	\$ (10,453.05)	\$ 20,584.76	\$ (87,620.02)	\$ (62,718.50)	\$ (24,901.52)
Cash Accounts	End Balance 1 Year Ago		Current Balance	Change		
Operating-FFB	\$ 100,305.86		\$ 12,685.84	\$ (87,620.02)		
Operating - MMKT- FFB*	89,298.46		89,689.96	391.50		
Tax & Insurance-FFB	69,294.47		94,645.44	25,350.97		
Security Deposit - FFB	44,775.00		44,775.00	0.00		
Reserve Acct-FFB	16,375.41		3,138.03	(13,237.38)		
Reserve Acct - MMKT - FFB*	508,644.34		511,173.99	2,529.65		
Payables & Receivables:						
Accounts Payable - Trade	67,524.93		5,702.18	(61,822.75)		
Rents Receivable - Current Tenants	21,205.01		9,872.94	(11,332.07)		
Allowance for Doubtful Accounts	(2,407.61)		(2,407.61)	0.00		
Other Tenant Charges Receivable	4,228.37		7,107.58	2,879.21		

Chico Commons 549
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 6,016.49	\$ 6,555.00	\$ (538.51)	\$ 36,038.23	\$ 39,330.00	\$ (3,291.77)
Janitorial/Cleaning Supplies	0.00	137.34	(137.34)	580.36	824.00	(243.64)
Plumbing Repairs	386.64	468.16	(81.52)	4,189.94	2,809.00	1,380.94
Painting & Decorating	72.02	774.84	(702.82)	2,420.20	4,649.00	(2,228.80)
Repairs & Maintenance - Supply	3,760.34	3,707.09	53.25	21,061.21	22,242.50	(1,181.29)
Repairs & Maintenance - Contract	3,149.32	3,000.34	148.98	24,839.93	18,002.00	6,837.93
Grounds Maintenance	2,140.00	2,219.16	(79.16)	12,060.00	13,315.00	(1,255.00)
Pest Control Service	490.00	995.66	(505.66)	5,166.00	5,974.00	(808.00)
Fire/Alarm Services	166.37	740.00	(573.63)	2,713.80	4,440.00	(1,726.20)
Capital Improvements - Other	495.12	5,733.34	(5,238.22)	41,002.23	34,400.00	6,602.23
Capital Improvements - Flooring	2,040.54	2,400.00	(359.46)	13,027.21	14,400.00	(1,372.79)
Capital Improvements - Appliances	3,591.89	729.16	2,862.73	5,434.67	4,375.00	1,059.67
Capital Improvements - HVAC Repl.	0.00	0.00	0.00	8,900.00	0.00	8,900.00
Carpet Cleaning	0.00	91.91	(91.91)	586.00	551.50	34.50
HVAC Repairs	685.00	1,539.25	(854.25)	3,099.09	9,235.50	(6,136.41)
Cable Service	0.00	102.84	(102.84)	648.10	617.00	31.10
Tenant Services	0.00	41.66	(41.66)	0.00	250.00	(250.00)
Total Maint. & Operating Exp.	\$ 22,993.73	\$ 29,235.75	\$ (6,242.02)	\$ 181,766.97	\$ 175,414.50	\$ 6,352.47
Utilities:						
Electricity	\$ 921.97	\$ 1,003.41	\$ (81.44)	\$ 5,185.89	\$ 6,020.50	\$ (834.61)
Water	2,847.19	2,754.84	92.35	10,264.00	16,529.00	(6,265.00)
Sewer	1,513.27	2,746.59	(1,233.32)	9,511.74	16,479.50	(6,967.76)
Heating Fuel/Other	1,370.60	1,933.91	(563.31)	8,824.52	11,603.50	(2,778.98)
Garbage & Trash Removal	1,343.90	2,515.00	(1,171.10)	8,977.84	15,090.00	(6,112.16)
Total Utilities	\$ 7,996.93	\$ 10,953.75	\$ (2,956.82)	\$ 42,763.99	\$ 65,722.50	\$ (22,958.51)
Administrative:						
Manager's Salary	\$ 7,058.43	\$ 4,950.16	\$ 2,108.27	\$ 32,655.37	\$ 29,701.00	\$ 2,954.37
Management Fees	4,032.00	4,032.00	0.00	24,192.00	24,192.00	0.00
Bad Debt Expense	10,200.00	0.00	10,200.00	23,169.86	0.00	23,169.86
Auditing	1,000.00	1,000.00	0.00	5,725.00	6,000.00	(275.00)
Legal	8,513.40	833.34	7,680.06	13,419.95	5,000.00	8,419.95
Other Administrative Expenses	1,468.96	169.41	1,299.55	2,948.87	1,016.50	1,932.37
Total Administrative Expense	\$ 32,272.79	\$ 10,984.91	\$ 21,287.88	\$ 102,111.05	\$ 65,909.50	\$ 36,201.55
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 82.50	\$ (82.50)	\$ 0.00	\$ 495.00	\$ (495.00)
Property Insurance	4,110.67	4,110.66	.01	23,978.93	24,664.00	(685.07)
Total Taxes & Insurance Expense	\$ 4,110.67	\$ 4,193.16	\$ (82.49)	\$ 23,978.93	\$ 25,159.00	\$ (1,180.07)

Chico Commons 549
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,053.75	\$ 1,118.16	\$ (64.41)	\$ 6,635.05	\$ 6,709.00	\$ (73.95)
Other Taxes, Fees & Permits	0.00	192.00	(192.00)	816.07	1,152.00	(335.93)
Bond Premiums	0.00	32.34	(32.34)	317.90	194.00	123.90
Worker's Compensation Insurance	453.27	501.16	(47.89)	2,458.32	3,007.00	(548.68)
Personnel Medical Insurance	9.50	2,371.41	(2,361.91)	33.27	14,228.50	(14,195.23)
Total Other Taxes & Insurance	<u>\$ 1,516.52</u>	<u>\$ 4,215.07</u>	<u>\$ (2,698.55)</u>	<u>\$ 10,260.61</u>	<u>\$ 25,290.50</u>	<u>\$ (15,029.89)</u>
Other Project Expenses						
Telephone & Answering Service	\$ 76.23	\$ 258.00	\$ (181.77)	\$ 1,411.19	\$ 1,548.00	\$ (136.81)
Internet Service	0.00	271.50	(271.50)	869.10	1,629.00	(759.90)
Advertising	64.35	54.16	10.19	64.35	325.00	(260.65)
Water/Coffee Service	37.96	18.75	19.21	289.72	112.50	177.22
Office Supplies & Expense	305.80	265.59	40.21	2,051.62	1,593.50	458.12
Postage	44.73	88.75	(44.02)	369.82	532.50	(162.68)
Toner/Copier Expense	345.81	188.09	157.72	1,171.51	1,128.50	43.01
Office Furniture & Equipment Expense	0.00	208.34	(208.34)	0.00	1,250.00	(1,250.00)
Travel & Promotion	16.06	70.91	(54.85)	118.66	425.50	(306.84)
Training Expense	0.00	64.66	(64.66)	321.12	388.00	(66.88)
Credit Checking	0.00	100.00	(100.00)	0.00	600.00	(600.00)
Employee Meals	0.00	0.00	0.00	72.81	0.00	72.81
Total Other Project Expenses	<u>\$ 890.94</u>	<u>\$ 1,588.75</u>	<u>\$ (697.81)</u>	<u>\$ 6,739.90</u>	<u>\$ 9,532.50</u>	<u>\$ (2,792.60)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 15,625.02	\$ 15,625.00	\$.02
Reporting / Partner Management Fee	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 6,480.00	\$ 6,480.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	15,000.00	15,000.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.16</u>	<u>\$.01</u>	<u>\$ 37,105.02</u>	<u>\$ 37,105.00</u>	<u>\$.02</u>
Total Expenses	<u>\$ 75,965.75</u>	<u>\$ 67,355.55</u>	<u>\$ 8,610.20</u>	<u>\$ 404,726.47</u>	<u>\$ 404,133.50</u>	<u>\$ 592.97</u>
Reserves						
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 11,783.34</u>	<u>\$ (11,783.34)</u>	<u>\$ 28,290.00</u>	<u>\$ 70,700.00</u>	<u>\$ (42,410.00)</u>
	\$ 0.00	\$ 11,783.34	\$ (11,783.34)	\$ 28,290.00	\$ 70,700.00	\$ (42,410.00)

**Walker Commons
June 2025**



Separate *Variance Report* explaining budget differences and expenditures.

The current reserve balance is \$686,465.93.

Updates:

Walker Commons currently has 2 units available for occupancy. There was 1 move-out and 1 move-in during the month of June.

Unit Turns:

- **Unit 11 (50%):** (Left the country) Unit is Market Ready – Reviewing applications
- **Unit 26 (60%):** (Left the country) Minor Repairs

Spring Curb Appeal Projects:

- Gathering bids for tree cleanup behind the buildings.
- Working on beautifying the garden area and adding irrigation timers for the gardens.

Landscaping Improvements:

- DG installed by the parking areas.
- DG installed around all trees in the main path.
- Replaced missing trees along the main path.



Landscaping Photos:



(530) 745-6170 tel AWI Management Corporation
(530) 745-6171 fax 120 Center Street
www.awimc.com Auburn CA 95603



AWI Management Corporation is⁶⁵ an Equal Opportunity provider.



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Walker Commons 550
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 38,126.00	\$ 40,595.50	\$ (2,469.50)	\$ 227,283.00	\$ 243,573.00	\$ (16,290.00)
Private Subsidy Income	\$ 9,278.00	\$ 0.00	\$ 9,278.00	\$ 49,158.00	\$ 0.00	\$ 49,158.00
Vacancies	(1,380.00)	(608.91)	(771.09)	(7,566.00)	(3,653.50)	(3,912.50)
Rent Adjustments	0.00	(18.00)	18.00	0.00	(108.00)	108.00
Manager's Unit	(906.00)	(906.00)	0.00	(5,436.00)	(5,436.00)	0.00
Total Tenant Rent	\$ 45,118.00	\$ 39,062.59	\$ 6,055.41	\$ 263,439.00	\$ 234,375.50	\$ 29,063.50
Other Project Income:						
Laundry Income	\$ 0.00	\$ 271.84	\$ (271.84)	\$ 1,624.32	\$ 1,631.00	\$ (6.68)
Interest Income	147.21	6.09	141.12	846.19	36.50	809.69
Restricted Reserve Interest Income	556.46	0.00	556.46	3,244.19	0.00	3,244.19
Late Charges	(374.00)	4.16	(378.16)	1,166.00	25.00	1,141.00
Application Fees	0.00	0.00	0.00	(25.00)	0.00	(25.00)
Other Tenant Income	146.23	9.16	137.07	435.23	55.00	380.23
Other Project Income	\$ 475.90	\$ 291.25	\$ 184.65	\$ 7,290.93	\$ 1,747.50	\$ 5,543.43
Total Project Income	\$ 45,593.90	\$ 39,353.84	\$ 6,240.06	\$ 270,729.93	\$ 236,123.00	\$ 34,606.93
Project Expenses:						
Maint. & Oper. Exp. (Page 3)	\$ 13,204.89	\$ 14,480.43	\$ (1,275.54)	\$ 102,259.71	\$ 86,882.50	\$ 15,377.21
Utilities (Page 3)	2,752.58	4,920.09	(2,167.51)	17,135.29	29,520.50	(12,385.21)
Administrative (Page 3)	10,416.00	8,827.27	1,588.73	48,221.47	52,963.50	(4,742.03)
Taxes & Insurance (Page 3)	2,572.50	2,585.34	(12.84)	14,976.17	15,512.00	(535.83)
Other Taxes & Insurance (Page 4)	2,049.86	3,702.25	(1,652.39)	14,530.47	22,213.50	(7,683.03)
Other Project Expenses (Page 4)	1,386.93	1,028.43	358.50	5,535.81	6,170.50	(634.69)
Total O&M Expenses	\$ 32,382.76	\$ 35,543.81	\$ (3,161.05)	\$ 202,658.92	\$ 213,262.50	\$ (10,603.58)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	5,600.04	5,600.00	.04
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 16,850.04	\$ 16,850.00	\$.04
Total Project Expenses	\$ 35,191.10	\$ 38,352.15	\$ (3,161.05)	\$ 219,508.96	\$ 230,112.50	\$ (10,603.54)
Net Profit (Loss)	\$ 10,402.80	\$ 1,001.69	\$ 9,401.11	\$ 51,220.97	\$ 6,010.50	\$ 45,210.47

Walker Commons 550
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (556.46)	\$ 0.00	\$ (556.46)	\$ (3,244.19)	\$ 0.00	\$ (3,244.19)
T & I Transfers	(2,615.12)	0.00	(2,615.12)	(15,672.42)	0.00	(15,672.42)
Operating - MMKT- FFB*	(117.42)	0.00	(117.42)	(687.93)	0.00	(687.93)
Security Deposits Held	(310.00)	0.00	(310.00)	(650.00)	0.00	(650.00)
Authorized Reserve - Other	0.00	(6,458.34)	6,458.34	0.00	(38,750.00)	38,750.00
Tenant Receivables	651.77	0.00	651.77	(2,916.23)	0.00	(2,916.23)
Other Receivables	3,572.50	0.00	3,572.50	(14,396.16)	0.00	(14,396.16)
Accounts Payable - Trade	5,930.93	0.00	5,930.93	(12,883.89)	0.00	(12,883.89)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	7,500.00	0.00	7,500.00
Accrued Partnership Fees	625.00	0.00	625.00	3,750.00	0.00	3,750.00
Total Other Cash Flow Items	<u>\$ 8,431.20</u>	<u>\$ (6,458.34)</u>	<u>\$ 14,889.54</u>	<u>\$ (39,200.82)</u>	<u>\$ (38,750.00)</u>	<u>\$ (450.82)</u>
Net Operating Cash Change	<u><u>\$ 18,834.00</u></u>	<u><u>\$ (5,456.65)</u></u>	<u><u>\$ 24,290.65</u></u>	<u><u>\$ 12,020.15</u></u>	<u><u>\$ (32,739.50)</u></u>	<u><u>\$ 44,759.65</u></u>
Cash Accounts	End Balance 1 Year Ago	Current Balance	Change			
Operating-FFB	\$ 92,257.74	\$ 104,277.89	\$ 12,020.15			
Operating - MMKT- FFB*	138,328.81	139,016.74	687.93			
Tax & Insurance - FFB	58,478.71	74,151.13	15,672.42			
Security Deposit - FFB	21,230.00	21,230.00	0.00			
Reserve Acct - FFB	53,777.13	19,514.32	(34,262.81)			
Reserve Acct MMKT-FFB*	623,844.57	666,951.61	43,107.04			
Payables & Receivables:						
Accounts Payable - Trade	19,214.82	6,330.93	(12,883.89)			
Rents Receivable - Current Tenants	1,832.74	3,934.74	2,102.00			
Other Tenant Charges Receivable	217.00	927.23	710.23			

Walker Commons 550
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,769.51	\$ 4,370.00	\$ (600.49)	\$ 22,882.18	\$ 26,220.00	\$ (3,337.82)
Janitorial/Cleaning Supplies	38.23	133.09	(94.86)	1,969.46	798.50	1,170.96
Plumbing Repairs	0.00	239.91	(239.91)	2,683.43	1,439.50	1,243.93
Painting & Decorating	169.60	301.25	(131.65)	627.33	1,807.50	(1,180.17)
Repairs & Maintenance - Supply	1,780.23	1,089.09	691.14	9,982.96	6,534.50	3,448.46
Repairs & Maintenance - Contract	1,622.56	1,299.84	322.72	4,611.55	7,799.00	(3,187.45)
Grounds Maintenance	2,040.00	2,008.34	31.66	12,215.00	12,050.00	165.00
Pest Control Service	968.00	333.34	634.66	2,219.00	2,000.00	219.00
Fire/Alarm Services	126.00	276.75	(150.75)	378.00	1,660.50	(1,282.50)
Capital Improvements - Other	507.21	1,169.16	(661.95)	23,573.10	7,015.00	16,558.10
Capital Improvements - Flooring	0.00	1,041.66	(1,041.66)	10,207.70	6,250.00	3,957.70
Capital Improvements - Appliances	1,045.49	387.50	657.99	6,503.27	2,325.00	4,178.27
Capital Improvements - HVAC Repl.	933.73	583.34	350.39	1,992.00	3,500.00	(1,508.00)
Capital Improvements - Water Heaters	0.00	666.66	(666.66)	0.00	4,000.00	(4,000.00)
Carpet Cleaning	0.00	70.84	(70.84)	379.00	425.00	(46.00)
HVAC Repairs	0.00	200.00	(200.00)	893.00	1,200.00	(307.00)
Cable Service	0.00	109.66	(109.66)	742.10	658.00	84.10
Tenant Services	204.33	200.00	4.33	400.63	1,200.00	(799.37)
Total Maint. & Operating Exp.	\$ 13,204.89	\$ 14,480.43	\$ (1,275.54)	\$ 102,259.71	\$ 86,882.50	\$ 15,377.21
Utilities:						
Electricity	\$ 792.81	\$ 819.34	\$ (26.53)	\$ 3,225.80	\$ 4,916.00	\$ (1,690.20)
Water	597.74	775.00	(177.26)	3,555.62	4,650.00	(1,094.38)
Sewer	879.34	2,178.91	(1,299.57)	5,276.04	13,073.50	(7,797.46)
Heating Fuel/Other	89.09	386.59	(297.50)	767.83	2,319.50	(1,551.67)
Garbage & Trash Removal	393.60	760.25	(366.65)	4,310.00	4,561.50	(251.50)
Total Utilities	\$ 2,752.58	\$ 4,920.09	\$ (2,167.51)	\$ 17,135.29	\$ 29,520.50	\$ (12,385.21)
Administrative:						
Manager's Salary	\$ 5,243.78	\$ 4,368.34	\$ 875.44	\$ 18,449.28	\$ 26,210.00	\$ (7,760.72)
Management Fees	3,136.00	3,136.00	0.00	18,816.00	18,816.00	0.00
Bad Debt Expense	0.00	0.00	0.00	3,326.00	0.00	3,326.00
Auditing	1,000.00	1,000.00	0.00	5,666.67	6,000.00	(333.33)
Legal	0.00	171.09	(171.09)	0.00	1,026.50	(1,026.50)
Other Administrative Expenses	1,036.22	151.84	884.38	1,963.52	911.00	1,052.52
Total Administrative Expense	\$ 10,416.00	\$ 8,827.27	\$ 1,588.73	\$ 48,221.47	\$ 52,963.50	\$ (4,742.03)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 12.84	\$ (12.84)	\$ 0.00	\$ 77.00	\$ (77.00)
Property Insurance	2,572.50	2,572.50	0.00	14,976.17	15,435.00	(458.83)
Total Taxes & Insurance Expense	\$ 2,572.50	\$ 2,585.34	\$ (12.84)	\$ 14,976.17	\$ 15,512.00	\$ (535.83)

Walker Commons 550
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Taxes & Insurance:						
Payroll Taxes	\$ 672.49	\$ 827.16	\$ (154.67)	\$ 4,034.94	\$ 4,963.00	\$ (928.06)
Other Taxes, Fees & Permits	0.00	295.91	(295.91)	800.00	1,775.50	(975.50)
Bond Premiums	0.00	25.84	(25.84)	247.25	155.00	92.25
Worker's Compensation Insurance	302.11	380.50	(78.39)	1,402.97	2,283.00	(880.03)
Personnel Medical Insurance	1,075.26	2,172.84	(1,097.58)	8,045.31	13,037.00	(4,991.69)
Total Other Taxes & Insurance	<u>\$ 2,049.86</u>	<u>\$ 3,702.25</u>	<u>\$ (1,652.39)</u>	<u>\$ 14,530.47</u>	<u>\$ 22,213.50</u>	<u>\$ (7,683.03)</u>
Other Project Expenses						
Telephone & Answering Service	\$ 76.23	\$ 237.59	\$ (161.36)	\$ 1,583.05	\$ 1,425.50	\$ 157.55
Internet Service	0.00	100.00	(100.00)	431.70	600.00	(168.30)
Advertising	0.00	16.66	(16.66)	0.00	100.00	(100.00)
Water/Coffee Service	119.13	24.50	94.63	490.00	147.00	343.00
Office Supplies & Expense	879.22	325.00	554.22	1,981.01	1,950.00	31.01
Postage	118.99	81.00	37.99	165.71	486.00	(320.29)
Toner/Copier Expense	17.00	110.34	(93.34)	138.90	662.00	(523.10)
Travel & Promotion	150.50	33.34	117.16	505.50	200.00	305.50
Training Expense	0.00	58.34	(58.34)	214.08	350.00	(135.92)
Credit Checking	0.00	41.66	(41.66)	0.00	250.00	(250.00)
Employee Meals	25.86	0.00	25.86	25.86	0.00	25.86
Total Other Project Expenses	<u>\$ 1,386.93</u>	<u>\$ 1,028.43</u>	<u>\$ 358.50</u>	<u>\$ 5,535.81</u>	<u>\$ 6,170.50</u>	<u>\$ (634.69)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Reporting / Partner Management Fee	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	5,600.04	5,600.00	.04
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.34</u>	<u>\$ 0.00</u>	<u>\$ 16,850.04</u>	<u>\$ 16,850.00</u>	<u>\$.04</u>
Total Expenses	<u><u>\$ 35,191.10</u></u>	<u><u>\$ 38,352.15</u></u>	<u><u>\$ (3,161.05)</u></u>	<u><u>\$ 219,508.96</u></u>	<u><u>\$ 230,112.50</u></u>	<u><u>\$ (10,603.54)</u></u>
Reserves						
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 6,458.34</u>	<u>\$ (6,458.34)</u>	<u>\$ 0.00</u>	<u>\$ 38,750.00</u>	<u>\$ (38,750.00)</u>
	\$ 0.00	\$ 6,458.34	\$ (6,458.34)	\$ 0.00	\$ 38,750.00	\$ (38,750.00)

1200 Park Avenue Apartments June 2025



Separate *Variance Report* explaining budget differences and expenditures.

The current reserve balance is \$346,073.77.

Currently there are 3 units available for occupancy, 2 move-ins and 1 move-out in June.

Vacancies:

- **Unit #242 (50%):** (RA Transfer) Rent Ready – Looking for applicants that qualify.
- **Unit #231 (50%):** (Skipped, Non-Payment) - Flooring, Painting, Minor repairs

Upcoming Vacancies:

- The resident in **#239** is currently in legal for non-compliance with pest control treatments and causing a nuisance to the complex and staff. UD Signed.
- **Unit #131:** (Non-Payment) Notice of abandonment expires on 6/30/25.
- **Unit #102:** (Personal) Resident is moving in with family

Property Repairs:

- During June the main elevator experienced a failed door motor. The residents were notified; staff worked quickly with two vendors to restore the elevator.
- The site is working with another vendor to obtain spare parts for the elevators as they are aging out. This will reduce any downtime for wear and tear items.
- Staff had clear communication with residents throughout the process.

Estimates for pressure washing and painting faded trim and siding are in process



Park Avenue 569
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 59,777.00	\$ 95,845.09	\$ (36,068.09)	\$ 523,063.00	\$ 575,070.50	\$ (52,007.50)
Vacancies	\$ (2,714.00)	\$ (3,833.84)	\$ 1,119.84	\$ (26,430.00)	\$ (23,003.00)	\$ (3,427.00)
Manager's Unit	(1,111.00)	(1,111.00)	0.00	(6,666.00)	(6,666.00)	0.00
Total Tenant Rent	\$ 55,952.00	\$ 90,900.25	\$ (34,948.25)	\$ 489,967.00	\$ 545,401.50	\$ (55,434.50)
Other Project Income:						
Laundry Income	\$ 3,000.00	\$ 666.66	\$ 2,333.34	\$ 3,000.00	\$ 4,000.00	\$ (1,000.00)
Interest Income	60.73	0.00	60.73	270.86	0.00	270.86
Restricted Reserve Interest Incom	20.91	18.16	2.75	127.20	109.00	18.20
Late Charges	(25.00)	68.50	(93.50)	1,039.48	411.00	628.48
Application Fees	0.00	13.91	(13.91)	25.00	83.50	(58.50)
Other Tenant Income	0.00	333.34	(333.34)	744.25	2,000.00	(1,255.75)
Miscellaneous Income	0.00	19.84	(19.84)	774.93	119.00	655.93
Other Project Income	\$ 3,056.64	\$ 1,120.41	\$ 1,936.23	\$ 5,981.72	\$ 6,722.50	\$ (740.78)
Total Project Income	\$ 59,008.64	\$ 92,020.66	\$ (33,012.02)	\$ 495,948.72	\$ 552,124.00	\$ (56,175.28)
Project Expenses:						
Maint. & Oper. Exp. (Page 3)	\$ 32,050.60	\$ 21,761.41	\$ 10,289.19	\$ 154,871.04	\$ 130,568.50	\$ 24,302.54
Utilities (Page 3)	3,968.16	13,232.52	(9,264.36)	50,028.63	79,395.00	(29,366.37)
Administrative (Page 3)	18,435.50	13,035.41	5,400.09	87,995.12	78,212.50	9,782.62
Taxes & Insurance (Page 3)	7,269.41	7,439.75	(170.34)	42,373.71	44,638.50	(2,264.79)
Other Taxes & Insurance (Page 4)	2,727.01	3,453.93	(726.92)	18,478.33	20,723.50	(2,245.17)
Other Project Expenses (Page 4)	2,486.03	2,401.07	84.96	16,527.87	14,406.50	2,121.37
Total O&M Expenses	\$ 66,936.71	\$ 61,324.09	\$ 5,612.62	\$ 370,274.70	\$ 367,944.50	\$ 2,330.20
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 156,632.34	\$ 157,802.50	\$ (1,170.16)
Managing General Partner Fees	\$ 1,085.50	\$ 1,105.50	\$ (20.00)	\$ 6,513.00	\$ 6,633.00	\$ (120.00)
Transfer - Reserves	2,675.00	2,675.00	0.00	16,050.00	16,050.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,865.89	\$ 30,080.91	\$ (215.02)	\$ 179,195.34	\$ 180,485.50	\$ (1,290.16)
Total Project Expenses	\$ 96,802.60	\$ 91,405.00	\$ 5,397.60	\$ 549,470.04	\$ 548,430.00	\$ 1,040.04
Net Profit (Loss)	\$ (37,793.96)	\$ 615.66	\$ (38,409.62)	\$ (53,521.32)	\$ 3,694.00	\$ (57,215.32)

Park Avenue 569
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (15.68)	\$ 0.00	\$ (15.68)	\$ 65,464.92	\$ 0.00	\$ 65,464.92
T & I Transfers	(7,478.34)	0.00	(7,478.34)	24,511.04	0.00	24,511.04
Operating - MMKT- FFB*	(22.14)	0.00	(22.14)	(60,045.40)	0.00	(60,045.40)
Other Cash Changes	18.75	0.00	18.75	419.36	0.00	419.36
Security Deposits Held	464.00	0.00	464.00	1,964.00	0.00	1,964.00
Authorized Reserve - Other	0.00	(10,941.66)	10,941.66	(65,410.32)	(65,650.00)	239.68
Pending Reserves	0.00	0.00	0.00	(21,977.91)	0.00	(21,977.91)
Tenant Receivables	38,391.49	0.00	38,391.49	39,322.50	0.00	39,322.50
Other Receivables	8,269.41	0.00	8,269.41	34,407.53	0.00	34,407.53
Accounts Payable - Trade	3,751.00	0.00	3,751.00	7,962.55	0.00	7,962.55
Accrued Expenses	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	36,750.00	0.00	36,750.00
Accrued Local Administration Fee	416.67	0.00	416.67	2,500.02	0.00	2,500.02
Accrued Managing GP Fee	668.83	0.00	668.83	4,012.98	0.00	4,012.98
Accrued Interest Housing Authority	4,785.75	0.00	4,785.75	28,714.50	0.00	28,714.50
Partner's Equity	0.00	0.00	0.00	(535.00)	0.00	(535.00)
Total Other Cash Flow Items	<u>\$ 56,574.74</u>	<u>\$ (10,941.66)</u>	<u>\$ 67,516.40</u>	<u>\$ 99,260.77</u>	<u>\$ (65,650.00)</u>	<u>\$ 164,910.77</u>
Net Operating Cash Change	<u>\$ 18,780.78</u>	<u>\$ (10,326.00)</u>	<u>\$ 29,106.78</u>	<u>\$ 45,739.45</u>	<u>\$ (61,956.00)</u>	<u>\$ 107,695.45</u>
Cash Accounts	End Balance 1 Year Ago	Current Balance	Change			
Operating-FFB	\$ 26,393.72	\$ 72,133.17	\$ 45,739.45			
Operating - MMKT- FFB*	1,026.23	61,071.63	60,045.40			
Tax & Insurance-FFB	125,483.44	100,972.40	(24,511.04)			
Security Deposit - FFB	36,064.00	36,064.00	0.00			
Repl Reserves - Berkadia - IMP**	395,488.69	346,073.77	(49,414.92)			
Payables & Receivables:						
Accounts Payable - Trade	1,892.81	9,855.36	7,962.55			
Rents Receivable - Current Tenants	6,428.44	(30,939.94)	(37,368.38)			
Other Tenant Charges Receivable	3,750.94	1,796.82	(1,954.12)			

Park Avenue 569
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 7,370.91	\$ 7,900.00	\$ (529.09)	\$ 48,789.72	\$ 47,400.00	\$ 1,389.72
Janitorial/Cleaning Supplies	0.00	318.25	(318.25)	810.84	1,909.50	(1,098.66)
Plumbing Repairs	0.00	219.75	(219.75)	0.00	1,318.50	(1,318.50)
Painting & Decorating	0.00	223.84	(223.84)	921.28	1,343.00	(421.72)
Repairs & Maintenance - Supply	1,120.97	1,547.75	(426.78)	8,588.30	9,286.50	(698.20)
Repairs & Maintenance - Contract	2,220.90	2,250.00	(29.10)	16,237.89	13,500.00	2,737.89
Grounds Maintenance	1,865.00	1,966.66	(101.66)	11,940.00	11,800.00	140.00
Elevator Maintenance & Contract	4,242.83	984.16	3,258.67	8,113.95	5,905.00	2,208.95
Pest Control Service	1,300.00	1,000.00	300.00	4,367.16	6,000.00	(1,632.84)
Fire/Alarm Services	211.05	1,523.91	(1,312.86)	8,597.91	9,143.50	(545.59)
Security Service	1,416.00	711.00	705.00	4,767.00	4,266.00	501.00
Capital Improvements - Other	167.86	1,660.00	(1,492.14)	10,169.69	9,960.00	209.69
Capital Improvements - Flooring	4,173.80	0.00	4,173.80	14,199.45	0.00	14,199.45
Capital Improvements - Appliances	0.00	826.34	(826.34)	4,484.62	4,958.00	(473.38)
Capital Improvements - HVAC Repl.	2,029.80	0.00	2,029.80	3,054.75	0.00	3,054.75
Carpet Cleaning	3,650.00	416.66	3,233.34	7,404.00	2,500.00	4,904.00
HVAC Repairs	2,016.00	86.00	1,930.00	2,016.00	516.00	1,500.00
Tenant Services	265.48	127.09	138.39	408.48	762.50	(354.02)
Total Maint. & Operating Exp.	\$ 32,050.60	\$ 21,761.41	\$ 10,289.19	\$ 154,871.04	\$ 130,568.50	\$ 24,302.54
Utilities:						
Electricity	\$ 0.00	\$ 8,621.09	\$ (8,621.09)	\$ 19,221.06	\$ 51,726.50	\$ (32,505.44)
Water	1,273.63	1,149.34	124.29	8,622.61	6,896.00	1,726.61
Sewer	1,950.97	1,963.59	(12.62)	11,705.82	11,781.50	(75.68)
Heating Fuel/Other	0.00	454.91	(454.91)	5,015.78	2,729.50	2,286.28
Garbage & Trash Removal	743.56	1,043.59	(300.03)	5,463.36	6,261.50	(798.14)
Total Utilities	\$ 3,968.16	\$ 13,232.52	\$ (9,264.36)	\$ 50,028.63	\$ 79,395.00	\$ (29,366.37)
Administrative:						
Manager's Salary	\$ 6,175.03	\$ 5,411.66	\$ 763.37	\$ 32,520.12	\$ 32,470.00	\$ 50.12
Management Fees	5,992.00	5,992.00	0.00	35,952.00	35,952.00	0.00
Bad Debt Expense	199.75	0.00	199.75	4,915.75	0.00	4,915.75
Auditing	1,000.00	1,000.00	0.00	5,687.50	6,000.00	(312.50)
Legal	1,125.00	407.16	717.84	3,552.50	2,443.00	1,109.50
Reporting Ptr/Mgmt Fees	0.00	0.00	0.00	(535.00)	0.00	(535.00)
Other Administrative Expenses	3,943.72	224.59	3,719.13	5,902.25	1,347.50	4,554.75
Total Administrative Expense	\$ 18,435.50	\$ 13,035.41	\$ 5,400.09	\$ 87,995.12	\$ 78,212.50	\$ 9,782.62
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 27.75	\$ (27.75)	\$ 0.00	\$ 166.50	\$ (166.50)
Property Insurance	7,112.08	7,112.09	(.01)	41,429.73	42,672.50	(1,242.77)
Other Insurance	157.33	299.91	(142.58)	943.98	1,799.50	(855.52)

Park Avenue 569
For the Month Ended June 30, 2025
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Taxes & Insurance Expense	\$ 7,269.41	\$ 7,439.75	\$ (170.34)	\$ 42,373.71	\$ 44,638.50	\$ (2,264.79)
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,191.82	\$ 1,350.84	\$ (159.02)	\$ 7,861.62	\$ 8,105.00	\$ (243.38)
Other Taxes, Fees & Permits	0.00	233.34	(233.34)	800.00	1,400.00	(600.00)
Bond Premiums	0.00	108.75	(108.75)	472.43	652.50	(180.07)
Worker's Compensation Insurance	454.17	641.25	(187.08)	2,812.05	3,847.50	(1,035.45)
Personnel Medical Insurance	1,081.02	1,119.75	(38.73)	6,532.23	6,718.50	(186.27)
Total Other Taxes & Insurance	\$ 2,727.01	\$ 3,453.93	\$ (726.92)	\$ 18,478.33	\$ 20,723.50	\$ (2,245.17)
Other Project Expenses						
Telephone & Answering Service	\$ 679.41	\$ 592.34	\$ 87.07	\$ 4,160.05	\$ 3,554.00	\$ 606.05
Internet Service	613.45	558.34	55.11	3,642.06	3,350.00	292.06
Advertising	53.52	39.75	13.77	53.52	238.50	(184.98)
Water/Coffee Service	55.11	111.25	(56.14)	360.97	667.50	(306.53)
Office Supplies & Expense	581.43	468.00	113.43	3,965.96	2,808.00	1,157.96
Postage	84.22	87.66	(3.44)	382.46	526.00	(143.54)
Toner/Copier Expense	24.05	297.91	(273.86)	692.01	1,787.50	(1,095.49)
Office Furniture & Equipment Expense	394.84	0.00	394.84	2,168.96	0.00	2,168.96
Travel & Promotion	0.00	144.41	(144.41)	575.00	866.50	(291.50)
Training Expense	0.00	63.91	(63.91)	476.88	383.50	93.38
Credit Checking	0.00	29.16	(29.16)	0.00	175.00	(175.00)
Employee Meals	0.00	8.34	(8.34)	50.00	50.00	0.00
Total Other Project Expenses	\$ 2,486.03	\$ 2,401.07	\$ 84.96	\$ 16,527.87	\$ 14,406.50	\$ 2,121.37
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 156,632.34	\$ 157,802.50	\$ (1,170.16)
Managing General Partner Fees	\$ 1,085.50	\$ 1,105.50	\$ (20.00)	\$ 6,513.00	\$ 6,633.00	\$ (120.00)
Transfer - Reserves	2,675.00	2,675.00	0.00	16,050.00	16,050.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,865.89	\$ 30,080.91	\$ (215.02)	\$ 179,195.34	\$ 180,485.50	\$ (1,290.16)
Total Expenses	<u>\$ 96,802.60</u>	<u>\$ 91,405.00</u>	<u>\$ 5,397.60</u>	<u>\$ 549,470.04</u>	<u>\$ 548,430.00</u>	<u>\$ 1,040.04</u>
Reserves						
Authorized Reserve - Other	\$ 0.00	\$ 10,941.66	\$ (10,941.66)	\$ 65,410.32	\$ 65,650.00	\$ (239.68)
Pending Reserves	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,977.91</u>	<u>0.00</u>	<u>21,977.91</u>
	\$ 0.00	\$ 10,941.66	\$ (10,941.66)	\$ 87,388.23	\$ 65,650.00	\$ 21,738.23

MEMO

Date: July 11, 2025

To: HACB Board of Commissioners

From: Tiffany Lee, Special Programs Coordinator
Angie Little, Rental Assistance Programs Manager

Subject: Family Self-Sufficiency (FSS) Program update for June 2025

Program Statistics for Period Ending	June 2025	June 2024
Number of participants as of last day of the month	28	29
Number of Orientation Briefings	2	2
Number of signed contracts	7	4
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	2	0
Number of Terminations	4	0
Number of Voluntary Exits	1	2
Number of Families on FSS Waiting List	7	5
Number of participants with annual income increases (YTD)	0	2
Number of participants with new employment (YTD)	3	1
Number of participants with escrow accounts	11	25
Number of participants currently escrowing	7	15
Amount disbursed from escrow account	0.00	\$0.00
Balance of Forfeiture account	\$31,869.00	\$0.00
Balance of Escrow Account	\$ 95,281.19	\$165,008.13

FSS FY 2024 HUD Grant Program Tracking Data

Program Management Questions:	2025 Calendar Year
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	28
Number of FSS participants identified as a person with disabilities	5
Number of FSS participants employed	11
Number of FSS participants in training programs	0
Number of FSS participants enrolled in higher/adult education	5
Number of FSS participants enrolled in school and employed	3
Number of FSS families receiving cash assistance	8
Number of FSS families experiencing a reduction in cash assistance	1
Number of FSS families who have ceased receiving cash assistance	1
How many new FSS escrow accounts were established	3
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership ⁷⁶	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of June 2025										
Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	06/2025 Enrollment	06/2025 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/24 - 6/30/25	\$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	7/1/24 - 6/30/25	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	6	\$13,657.00	\$59,084.00
BHHAP/Security Deposit**	7/1/24 - 6/30/25	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$1,626.00
BHHAP/ASOC	7/1/24 - 6/30/25	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$1,084.00	\$12,363.00
Totals		\$186,717.00			35			8	\$14,741.00	\$82,073.00

Acronym Legend

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

Last update:07/10/2025

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

**Written authorization given from BCDDBH to take any over spent dollars from BHHAP/ASOC to cover BHHAP/Security Deposit

Biggs Housing Project Stalled

Jul 02, 2025 04:40PM • By Connie Voss

BIGGS, CA (MPG) – Multiple items were presented, including the affordable housing project proposed by Realtor Kory Hamman, during the June 24 regular Biggs City Council meeting.

The Hamman project includes a 42-unit apartment complex, 18 single-dwelling units and a mini storage facility. The agenda's action items were the next steps to go forward with the construction and involved map revisions and rezoning.

To recap, City Planner Bob Summerville announced at a May City Council meeting that under the parameters of Assembly Bill 430, the Campfire Housing Assistance Act of 2019, Hamman's project could not be denied if it complies to design standards.

Advocates of the project have maintained that the state has mandated affordable housing to be built in all California cities, with stiff penalties for those who don't comply. However, city residents who oppose the development have argued that other cities in California have managed to regain local control over building.

Community members, both those for and against the project, addressed the council. Hamman spoke of the positive benefits to the city, including increased revenue for the community and schools.

Again, Hamman emphasized that the project is a high-quality development to be built and maintained like unto the Ford Avenue apartments in Gridley and by the same builder. A playground, dog park and basketball court will be part of it. According to Hamman, city administrators, the city planner and the school superintendent are in support of the project.

Resident Amanda Mattos voiced strong opposition to the project, claiming that Hamman wanted to develop the seven-acre property into apartments and that "our town can't handle it."

Another resident reminded everyone that Assembly Bill 430 will sunset at the end of this year and encouraged the council to "let it (the project) go."

More than one resident voiced concerns about the impact of the increase in traffic to arterial roads maintained by Butte County, concerned with the county's reduced budget for repairs.

Then Interim City Administrator Cliff Wagner pointed to Measure H funds that can be used for those purposes. One person requested that the city have a conversation with the county about its ability to repair the roads.

Mayor Bo Sheppard assured the resident that "we will get you an answer." Summerville indicated he has previously met with the planner and engineer at Butte County Association of Governments (BCAG) and "they had no problems with it."

In answer to concerns that the original 42 apartments planned would blossom to a higher number of units, Summerville gave his assurance that changes could not happen without another building permit.

"That would be illegal," Summerville said.

Mattos commented that Hamman and Wagner did not live in Biggs and would be unaffected by the outcome of the project. Wagner clarified that he lives in the county on Pryde Avenue, which is a major artery directly into Sixth Street.

"I am an impacted and affected party to this question," Wagner said.

Hamman rebutted the arguments and concluded by saying "Biggs is lucky to get this.

Councilmember Doug Arnold and Mayor Sheppard commented in favor of Biggs needing growth.

"We need more people in the city," Arnold said.

City attorney Greg Einhorn advised the council that there was not a legal basis to deny the project.

City Council put the item to vote, with Councilmember Jerome Squires recusing himself from voting due to the proximity of his property to the project. Subsequently, all four of the actions that were needed to advance the project failed by lack of a second motion to bring the item to a vote or by no initial motion on the actions.

Moving on, other action items included adopting policies regarding delinquent property taxes, as well as renewing a contract with Butte County for animal control services

Public comment was made indicating dissatisfaction with present animal control services, especially the lack of response to calls. Wagner suggested inviting county representatives to a council meeting for public input concerning areas of needed improvement.

Councilmember Anita Wilks pointed out that according to county reports, there have been animal control responses within the city. If residents get no response, they should contact the city, Wilks said.

Another contract renewal with CalFire was approved for the coming fiscal year. The cost of the contract increased by \$131,737, from last year due to the future hiring of an additional firefighter and the work week also was raised to 66 hours.

Department reports included Public Works Superintendent Paul Pratt reporting that a guard rail was damaged by a hit-and-run driver on West Biggs-Gridley Road. Preliminary estimates on the cost of repairing the rail are more than \$2,000, plus labor. Anyone with information on the driver's identity is encouraged to call the City of Biggs at 530-868-5493.

MEMO

Date: July 11, 2025
To: HACB Board of Commissioners
From: Tiffany Lee, Special Programs Coordinator
Angie Little, Rental Assistance Programs Manager
Subject: Resolution No. 4961
Section 8 FSS Graduate – Brittany Paiva

Brittany's journey with the FSS Program, commencing October 1, 2019, exemplifies remarkable dedication and perseverance. Initially, her aspirations encompassed earning her GED or high school diploma, securing a receptionist position while concurrently pursuing a nursing degree, achieving financial independence, and obtaining her driver's license. This ambitious plan has seen significant progress. She successfully obtained her high school diploma in 2020 and her driver's license in 2021, and has maintained consistent gainful employment for several years, demonstrating a commendable work ethic throughout.

While her specific career goals evolved over time, her unwavering commitment to self-improvement remained constant. Although initially granted an extension to September 30, 2025, to complete the program, Brittany's proactive efforts have allowed her to achieve all her stated objectives well ahead of schedule. Her success story underscores the transformative potential of the FSS Program and serves as an inspiration to others.

Recommendation: Adoption of Resolution No.4961

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4961

RECOGNITION OF FSS GRADUATE

BRITTANY PAIVA

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, BRITTANY PAIVA entered the FSS program in October 1, 2019; and

WHEREAS, BRITTANY PAIVA successfully completed her FSS Contract of Participation, effective June 30, 2025, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, BRITTANY PAIVA obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, BRITTANY PAIVA, in completing her Contract of Participation, has accrued an FSS escrow balance of \$19,986.43;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of BRITTANY PAIVA'S successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: July 17, 2025

David Pittman, Board Chair

ATTEST:

Lawrence C Guanzon, Secretary

MEMO

Date: July 11, 2025
To: HACB Board of Commissioners
From: Tiffany Lee, Special Programs Coordinator
Angie Little, Rental Assistance Programs Manager
Subject: Resolution No. 4962
Section 8 FSS Graduate – Jasmine Taylor

Jasmine Taylor and her family embarked on a transformative journey with the FSS Program on July 1, 2020. Her initial aspirations were multifaceted: establishing strong credit, securing stable employment, and fostering a positive and motivated environment for their children. Since then, Jasmine's dedication and commitment have been truly remarkable. She has maintained consistent, long-term employment at CVS, demonstrating remarkable stability and career progression. A significant achievement during her participation in the FSS Program was obtaining her Pharmacy certification – a testament to her perseverance and commitment to striving for self-sufficiency.

Jasmine has cultivated invaluable skills in goal-setting, breaking down ambitious objectives into manageable, achievable milestones. This strategic approach has not only propelled her own personal growth but has also profoundly impacted her children, who have witnessed firsthand the power of perseverance and the rewards of setting and achieving goals. This impact is perhaps Jasmine's greatest success. She has effectively instilled these crucial life skills in her family, creating a legacy of empowerment and self-reliance.

Jasmine's experience demonstrates the life-changing potential of the FSS Program. She expresses profound gratitude for the support, guidance, and opportunities provided throughout her participation. Her journey is an inspiring example of the program's transformative impact on individuals and families.

Recommendation: Adoption of Resolution No. 4962

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4962

RECOGNITION OF FSS GRADUATE

JASMINE TAYLOR

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, JASMINE TAYLOR entered the FSS program in July 1, 2020; and

WHEREAS, JASMINE TAYLOR successfully completed her FSS Contract of Participation, effective June 30, 2025, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, JASMINE TAYLOR obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, JASMINE TAYLOR, in completing her Contract of Participation, has accrued an FSS escrow balance of \$12,566.55;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of JASMINE TAYLOR'S successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: July 17, 2025

David Pittman, Board Chair

ATTEST:

Lawrence C Guanzon, Secretary

July 11, 2025

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director
Angie Little, Rental Assistance Programs Manager
Marysol Perez, Executive Assistant

Subject: Board Adoption:

- 2025-26 One-Year and Five-Year Agency Plans
- Annual and Five-Year (rolling) Capital Fund Plans
- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Section 8 Administrative Plan (Admin Plan)
- FSS Action Plan

As a public agency administering the HUD Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to submit to HUD applicable agency and administrative plan documents 75 days prior to the end of the HACB's fiscal year (submission due July 18th). HACB has already taken the following steps:

- May 6th – HACB conducted a Resident Advisory Board/Capital Fund Public Hearing, inviting Legal Services of Northern California (LSNC) and sixty-six (66) Public Housing and Section 8 participants. Two (2) PH participants and two (2) S8 participants attended.
- May 15th – HACB Board of Commissions adopted draft documents, and the required 45-day review Public Comment period was opened.

HACB Draft Agency Documents

There was only one comment received, from outside sources, for any of the proposed documents during the 45-day review period. The attached letter from LSNC outlines their comments on the S8 Admin Plan.

S8 Admin Plan

In response to LSNC letter, HACB has prepared the following response:

Chapter 16-IX Violence Against Women Act (VAWA) –

- Add to PHA Policy: “The PHA will issue determinations on participants’ requests under VAWA within a reasonable period of time, and whenever possible, prior to any related informal hearing.”.

- Update HUD VAWA forms to newest version: HUD-5380, HUD-5382, and HUD-5383.

Chapter 2-II.E. Approval/Denial of a Reasonable Accommodation –

- “Add to PHA Policy: PHA will issue determinations on accommodations prior to any informal hearing, whenever possible.”

In addition, HACB Staff is requesting to make the following changes:

ACOP/Admin Plan

- Update HACB Mission Statement as defined in the 2025 approved HACB Strategic Plan.

Admin Plan

- Under 5-II.C., add to PHA Policy – “Based on the medical equipment and supplies must occupy approximately 39.6 square feet, accounting for 30% of the total area of a standard-sized room (11' x 12', or 132 square feet). Given the specific spatial requirements and dimensions of the equipment, allocating an additional bedroom.”

FSS Action Plan

- Page 3-7, expand list of organizations that have leadership on the FSS coordinating committee.
- Page 4-7, change the “will” to “may” so that we have the ability to re-enroll those who weren’t able to complete previously.

Therefore, subject to public comment at the Board meeting, if any, we are recommending adoption of these documents, with the above recommended changes incorporated.

Recommendation: Hold Public Hearing, opening and closing meeting for public comment on the documents being considered. Receive and file final documents (Annual Agency Plan, Five-Year Agency Plan, Capital Fund Plan, Public Housing ACOP, Section 8 Admin Plan and FSS Action Plan) in accordance with the recommendations above, and response to comment received, by means of adoption of Resolutions No. 4963, 4964, 4965, and 4966.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4963

ADOPTION OF
PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP)
AND
SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)

WHEREAS, the Housing Authority of the County of Butte (HACB) is required to implement the Agency Plan requirements of the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Authority must annually consider and implement changes to its Public Housing program's Admissions and Continued Occupancy Plan (ACOP) and Section 8 Housing Choice Voucher program's Administrative Plan (AP) to ensure their compliance with current law and regulation and to consider the concerns of program participants; and

WHEREAS, the HACB has reviewed these administrative documents and determined them to be in compliance with the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the participants of both the Public Housing and Section 8 Housing Choice Voucher programs have been notified and given an opportunity to comment on the subject Plans; and

WHEREAS, on May 15, 2025 the Board of Commissioners duly authorized draft versions of the ACOP and AP to be presented to the public and program participants for comment, such draft documents incorporating recommended changes to the ACOP and AP; and

WHEREAS, comment has been reviewed and considered by the HACB Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte that its Public Housing program Admissions and Continued Occupancy Plan (ACOP) and its Section 8 Housing Choice Voucher Program Administrative Plan (AP) be adopted and made effective October 1, 2025, such adoption addressing comment received and implementing recommended changes to the draft plans through the date of this resolution.

Dated: July 17, 2025.

David W. Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4964

ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER
FAMILY SELF-SUFFICIENCY PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) administers under contract the U.S. Department of Housing and Urban Development Section 8 Housing Choice Voucher (HCV) Family Self Sufficiency (FSS) program; and

WHEREAS, administration of the FSS program requires establishment and maintenance of an FSS Action Plan, detailing policies and procedures for program administration; and

WHEREAS, the HACB received HUD approval of its initial FSS Action Plan on July 5, 1995; and

WHEREAS, the HACB updated its FSS Action Plan on December 15, 2008, June 16, 2011, November 19, 2020, September 15, 2022, June 15, 2023, and July 18, 2024 and received HUD approval of such updates; and

WHEREAS, the revised FSS Action Plan is due to be submitted to the HUD no later than July 18, 2025; and

WHEREAS, the HACB has reviewed the proposed FSS Action Plan revisions and determined them to be in the best interest of the HACB, its Section 8 HCV and FSS programs, and the clients served;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to revise the Section 8 Family Self Sufficiency Action Plan supporting its U.S. Department of Housing and Urban Development Section 8 Housing Choice Voucher Family Self-Sufficiency program, such revision made a part of and attached to this resolution, and to further authorize submission of the revision to HUD for approval.

Dated: July 17, 2025.

David W. Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4965

ADOPTION OF THE ONE- AND FIVE-YEAR AGENCY PLANS
OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to adopt the agency's One- and Five-Year Plans in accordance with the following recitals and certifications, and to authorize the Chair of the Board of Commissioners to submit such Plans to the U.S. Department of Housing and Urban Development (HUD).

Acting on behalf of the Board of Commissioners of the Housing Authority of the County of Butte, its Chairman shall be authorized to submit One- and Five-Year Agency Plans for the Housing Authority's fiscal year beginning October 1, 2025 hereinafter referred to as the Plans, of which this document is a part, and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plans and implementation thereof.

1. The Plans are consistent with the applicable comprehensive housing affordable strategies (or any plan incorporating such strategies) for the jurisdictions in which the Housing Authority is located.
2. The Plans contains a certification by the appropriate State or local officials that the Plans are consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the Housing Authority's jurisdiction and a description of the manner in which the Housing Authority Plans are consistent with the applicable Consolidated Plan.
3. The Housing Authority has established a Resident Advisory Board, the members of which represents the residents assisted by the Housing Authority, consulted with this Board in developing the Plans, and considered the recommendations of the Board (24 CFR 903.13). The Housing Authority has included in the Plans submission a copy of the recommendations made by the Resident Advisory Board and a description of the manner in which the Plans address these recommendations.
4. The Housing Authority made the proposed Plans and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plans and invited public comment.
5. The Housing Authority will carry out the Plans in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

6. The Housing Authority will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the Housing Authority's involvement and maintain records reflecting these analyses and actions.
7. The Housing Authority will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The Housing Authority will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The Housing Authority will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low or Very Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The Housing Authority has submitted with the Plans a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
11. The Housing Authority has submitted with the Plans a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms, if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulation at 49 CFR Part 24.
12. The Housing Authority will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The Housing Authority will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The Housing Authority will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing, the Housing Authority will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The Housing Authority will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The Housing Authority will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

18. The Housing Authority will comply with the policies, guidelines, and requirements of OMB Circular No. A0-87 (cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).

19. The Housing Authority will undertake only activities and programs covered by the Plans in a manner consistent with its Plans and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plans.

20. The Plans includes a statement of capital improvements needed.

21. The Housing Authority includes as an attachment to the Plans the most recent HUD-approved Capital Fund Five-Year Action Plan (HUD Form 50075.2).

22. All attachments to the Plans have been and will continue to be available at all times and all locations that the Housing Authority Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plans and attachments at the primary business office of the Housing Authority and at all other times and locations identified by the Housing Authority in its Housing Authority Plan and will continue to be made available at least at the primary business office of the Housing Authority.

Dated: July 17, 2025.

David W. Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4966

ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(HUD) 2025 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates Public Housing under Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HUD has awarded HACB 2025 Public Housing Capital Fund Program funds in the amount of One Million, One Hundred and Seven Thousand, and Forty-Six Dollars and No Cents (\$1,107,046.00), under Capital Fund Program Grant No. CA01P04350125; and

WHEREAS, HACB has identified capital needs for its HUD Public Housing properties in its Annual Plan and Five-Year Plan; and

WHEREAS, HACB has established as part of the above referenced Annual Plan and Five-Year Plans, a Capital Fund Five-Year Action Plan, 2025-2029, HUD Form 50075.2 for use and expenditure of the 2025 Public Housing Capital Fund Program monies in accordance with such Plans;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to accept One Million, One Hundred and Seven Thousand, and Forty-Six Dollars and No Cents (\$1,107,046.00), of U.S. Department of Housing and Urban Development (HUD) 2025 Public Housing Capital Fund monies, Capital Fund Program Grant No.CA01P04350125, for purposes of capital investment in its HUD Public Housing properties, such acceptance to include compliance with all terms and conditions set forth by HUD for acceptance and use of such funds, such funds to be expended in accordance with the Capital Fund Five-Year Action Plan, 2025-2029, HUD Form 50075.2.

Dated: July 17, 2025

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

July 11, 2025

Memo

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director

Subject: HACB Resolution No. 4967
Gridley Farm Labor Housing, Gridley
Adoption of Fiscal Year 2025-26 Proposed Operating Budget

The FY 2025-26 Budget with Narrative for USDA-RD Gridley Farm Labor Housing is provided for your review and approval. The budget was prepared by AWI, the third-party property management agent, in coordination with HACB management.

The proposed budget is due to USDA-RD by July 31st. The utility allowances are not finalized, so the final rent may vary slightly from the proposed amounts. Once received and reviewed by USDA, there may be some revisions to the budget. These changes are usually minor and will be reported to the Board with the Consolidated Operating Budget.

Estimated rental income comes to \$1,471,506 with \$80,000 from property reserves. Total expenses which includes; operating & maintenance, utilities, administrative expenses, taxes & insurance came to an estimated \$1,469,210 bringing the net estimated cash to a positive \$2,296.

Reserve balance as of this memo is \$467,951 with \$103,760 in operating and \$364,191 in bank accounts held by the HACB.

If you have any questions, I will gladly answer them at the Board Meeting.

Recommend: motion to approve Resolution No. 4967

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4967

APPROVAL OF
FISCAL YEAR 2025-26
BUDGET FOR THE
USDA-RD FARM LABOR HOUSING PROGRAM

WHEREAS, the Housing Authority of the County of Butte (HACB) approves an Operating Budget on an annual basis for its U.S. Department of Agriculture Rural Development (USDA-RD) Farm Labor Housing (FLH) program, operated at 850 East Gridley Road, Gridley CA; and

WHEREAS, the Operating Budget addresses and budgets anticipated expenses and revenues of the HACB in the operation and administration of its FLH program for the 2025-26 fiscal year, extending from October 1, 2025 through September 30, 2026; and

WHEREAS, in the approval of said Budgets certain USDA-RD forms, reflecting the approved budget, must be completed and signed for program compliance; and

WHEREAS, the HACB has drafted a proposed Operating Budget for its FLH program for the 2025-26 Fiscal Year; and

WHEREAS, the draft Operating Budget has been determined to be in the best interest of the HACB and the FLH program;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte (HACB) to hereby authorize submittal and negotiation of its U.S. Department of Agriculture Rural Development Fiscal Year 2025-26 Operating Budget, attached to and made a part of this resolution, for its Farm Labor Housing program, operated at 850 East Gridley Road, Gridley, CA, and, further, to authorize the Executive Director to sign all applicable program and contract forms on behalf of the HACB and submit them to the U.S. Department of Agriculture, and other contracting entities as required, to implement and administer the budget upon acceptance by the U.S. Department of Agriculture.

Dated: July 17, 2025.

David Pittman, Board Chair

ATTEST:

Larry Guanzon, Secretary

Form RD 3560-7

MULTIPLE FAMILY HOUSING PROJECT BUDGET/

OMB NO. 0575-0189

(Rev. 05-06)

UTILITY ALLOWANCE

PROJECT NAME Gridley Farm Labor Housing		BORROWER NAME Gridley Farm Labor Housing		BORROWER ID AND PROJECT NO. 826391452 019	
Loan/Transfer Amount		Note Rate Payment		IC Payment	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input type="checkbox"/> Regular Report <input checked="" type="checkbox"/> Rent Change <input type="checkbox"/> SFR <input type="checkbox"/> Other Servicing	Project Rental Type <input checked="" type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> LH	Profit Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input type="checkbox"/> Non-Profit	The following Utilities are master metered: <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> Other	
				<input checked="" type="checkbox"/> hereby request _____ units of RA. Current number of RA units _____ 0	
				Borrower Accounting Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	

PART I - CASH FLOW STATEMENT

	CURRENT BUDGET (10/1/2024) (9/30/2025)	ACTUAL (10/1/2024) (9/30/2025) projected	PROPOSED BUDGET (10/1/2025) (9/30/2026)	COMMENTS or (YTD)
BEGINNING DATES> ENDING DATES>				
OPERATIONAL CASH SOURCES				
1. RENTAL INCOME	1,511,040		1,632,360	
2. RHS RENTAL ASSISTANCE RECEIVED				
3. APPLICATION FEES RECEIVED				
4. LAUNDRY AND VENDING	1,960		1,650	
5. INTEREST INCOME	284		2,200	
6. TENANT CHARGES	1,100		150	
7. OTHER - PROJECT SOURCES	0		0	
8. LESS (Vacancy and Contingency Allowance)	(226,656)		(244,854)	-15.00%
9. LESS (Agency Approved Incentive Allowance)	0		0	
10. SUB - TOTAL [(1 thru 7) - (8 & 9)]	1,287,728		1,391,506	
NON-OPERATIONAL CASH SOURCES				
11. CASH - NON PROJECT				
12. AUTHORIZED LOAN (Non-RHS)				
13. TRANSFER FROM RESERVE	100,000		80,000	
14. SUB - TOTAL (11 thru 13)	100,000		80,000	
15. TOTAL CASH SOURCES (10 + 14)	1,387,728		1,471,506	
OPERATIONAL CASH USES				
16. TOTAL O & M EXPENSES (From Part II)	1,082,247		1,196,507	
17. RHS DEBT PAYMENT	150,703		150,703	
18. RHS PAYMENT (Overage)				
19. RHS PAYMENT (Late Fee)				
20. REDUCTION IN PRIOR YEAR PAYABLES (See Part IV)				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE	34,500		34,500	
23. RETURN TO OWNER /ASSET MANAGEMENT FEE.	7,500		7,500	AMF for non-profit owner
24. SUB - TOTAL (16 thru 23)	1,274,950		1,389,210	
NON-OPERATIONAL CASH USES				
25. AUTHORIZED DEBT PAYMENT (Non-RHS)	0		0	
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6)	100,000		80,000	
27. REHAB UNITS FOR OCCUPANCY				
28. SUB - TOTAL (25 thru 27)	100,000		80,000	
29. TOTAL CASH USES (24 + 28)	1,374,950		1,469,210	
30. NET CASH (DEFICIT) (15 - 29)	12,778		2,296	
CASH BALANCE				
31. BEGINNING CASH BALANCE	30,099		40,411	
32. ACCRUAL TO CASH ADJUSTMENT (see Part IV)				
33. ENDING CASH BALANCE (30 + 31 + 32)	42,877		42,707	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and review the collection of information.

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

		CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	3.62%	103,834		107,592	See Payroll Worksheet
2. MAINTENANCE & REPAIRS SUPPLY	7.09%	21,000		22,489	12 Month Actuals +3%
3. MAINTENANCE & REPAIRS CONTRACT	0.00%	37,973		37,973	
4. PAINTING AND DECORATING	0.00%	2,500		2,500	
5. SNOW REMOVAL	0.00%	0		0	
6. ELEVATOR MAINTENANCE / CONTRACT	0.00%	0		0	
7. GROUNDS	13.41%	108,240		122,760	Inc. 9,300 mo + 10%
8. SERVICES	8.60%	26,740		29,040	Inc security service \$2,050 per month.
9. ANNUAL CAPITAL BUDGET (From Part V - Operating)	23.92%	204,850		253,850	
10. OTHER OPERATING EXPENSES (Itemize)	0.00%	500		500	public relations
11. SUB - TOTAL MAINT. & OPERATING (1 thru 10)	14.05%	505,637		576,704	
12. ELECTRICITY <i>If Master metered</i>	13.08%	33,500		37,882	12 Month Actuals +15%
13. WATER <i>check box on</i>	0.00%	35,000		35,000	
14. SEWER <i>front</i>	0.00%	29,635		29,635	\$2469.58/Month
15. FUEL (Oil / Coal / Gas)	0.00%	10,850		10,850	
16. GARBAGE & TRASH REMOVAL	0.00%	30,000		30,000	
17. OTHER UTILITIES	0.00%	0		0	
18. SUB - TOTAL UTILITIES (12 thru 17)	3.15%	138,985		143,367	
19. SITE MANAGER PAYROLL	4.30%	105,472		110,002	See Payroll Worksheet
20. MANAGEMENT FEE 100.00	6.38%	95,880		102,000	\$95+\$5 (multiple subsidy) x 85 units
21. PROJECT AUDITING EXPENSE	6.25%	8,000		8,500	
22. PROJECT BOOKKEEPING / ACCOUNTING	0.00%	0		4,200	Demo Units Management Fee
23. LEGAL EXPENSES	0.00%	2,500		2,500	
24. ADVERTISING	0.00%	1,500		1,500	
25. TELEPHONE & ANSWERING SERVICE	16.89%	5,400		6,312	12 mo acts
26. OFFICE SUPPLIES	0.00%	5,500		5,500	
27. OFFICE FURNITURE & EQUIPMENT	0.00%	0		0	
28. TRAINING EXPENSE	0.80%	1,250		1,260	Prj acts
29. HEALTH INS. & OTHER EMP. BENEFITS	28.57%	38,787		49,869	See Payroll Worksheet
30. PAYROLL TAXES	-2.12%	18,952		18,550	See Payroll Worksheet
31. WORKMAN'S COMPENSATION	-14.51%	11,250		9,618	See Payroll Worksheet
32. OTHER ADMINISTRATIVE EXPENSES (Itemize) . . .	97.48%	3,964		7,828	Milage, Software
33. SUB - TOTAL ADMINISTRATIVE (19 thru 32)	9.78%	298,455		327,639	
34. REAL ESTATE TAXES	2.00%	18,337		18,704	PILOT+2% inc over 2023
35. SPECIAL ASSESSMENTS	0.00%	30,000		30,000	Levee assessment
36. OTHER TAXES, LICENSES & PERMITS	0.00%	5,000		5,000	wegowise, RP, annual permit
37. PROPERTY & LIABILITY INSURANCE	10.95%	84,561		93,820	Actual Bills + 20%
38. FIDELITY COVERAGE INSURANCE	0.00%	1,272		1,272	current invoice
39. OTHER INSURANCE	0.00%	0		0	removed on new flood map
40. SUB - TOTAL TAXES & INSURANCE (34 thru 39)	6.92%	139,170		148,796	
41. TOTAL O & M EXPENSES (11 + 18 + 33 + 40) . .	10.56%	1,082,247		1,196,507	

PART III - ACCOUNT BUDGETING / STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT:				
1. BEGINNING BALANCE	374,742		103,558	Rehab Reserve account not included
2. TRANSFER TO RESERVE	34,500		34,500	
TRANSFER FROM RESERVE:				
3. OPERATING DEFICIT	0		0	
4. ANNUAL CAPITAL BUDGET (Part V - Reserve)	100,000		80,000	
5. EQUIPMENT REPAIR & REPLACEMENT	0		0	
6. OTHER NON - OPERATING EXPENSES	0		0	
7. TOTAL (3 thru 6)	100,000		80,000	
8. ENDING BALANCE [(1 + 2) - 7]	309,242		58,058	

GENERAL OPERATING ACCOUNT: *

BEGINNING BALANCE

ENDING BALANCE

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT: *

BEGINNING BALANCE

ENDING BALANCE

TENANT SECURITY DEPOSIT ACCOUNT: *

BEGINNING BALANCE

ENDING BALANCE

(*Complete upon submission of actual expenses.)

NUMBER OF APPLICANTS ON THE WAITING LIST		RESERVE ACCOUNT REQUIRED BALANCE	417,734
NUMBER OF APPLICANTS NEEDING RA.....		AMOUNT AHEAD / BEHIND.....	240

PART IV - RENT SCHEDULE AND UTILITY ALLOWANCE

A. CURRENT APPROVED RENTS/UTILITY ALLOWANCE:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
1-Rehab	N1	4	1163	1163		55,824	55,824	0	2,326
2	N2	49	1020	1020		599,760	599,760	0	2,040
2-Rehab	R2	30	1382	1382		497,520	497,520	0	2,040
3	N3	1	1744	1744		20,928	20,928	0	2,764
3-Rehab	R3	9	1906	1906		205,848	205,848	0	2764
4-Rehab	N4	4	2256	2256		108,288	108,288	0	3488
3-Rehab Mgr	R3	1	1906	1906		22,872	22,872	0	
						0	0	0	
98			CURRENT RENT TOTALS:			1,511,040	1,511,040	0	
						BASIC	NOTE	HUD	

B. PROPOSED RENTS - Effective Date: October 1, 2025

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
1-Rehab	N1	4	1291	1291		61,968	61,968	0	
2	N2	49	1140	1140		670,320	670,320	0	
2-Rehab	R2	30	1510	1510		543,600	543,600	0	
3	N3	1	1864	1864		22,368	22,368	0	
3-Rehab	R3	9	2034	2034		219,672	219,672	0	
4-Rehab	N4	4	2384	2384		114,432	114,432	0	
3-Rehab Mgr	R3	1	2034	2034			0	0	
						0	0	0	
98			CURRENT RENT TOTALS:			1,632,360	1,632,360	0	
						BASIC	NOTE	HUD	

Dollar per unit increase: 120
Rehab Increase 128

C. PROPOSED UTILITY ALLOWANCE - Effective Date: October 1, 2024

MONTHLY DOLLAR ALLOWANCES									
BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL
1		4	94.15	16.63					111
2		79	141.23	43.82					185
3		10	175.82	53.74					230
4		4	318.06	52.89					371

PART V - ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual from Reserve	Proposed from Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
Appliances:							
Range	15			7000			
Refrigerator	3			4250			
Range Hood				450			
Washers & Dryers							
Other:							
Carpet and Vinyl:							
1 Br.							
2 Br.	7			26600			
3 Br.							
4 Br.							
Other: Office & Laundry Room							
Cabinets:							
Kitchen	7			12600			
Bathrooms	10			2500			
Other:							
Doors:							
Exterior	10			1700			
Interior				550			
Other:							
Window Coverings:							
Detail							
Other:							
Heating and Air Conditioning:							
Heating							
Air conditioning	7			5250			
Other:							
Plumbing:							
Water Heater	4			3600			
Bath Sinks							
Kitchen Sinks							
Faucets							
Toilets	3			750			
Other: Tub Enclosure	3			2100			
Major Electrical							
Detail							
Other: Exterior Lighting							
Structures:							
Windows	10			25000			
Screens							
Walls							
Roofing							
Siding							
Exterior Painting							
Other: Block wall painting							
Paving:							
Asphalt/Pothole Repairs				10000			
Concrete							
Seal and Stripe				5000			
Other:							
Landscape and grounds:							
Landscaping/Tree Trimming		30000					
Lawn Equipment							
Fencing							
Recreation area				5000			
Signs							
Other: ADA bench				2500			
Accessibility features:							
List: ADA picnic bench							
Other:							
Automation equipment							
Site management							
Common area							
Other:							
Other:							
List: In house rehab 2 units				115000			
List: Canal annual cleaning brush				12000			
List: Well		50000					
List: Golf Cart				12000			
TOTAL CAPITAL EXPENSES:	79	80000	0	253850	0	0	0

PART VI - SIGNATURES, DATES AND COMMENTS**Warning:**

Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

(DATE)

(Signature of Borrower or Borrower's Representative)

(Title)

AGENCY APPROVAL (*Rural Development Approval Official*):

DATE:

COMMENTS:

Payroll Budget Worksheet
Expenses are estimated by the payroll related by line item for the budget
Gridley Farm Labor

A. Annual Salary Computation

Position	% of Time Worked @ Complex	Hrs/ Wk	x 52 =	Hrs/Year	x Hrly Pay	Annual Salary	Potential Bonus	% Potential Salary Increase	New Annual Rate
Maintenance staff (1)	100%	40	52	2,080.00	28.00	\$ 58,240.00	250.00	3%	\$ 60,237.20
Maintenance staff (2)	100%	35	52	1,820.00	25.00	\$ 45,500.00	250.00	3%	\$ 47,115.00
Cell Phone									\$ 240.00
Total Maintenance Staff:									107,592.20

Position	% of Time Worked @ Complex	Hrs/ Wk	x 52 =	Hrs/Year	x Hrly Pay	Annual Salary	Potential Bonus	% Potential Salary Increase	New Annual Rate
Manager (1)	100%	40	52	2,080.00	26.00	\$ 54,080.00	250.00	3%	\$ 55,952.40
Manager (2)	100%	40	52	2,080.00	25.00	\$ 52,000.00	250.00	3%	\$ 53,810.00
Cell Phone									\$ 240.00
Total Manager Staff:									110,002.40

B. Health Insurance

	# of Emp.	Insurance Type	Monthly Rate	# of Month	Annual Rate
Number of Employees	2	100% HN-PPO	1,123.25	12	26,958.00
	2	100% HN-HMO	921.32	12	22,111.68
	0	100% HN-HMO	921.32	12	-
401K Match	# of Emp.	Rate Per Employee			
	4	\$ 200.00			800.00
Total Health Insurance & 401k + Benefits Mgmt:					49,869.68

C. Payroll Tax Computation for New Rate

Annual Maint Salaries	\$ 107,592.20			
Annual Mgr. Salaries	\$ 110,002.40			
Total:	<u>\$ 217,594.60</u>	x	7.65%	\$ 16,645.99
Total # of Employees:	4	x	476.00	\$ 1,904.00
\$7,000 per employee plus allowance for turnover.				
(CSUI rate - 6.2% of first \$7,000.00 per employee)	434.00			
(FUTA rate - .60% of first \$7,000.00 per employee)	42.00			
Total Payroll Tax:	<u>476.00</u>			
Total Payroll taxes:				\$ 18,549.99

D. Workers Compensation Computation

Non-Rev unit value	1,906.00	12	\$ 22,872.00	
Annual Maint. Salaries			\$ 107,592.20	
Annual Mgr Salaries			\$ 110,002.40	4.00% \$ 914.88
Total:			<u>\$ 217,594.60</u>	x 4.00% \$ 4,303.69
				4.00% \$ 4,400.10

Total Workers Compensation Premium: \$ 9,618.66

July 11, 2025

Memo

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director

Subject: HACB Resolution No. 4968
Gridley Springs II Apartments, Gridley
Adoption of Fiscal Year 2025-26 Proposed Operating Budget

The FY 2025-26 Gridley Springs II Proposed Operating Budget is provided for your review and approval. The budget was prepared by Arrowhead Housing, the third-party property management agent, in coordination with HACB management.

Proposed rents for the eight (8) RHCP CA Dept. of Housing and Community Development (HCD) assisted units are \$679-689 for the two-bedroom units; and \$663-\$720 for the three-bedroom units. The remaining sixteen units' rents are set as Tax Credit-regulated rents, currently between \$825 and \$985 per month, depending on household income tiers. Both capitalized improvements on turnover and HVAC replacements over the \$5,000 capitalization threshold are not included in this budget. Capital items are funded by means of Replacement Reserves, as needed, with approval by the HCD. Total Replacement Reserves as of this memo is \$101,235.72.

HCD loan interest accrues at \$6,500/year. Actual interest paid to HCD is based upon year-end cash flow, after a maximum Sponsor Distribution to the HACB of \$15,602. Required Replacement Reserve deposits are set by HCD at \$5,424/yr. and annual Operating Reserves deposits are calculated at 3% of operating expenses. Total Operating Reserve balance as of 7-8-2025 \$65,992.28. Total Income/Revenues are estimated at \$235,869 with total operating expenses at \$218,794 bringing the estimated project cashflow after Reserve Deposits to \$6,839.00.

The budget will be submitted to HCD for review and approval, the final version may vary slightly due to the new UA's and if rents are adjusted accordingly. The budget will be presented again for final Board approval, along with the Agency-Wide Consolidated Budget, at the September meeting of the Board.

If you have any questions, I will gladly answer them at the Board Meeting.

Recommend: motion to approve Resolution No. 4968

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4968

APPROVAL OF THE FISCAL YEAR 2025-26 OPERATING BUDGET FOR
GRIDLEY SPRINGS II APARTMENTS, 210 FORD AVENUE, GRIDLEY

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates Gridley Springs II Apartments, 210 Ford Avenue, Gridley, California, a twenty-four (24) unit multi-family affordable housing apartment complex (Property); and

WHEREAS, HACB prepares the budget for Gridley Springs II Apartments in conjunction with costs projected by Gridley Springs II Apartments property manager, Sackett Corporation; and

WHEREAS, the Operating Budget addresses and budgets anticipated expenses, revenues and capital improvements of the Property for the fiscal year extending from October 1, 2025 through September 30, 2026; and

WHEREAS, the Board of Commissioners of HACB has reviewed the budget as proposed and found the budget to be in the best interest of Gridley Springs II Apartments property, its tenants served, and HACB;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte, owner of the Gridley Springs II Apartments, 210 Ford Avenue, Gridley, CA, to hereby approve and adopt the Gridley Springs II Apartments Operating Budget for the fiscal year extending from October 1, 2025 to September 30, 2026, such Operating Budget attached to and made a part of this Resolution No. 4968.

Dated: July 17, 2025.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

Approved Cash Flow

4/16/25

Reporting Period: 10/1/2025

to 9/30/2026

Date Prepared: 6/26/25

1. HCD/CalHFA #: 91-RHCP-089

Date Revised: 7/11/25

Project Name: Gridley Springs II Apartments

2. HCD/CalHFA #:

Assisted Units: 8

Project County: Butte

3. HCD/CalHFA #:

Total Units: 24

Approved By:

4. HCD/CalHFA #:

Proration %: 33.33%

Line #	HCD/CalHFA use only		Assisted Units		Non-Assisted Units		Commercial		Total Project	
	Account Name	Acct. Code	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			Proposed Budget	Approved Budget	Proposed Budget	Approved Budget	Proposed Budget	Approved Budget	Proposed Budget	Approved Budget
	Rent Revenue:									
1	Rent Revenue - Gross Potential	5120	65,898	0	169,920	0			235,818	0
2	Tenant Assistance Payments	5121	0	0	6,000	0			6,000	0
3	Rent Revenue - Stores and Commercial	5140					0	0	0	0
4	Garage and Parking Spaces	5170	0	0	0	0	0	0	0	0
5	Flexible Subsidy Revenue	5180	0	0	0	0	0	0	0	0
6	Miscellaneous Rent Revenue	5190	0	0	0	0	0	0	0	0
7	Total Rent Revenue	5100T	65,898	0	175,920	0	0	0	241,818	0
	Vacancies:									
8	Vacancy %		3.00%	0%	2.90%	0%	0.00%	0%	2.93%	0.00%
9	Apartments	5220	1,977	0	5,102	0			7,079	0
10	Stores and Commercial	5240					0	0	0	0
11	Rental Concessions	5250	0	0	0	0	0	0	0	0
12	Garage and Parking Spaces	5270	0	0	0	0	0	0	0	0
13	Miscellaneous Vacancies	5290	0	0	0	0	0	0	0	0
14	Total Vacancies	5200T	1,977	0	5,102	0	0	0	7,079	0
15	Net Rental Revenues (Rent Revenue Less Vacancies)	5152N	63,921	0	170,818	0	0	0	234,739	0
16	Supportive Services Revenue:	5390	0	0	0	0	0	0	0	0
	Total Financial Revenue:									
17	Financial Revenue (don't incl. Reserve Acct. Interest)	5410	0	0	0	0	0	0	0	0
18	Revenue from Investments- Miscellaneous	5490	0	0	0	0	0	0	0	0
19	Total Financial Revenue	5400T	0	0	0	0	0	0	0	0
	Other Revenue:									
20	Laundry and Vending Revenue	5910	43	0	87	0	0	0	130	0
21	Tenant Charges	5920	333	0	667	0	0	0	1,000	0
22	Misc. Revenue (don't include Reserve Withdrawals)	5990	0	0	0	0	0	0	0	0
23	Total Other Revenue	5900T	377	0	753	0	0	0	1,130	0
24	Total Revenue	5000T	64,298	0	171,572	0	0	0	235,869	0
25	Total Cost of Operations before Depreciation	6000T	72,931	0	145,863	0	0	0	218,794	0
26	Profit (Loss) before Depreciation	5060T	(8,634)	0	25,709	0	0	0	17,075	0
	Financial Expenses including mandatory debt service:									
27	1st Mortgage (P&I)	6820	0	0	0	0	0	0	0	0
28	2nd Mortgage (P&I)	6825	0	0	0	0	0	0	0	0
29	3rd Mortgage (P&I)	6825	0	0	0	0	0	0	0	0
30	HCD Req. Payments & CalHFA Servicing/Monitoring Fee	6825	0	0	0	0	0	0	0	0
31	Lease Payment	6890	0	0	0	0	0	0	0	0
32	Miscellaneous Financial Expenses	6890	0	0	0	0	0	0	0	0
33	Total Financial Expenses	6800T	0	0	0	0	0	0	0	0
	Reserves Deposits:									
34	Replacement Reserve - Deposit	1320	1,808	0	3,616	0	0	0	5,424	0
35	Operating Reserve - Deposit	1330	1,604	0	3,208	0	0	0	4,812	0
36	Transition Reserve - Deposit	1330	0	0	0	0	0	0	0	0
37	Other Reserves	1330	0	0	0	0	0	0	0	0
38	Other Reserves	1330	0	0	0	0	0	0	0	0
39	Total Reserves Deposits	1300T	3,412	0	6,824	0	0	0	10,236	0
40	Project Cash Flow		(12,046)	0	18,885	0	0	0	6,839	0
	Additions to Cash Flow:									
41	Borrower Contribution		0	0	0	0	0	0	0	0
42	Other (specify)		0	0	0	0	0	0	0	0
43	Other (specify)		0	0	0	0	0	0	0	0
44	Other (specify)		0	0	0	0	0	0	0	0
45	Total Additional Revenue		0	0	0	0	0	0	0	0
	Use of Cash Flow (final approval with Annual Report):									
46	Deferred Developer Fee Payments		0	0	0	0	0	0	0	0
47	Asset Management Fee/Partnership Costs	7190	0	0	0	0	0	0	0	0
48	Borrower Distributions		0	0	0	0	0	0	0	0
49	Residual Receipt Loan Payments		0	0	0	0	0	0	0	0
50	HCD Interest Payments		0	0	0	0	0	0	0	0
51	Other (specify)		0	0	0	0	0	0	0	0
52	Total Use of Cash Flow		0	0	0	0	0	0	0	0

Approved Cost of Operations

4/16/25

Reporting Period: 10/1/2025 to 9/30/2026

Date Prepared: 6/26/25

Project Name: Gridley Springs II Apartments

1. HCD/CalHFA #: 91-RHCP-089

Date Revised: 7/11/25

Project County: Butte

2. HCD/CalHFA #:

Assisted Units: 8

Approved By:

3. HCD/CalHFA #:

Total Units: 24

4. HCD/CalHFA #:

Phone #: 916-477-8103

Line #	HCD/CalHFA use only		Total Proposed Budget		Total Approved Budget		HCD/CalHFA Rep notes
	Account Name	Account Code	(A)	(B)	(C)	(D)	
			Annual Budget	Per Unit Per Month	Annual Budget <input type="checkbox"/>	Per Unit Per Month	
	Administrative Expenses:						
1	Conventions and Meetings	6203	350	1.22	0	0.00	
2	Management Consultants	6204	0	0.00	0	0.00	
3	Advertising and Marketing	6210	650	2.26	0	0.00	
4	Other Renting Expenses	6250	0	0.00	0	0.00	
5	Office Salaries	6310	0	0.00	0	0.00	
6	Office Expenses	6311	9,500	32.99	0	0.00	
7	Office or Model Apartment Rent	6312	0	0.00	0	0.00	
8	Management Fee (do not include GP Management Fee)	6320	12,960	45.00	0	0.00	
9	Manager or Superintendent Salaries	6330	23,535	81.72	0	0.00	
10	Administrative Rent Free Unit	6331	0	0.00	0	0.00	
11	Legal Expense - Project	6340	1,200	4.17	0	0.00	
12	Audit Expense	6350	13,000	45.14	0	0.00	
13	Bookkeeping Fees/ Accounting Services	6351	2,400	8.33	0	0.00	
14	Bad Debts	6370	0	0.00	0	0.00	
15	Misc. Administrative Expenses	6390	3,036	10.54	0	0.00	
16	Total Administrative Expenses	6263T	66,631	231.36	0	0.00	
	Utilities Expenses:						
17	Electricity	6450	3,050	10.59	0	0.00	
18	Water	6451	6,890	23.92	0	0.00	
19	Gas	6452	1,225	4.25	0	0.00	
20	Sewer	6453	12,400	43.06	0	0.00	
21	Total Utilities Expenses	6400T	23,565	81.82	0	0.00	
	Operating and Maintenance Expenses:						
22	Payroll	6510	23,624	82.03	0	0.00	
23	Supplies	6515	12,000	41.67	0	0.00	
24	Contracts	6520	43,900	152.43	0	0.00	
25	Operating and Maintenance Rent Free Unit	6521	0	0.00	0	0.00	
26	Garbage and Trash Removal	6525	6,400	22.22	0	0.00	
27	Security Payroll/Contracts	6530	0	0.00	0	0.00	
28	Security Rent Free Unit	6531	0	0.00	0	0.00	
29	Heating/Cooling Repairs and Maintenance	6546	1,700	5.90	0	0.00	
30	Snow Removal	6548	0	0.00	0	0.00	
31	Vehicle and Maintenance Equip. Operation and Repairs	6570	0	0.00	0	0.00	
32	Lease Expense	6580	0	0.00	0	0.00	
33	Misc. Operating & Maintenance Expenses	6590	11,500	39.93	0	0.00	
34	Total Operating and Maintenance Expenses	6500T	99,124	344.18	0	0.00	
	Taxes and Insurance:						
35	Real Estate Taxes	6710	0	0.00	0	0.00	
36	Payroll Taxes (Project's Share)	6711	5,025	17.45	0	0.00	
37	Property & Liability Insurance (Hazard)	6720	10,150	35.24	0	0.00	
38	Fidelity Bond Insurance	6721	0	0.00	0	0.00	
39	Worker's Compensation	6722	4,075	14.15	0	0.00	
40	Health Insurance and Other Employee Benefits	6723	10,059	34.93	0	0.00	
41	Miscellaneous Taxes, Licenses, Permits and Insurance	6790	165	0.57	0	0.00	
42	Total Taxes and Insurance	6700T	29,474	102.34	0	0.00	
	Supportive Services Costs:	6990					
43	Staff Supervisors Salaries	0.0%	0	0.00	0	0.00	
44	On-site Service Coordinator Salaries and Benefits		0	0.00	0	0.00	
45	On-site Other Supportive Services Staff Salaries		0	0.00	0	0.00	
46	Supportive Services Administrative Overhead	0.0%	0	0.00	0	0.00	
47	Other Supportive Services Costs	6990	0	0.00	0	0.00	
48	Total Supportive Services Costs	6900T	0	0.00	0	0.00	
49	Total Cost of Operations	6000T	218,794	759.70	0	0.00	

Approved Proration of Cost of Operations

4/16/25

Reporting Period: 10/1/2025 to 9/30/2026

Date Prepared: 6/26/25

1. HCD/CalHFA #: 91-RHCP-089

Date Revised: 7/11/25

Project Name: Gridley Springs II Apartments

Assisted Units: 8

Project County: Butte

2. HCD/CalHFA #:

Total Units: 24

Approved By:

3. HCD/CalHFA #:

Phone #: 916-477-8103

4. HCD/CalHFA #:

Line #	HCD/CalHFA use only		Prorated Proposed Budget				Prorated Approved Budget			
		Account Codes	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			Proration Percentage	Assisted Units	Non-Assisted Units	Commercial	Proration Percentage	Assisted Units	Non-Assisted Units	Commercial
	Account Name	Account Codes	Proration Percentage	Assisted Units	Non-Assisted Units	Commercial				
	Administrative Expenses:									
1	Conventions and Meetings	6203	33.33%	117	233	0	0.00%	0	0	0
2	Management Consultants	6204	33.33%	0	0	0	0.00%	0	0	0
3	Advertising and Marketing	6210	33.33%	217	433	0	0.00%	0	0	0
4	Other Renting Expenses	6250	33.33%	0	0	0	0.00%	0	0	0
5	Office Salaries	6310	33.33%	0	0	0	0.00%	0	0	0
6	Office Expenses	6311	33.33%	3,167	6,333	0	0.00%	0	0	0
7	Office or Model Apartment Rent	6312	33.33%	0	0	0	0.00%	0	0	0
8	Management Fee (do not include GP Management Fee)	6320	33.33%	4,320	8,640	0	0.00%	0	0	0
9	Manager or Superintendent Salaries	6330	33.33%	7,845	15,690	0	0.00%	0	0	0
10	Administrative Rent Free Unit	6331	33.33%	0	0	0	0.00%	0	0	0
11	Legal Expense - Project	6340	33.33%	400	800	0	0.00%	0	0	0
12	Audit Expense	6350	33.33%	4,333	8,667	0	0.00%	0	0	0
13	Bookkeeping Fees/ Accounting Services	6351	33.33%	800	1,600	0	0.00%	0	0	0
14	Bad Debts	6370	33.33%	0	0	0	0.00%	0	0	0
15	Misc. Administrative Expenses	6390	33.33%	1,012	2,024	0	0.00%	0	0	0
16	Total Administrative Expenses	6263T		22,210	44,421	0		0	0	0
	Utilities:									
17	Electricity	6450	33.33%	1,017	2,033	0	0.00%	0	0	0
18	Water	6451	33.33%	2,297	4,593	0	0.00%	0	0	0
19	Gas	6452	33.33%	408	817	0	0.00%	0	0	0
20	Sewer	6453	33.33%	4,133	8,267	0	0.00%	0	0	0
21	Total Utilities Expenses	6400T		7,855	15,710	0		0	0	0
	Operating and Maintenance Expenses:									
22	Payroll	6510	33.33%	7,875	15,749	0	0.00%	0	0	0
23	Supplies	6515	33.33%	4,000	8,000	0	0.00%	0	0	0
24	Contracts	6520	33.33%	14,633	29,267	0	0.00%	0	0	0
25	Operating and Maintenance Rent Free Unit	6521	33.33%	0	0	0	0.00%	0	0	0
26	Garbage and Trash Removal	6525	33.33%	2,133	4,267	0	0.00%	0	0	0
27	Security Payroll/Contracts	6530	33.33%	0	0	0	0.00%	0	0	0
28	Security Rent Free Unit	6531	33.33%	0	0	0	0.00%	0	0	0
29	Heating/Cooling Repairs and Maintenance	6546	33.33%	567	1,133	0	0.00%	0	0	0
30	Snow Removal	6548	33.33%	0	0	0	0.00%	0	0	0
31	Vehicle and Maintenance Equip. Operation and Repairs	6570	33.33%	0	0	0	0.00%	0	0	0
32	Lease Expense	6580	33.33%	0	0	0	0.00%	0	0	0
33	Misc. Operating & Maintenance Expenses	6590	33.33%	3,833	7,667	0	0.00%	0	0	0
34	Total Operating and Maintenance Expenses	6500T		33,041	66,083	0		0	0	0
	Taxes and Insurance:									
35	Real Estate Taxes	6710	33.33%	0	0	0	0.00%	0	0	0
36	Payroll Taxes (Project's Share)	6711	33.33%	1,675	3,350	0	0.00%	0	0	0
37	Property & Liability Insurance (Hazard)	6720	33.33%	3,383	6,767	0	0.00%	0	0	0
38	Fidelity Bond Insurance	6721	33.33%	0	0	0	0.00%	0	0	0
39	Worker's Compensation	6722	33.33%	1,358	2,717	0	0.00%	0	0	0
40	Health Insurance and Other Employee Benefits	6723	33.33%	3,353	6,706	0	0.00%	0	0	0
41	Miscellaneous Taxes, Licenses, Permits and Insurance	6790	33.33%	55	110	0	0.00%	0	0	0
42	Total Taxes and Insurance	6700T		9,825	19,649	0		0	0	0
	Supportive Services Costs:									
43	Staff Supervisors Salaries	6990	33.33%	0	0	0	0.00%	0	0	0
44	On-site Service Coordinator Salaries and Benefits		33.33%	0	0	0	0.00%	0	0	0
45	On-site Other Supportive Services Staff Salaries		33.33%	0	0	0	0.00%	0	0	0
46	Supportive Services Administrative Overhead		33.33%	0	0	0	0.00%	0	0	0
47	Other Supportive Services Costs	6990	33.33%	0	0	0	0.00%	0	0	0
48	Total Supportive Services Costs	6900T		0	0	0		0	0	0
49	Total Cost of Operations	6000T		72,931	145,863	0		0	0	0



HOUSING AUTHORITY of the County of Butte

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June 30, 2025

Trevor T. Auser
Acting Director, Office of Public Housing
U.S. Department of Housing and Urban Development
San Francisco Regional Office – Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430

Dear Trevor:

In response to your letter dated on June 3, 2025 regarding the Housing Authority of the County of Butte (HACB) designation as Troubled by HUD based on a failing Public Housing Assessment System (PHAS) score, please find the HACB's proposed PHAS Recovery Action Plan:

Physical (34 / 40)

- Continue to conduct interior and exterior inspections on all 345 Public Housing units annually; reinspect problem units to ensure residents are adhering to safety and any habitability issues. Alternate South County and North County NSPIRE unit inspections between Public Housing staff and HACB HQS inspectors.
 - Due to NSPIRE inspections occurring in July 2025 and annually thereafter, all 345 units will be inspected from January through June annually.
- PH staff conducts 90-day inspections for all new residents after moving in to help staff address any potential issues such as poor housekeeping, mold, or damages to the unit. If PH staff finds any habitability issues or resident damage, the unit will be inspected again within 30-60 days to ensure compliance. The unit will not come off the 90-day inspection list until PH staff ensures resident stays in compliance and is taking care of their unit according to their Public Housing lease agreement.
- When conducting routine or emergency work orders, maintenance staff will conduct preventative maintenance inspections in units, focusing on health and safety issues. When



The Housing Authority is an equal opportunity employer and housing provider.



Assisted Housing Specialists meet families in their unit(s) for any housing related reason, they will also conduct habitability, safety and preventative maintenance inspections in units. When annual recertification occur PH staff will conduct interview to ensure there is not any issues and or work orders needed within the resident's unit.

- Promote attendance for ongoing NSPIRE training for inspectors and PH staff.
- Note: The six (6) points lost in FY2023 PHAS, were due to findings in the HACB three (3) Maintenance shops, community laundry rooms, and other extraneous buildings. HACB has already addressed and corrected these issues. We have also implemented ongoing monthly preventative maintenance and safety checks of the "other" buildings.
- Potential obstacles: age of units and certain households' housekeeping habits and/or timely reporting of any issues. Solution: training/reminders for households, reminders in monthly Public Housing newsletters and vigilance of PH staff. Onboarding of new residents of policies and lease obligations with an emphasis on taking care of the units and reporting any safety and or work needed promptly.

Financial (0 / 25)

- From 2011-Covid waiver, HACB's PHAS scores were "High Performer". Due to multiple software changes, new auditors, and new Finance Director, which occurred in 2021, HACB PHAS score dropped to "Substandard" in 2022 and "Troubled" in 2023.
- Hope Stone, Finance Director, is no longer employed with HACB as of May 30, 2025. We have engaged with Marco Cruz on June 2, 2025, an experienced PHA Chief Financial Officer, in a consulting role to get our FY2024 audit and Audited FASS submission in, as well as, assist HACB with streamlining and fine tuning our financial systems. We have engaged with BDO USA also to resubmit the Unaudited FDS with comments, and once the Audited FDS schedule is ready, they will be submitting that as well. Despite best efforts, current ETA for FY2024 audit and audited FDS submission is by the end of July 2025. Beginning FY 2025, HACB fully anticipates submitting audits and FDS on time every year!
- HACB will again include an MD&A in all audit submissions. (Note: HACB always included an MD&A, FY2023 was only exception.)
- Per Marco's recommendation, HACB is dropping efforts with MIP software. We are re-engaging with Yardi to finalize Accounting software implementation. Marco Cruz has years of experience utilizing Yardi software and will quarterback that effort.

Management 14 / 25

Occupancy 8 / 16

- As of June 18, 2025, current occupancy rate is 98%.
 - Goal: HACB's goal is to keep occupancy rate at 98% monthly, which leaves room in the event of a high turnover month, in order to ensure we have 96% or higher average at year end, as required.
- Obstacle: Due to increase in low income housing stock with new and better amenities, Butte and Glenn Counties' rental markets have changed. Vacancies county-wide are higher. We anticipate countywide vacancies to begin to even out as less new development projects come online, due to no new CDBG-DR funding. However, one advantage is that HACB PH housing stock consists of duplexes and townhomes with yards (versus new housing stock are comprised of multi-story apartment complexes). Solution: Continue increased leasing efforts as outlined below.
- Hired new Intake Specialist and Maintenance Manager.
 - Both have better controls over areas of responsibility and have been showing more initiative in efforts to decrease vacancy time. Both new hires have gone thru specific trainings to improve efficiency of re-renting units and decreasing the time to turnover and make ready from vacancy to new lease up of PH unit.
- Management requested that the S8 Intake Specialist train our new PH Intake Specialist on 'tried and true' intake procedures to increase efficiency. This has led to better tracking and time frame management.
 - For vacant units, PH Intake was selecting 5-10 households per open unit. Effective April, 2025, we are now selecting 20-50 households depending on bedroom size.
 - PH has added additional correspondence with households, including reminder letters and emails.
 - Staff has created a spreadsheet and worksheets to track applicant response within required timeframes and has begun to better enforce accountability deadlines with applicants. The spreadsheet also tracks required docs and setting intake appointments.
 - Follow up via phone and/or email with households to keep process moving.
 - If applicants do not respond within set timelines, applicants are withdrawn timely to keep process moving and get units leased.

- HACB PH wait list was stale. Therefore, wait list was purged in Fall 2024. HACB's goal is to purge wait list annually, but has determined to commit to purging the wait list at least every other year to keep wait list fresh and lease units faster.
- Under the new Maintenance Manager, the following procedures were implemented:
 - When staff conducts pre-move out inspections with tenants, they will notify the Maintenance Manager of any big-ticket repair items needed, in order for Maintenance to preplan and begin preparations (ordering, scheduling, etc.) in advance of actual move out date.
 - Maintenance has done a good job historically on turnover times. However, PH Manager and Maintenance Manager working more closely together to track timing of turnovers to ensure stay with acceptable parameters.
 - HACB is purchasing more items in bulk through an inventory control specialist. Maintenance Manager has also implemented new procedures for maintenance staff to have tools and inventory needed when leave shop so less back and forth trips to get parts for unit repairs.
 - Maintenance Manager and Assisted Property Specialist is notified when thirty (30) day notice is received. They will perform the required inspection not only to give the resident an idea or estimate of security deposit disposition but to also see if there are items to order in advance, in order to decrease the time, it takes to turnover the unit for occupancy.
- Annually, 60 days prior to fiscal year close, Accounting will request progress billings (especially for large contracts) and notify staff to get current year outstanding billings in for services rendered in the current fiscal year.
- HACB will have a check run on 9/30 every year (last day of fiscal year).
- HACB handled AP this way every year pre-former Finance Director Stone.

Neighborhood Environment 0 / 1

- N/A

Capital Fund 7 / 10

- Please see above "Occupancy" for HACB action items.

In conclusion the HACB has taken steps and will continue to take steps to meet the goals as outlined in the June 3rd letter, which includes a PHAS score of 57 next year and 60+ the following

Trevor T. Auser, HUD
HACB - PHAS Recovery Action Plan
June 30, 2025
Page 5 of 5

year. However, HACB's ultimate goal is to return to its High Performer status in PHAS as soon as possible.

Should you have any questions or required additional information, please contact Tamra Young, Deputy Executive Director at (530) 895-4474 Ext. 214 or TamraY@butte-housing.com or myself.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Lawrence C. Guanzon', with a long horizontal stroke extending to the right.

Lawrence C. Guanzon
Executive Director
LarryG@butte-housing.com
(530) 895-4474 Ext. 226

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