

SUTTER COMMUNITY AFFORDABLE HOUSING

1455 BUTTE HOUSE ROAD
YUBA CITY, CA 95993
(530) 671-0220

August 27, 2024

TO:

Manny Cardoza, President
Gustavo Becerra, Secretary/Treasurer
Diane Hodges, Board Member
Richard Grant, Board Member
Martha Griese, Board Member
Kimberly Butcher, Board Member
Brynda Stranix, Board Member
Suzanne Gallaty, Board Member

Sutter County Board of Supervisors
City Council, Yuba City
City Council, Live Oak
Brant Bordsen, Legal Counsel
Appeal-Democrat

NOTICE OF SPECIAL MEETING September 4, 2024

You are hereby notified that the Sutter Community Affordable Housing Special Board Meeting is scheduled for **Wednesday, September 4, 2024, at 3:00 PM at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Secretary/Treasurer

SUTTER COMMUNITY AFFORDABLE HOUSING

**Special Meeting of Board of Directors
Richland Neighborhood Center
420 Miles Avenue, Yuba City, CA 95991**

**Wednesday, September 4, 2024
3:00 PM**

AGENDA

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: NONE
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.

- 1. Recommend Approval of Minutes – April 23, 2024

pg. 1

- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

2. Resolution 24-57 - OD-Form 2-LLC, AHSC Loan Resolution of Richland Village SCAH, LLC pg. 3
Gustavo Becerra, Executive Director
3. Recommend Approval of FYE 2025 Budget Revision pg. 5
Marco Cruz, Chief Financial Officer
4. Election of Officers
Manny Cardoza, President

I. ADMINISTRATIVE REPORT:

5. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 6
Tom Goodwin, Operations Manager
6. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 8
Pattra Runge, Occupancy Manager
7. Finance Update pg. 9
Marco Cruz, Chief Financial Officer

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: September 24, 2024

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

April 23, 2024

ITEM NO. A - CALL TO ORDER:

President Manny Cardoza called the meeting to order at 12:10 PM.

ITEM NO. A - ROLL CALL:

Board Members present were President Manny Cardoza, Members Gustavo Becerra, Suzanne Gallaty, Brynda Stranix, Richard Grant, and Martha Griese. Vice-President Kimberly Butcher and Board Member Diane Hodges were absent.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Operations Manager Tom Goodwin led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1 - CONSENT CALENDAR:

Board Member Richard Grant made a motion to approve the Consent Calendar with corrections to the titles of Suzanne Gallaty and Kimberly Butcher. Board Member Martha Griese made the second. The following roll call vote was taken:

Vote: Ayes: President Manny Cardoza, Board Members Suzanne
Gallaty, Gustavo Becerra, Richard Grant, and Martha Griese
Nays: None
Abstain: Board Member Brynda Stranix
Absent: Vice-President Kimberly Butcher and Board Member
Diane Hodges

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.2. – RESOLUTION 24-56- IIG RESOLUTION FOR RICHLAND VILLAGE PROJECT:

Board Member Gustavo Becerra stated this resolution is for the 176 multifamily Richland Village project. He stated the \$7.5 million funds awarded will be used for public improvements for the project. Mr. Becerra said the award will reduce the amount of tax credits needed for the next tax credit application, which is due today.

Board Member Brynda Stranix made a motion to approve Resolution 24-56 – IIG Resolution for Richland Village. Board Member Suzanne Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: President Manny Cardoza, Board Members Suzanne Gallaty, Gustavo Becerra, Richard Grant, Brynda Stranix, and Martha Griese

Nays: None

Abstain: None

Absent: Vice-President Kimberly Butcher and Board Member Diane Hodges

ITEM NO. I. – ADMINISTRATIVE REPORT: NONE

ITEM NO. J – DIRECTOR’S COMMENTS:

Board Member Brynda Stranix mentioned the city of Wheatland is celebrating their 150th anniversary of incorporation on May 18th which also includes a pet parade that has been held for 100 years.

Board Member Gustavo Becerra shared the Bear Ridge project in Wheatland was finished at the end of 2023 and is fully leased. He mentioned the 1st Street Apartments project in Wheatland is currently on hold due to a red-tailed hawk who is nesting in a tree on the property.

ITEM NO. K – NEXT MEETING: May 28, 2024

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:28 PM.

SUTTER COMMUNITY AFFORDABLE HOUSING

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(530) 671-0220

RESOLUTION 24-57

RESOLUTION OF THE MEMBER OF RICHLAND VILLAGE-SCAH, LLC

The sole Member of Richland Village-SCAH, LLC, a California Limited Liability Company (the "Limited Liability Company"), hereby consents to adopt and ratify the following resolutions:

Affordable Housing & Sustainable Communities Program

WHEREAS, the Strategic Growth Council ("SGC") and the State of California Department of Housing and Community Development (the "Department") has issued a Notice of Funding Availability under its Affordable Housing & Sustainable Communities Program (the "AHSC") dated February 26, 2021, and

WHEREAS, the Limited Liability Company is authorized to do business in the State of California, and it is in the best interests of the Limited Liability Company and its Member for the Limited Liability Company to act as the Managing General Partner of Richland Village LP, a California limited partnership (the "Borrower"); and

WHEREAS, the Borrower has either received, or been assigned, a conditional commitment of funds under the above-described Notice of Funding Availability.

NOW, THEREFORE, IT IS RESOLVED: That the Limited Liability Company is hereby authorized to act as the Managing General Partner of the Borrower in connection with the Department's loan of funds to the Borrower pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$17,425,000.00 (the "AHSC Loan")

RESOLVED FURTHER: That in connection with the Borrower's AHSC Loan, the Limited Liability Company is authorized and directed to enter into, execute, and deliver, as the Managing General Partner of the Borrower, a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the AHSC Loan, the Borrower's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the AHSC Loan, and all amendments thereto (collectively, the "AHSC Loan Documents").

RESOLVED FURTHER: That Manny Cardoza, President, Sutter Community Affordable Housing (SCAH), its sole Member, or in the absence or unavailability of the aforementioned, Gustavo Becerra, the Secretary/Treasurer of SCAH, each, acting alone, is hereby authorized to

execute the AHSC Loan Documents, and any amendment or modifications thereto, on behalf of the Limited Liability Company as the Managing General Partner of the Borrower.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 4th Day of September 2024, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

VACANCIES: One

CERTIFICATE OF THE MEMBERS

The undersigned, Gustavo Becerra, Secretary/Treasurer of Sutter Community Affordable Housing here before named, does hereby attest and certify that the forgoing is a true and full copy of a resolution of Sutter Community Affordable Housing adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature _____

Date September 4, 2024

Name Gustavo Becerra

Title Secretary/Treasurer

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 4, 2024
To: Board of Directors
From: Marco Cruz, Chief Financial Officer

SUBJECT: FYE 2025 Budget Revision

Background:

Regional Housing Authority's Finance Department develops and submits an annual Sutter Community Affordable Housing (SCAH) budget for review and consideration to its Board of Directors. It has come to staff's attention that two errors were made on the FYE 2025 budget for Town Center Senior Manor. These errors are significant enough to warrant a budget revision submission for review and consideration for approval by the Board of Directors. The Yolo-Heiken project was not affected.

Budget Revision:

- A. Revise Miscellaneous Income from \$21,312 to \$0.
Reason: Developer fee for New Haven Court is not included in Town Center's financials.
Effect on Net Income: -\$21,312

- B. Revise Insurance Expense from \$372 to \$14,869
Reason: Town Center's largest insurance provider, AHRP, was not included in the budget.
Effect on Net Income: -\$14,497

Recommendation:

Staff recommends that the SCAH Board of Directors approve the Town Center Senior Manor budget revisions to enable accurate comparisons of the FYE 2025 financials.

Prepared by:



Marco A. Cruz, Chief Financial Officer

Submitted by:



Gustavo Becerra, Executive Director

Sutter Community Affordable Housing

DATE: September 4, 2024
 TO: Board of Directors
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for January, February and March 2024 were 164. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	6	9	3	18
Make Ready's	1	2		3
Routine	105	31	7	143
Scheduled				0
Pest		3	1	4
Cancelled				0
HQS	34	3	2	39
Total Property	112	42	10	164
Pending				0
Completed	112	42	10	164

Prepared By: *Tom Goodwin*

Submitted By: 
 Gustavo Becerra, Executive Director

Tom Goodwin, Operations Manager

DATE: September 4, 2024
 TO: Board of Directors
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for April, May and June 2024 were 207. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	11	7	1	19
Make Ready's	4			4
Routine	128	53	18	199
Scheduled				
Pest		2	4	6
Cancelled				
HQS	67	28	5	100
Total Property	143	60	19	222
Pending				
Completed	135	56	16	207

Prepared By:

Tom Goodwin

Tom Goodwin, Operations Manager

Submitted By:


 Gustavo Becerra, Executive Director

SUTTER COMMUNITY AFFORDABLE HOUSING

STAFF REPORT

Date: September 4, 2024
To: Board of Directors
From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1 2024-2025) report for quarter ending June 30, 2024

RECOMMENDATION: None - Update Only


FISCAL IMPACT: None - Informational Only

Sutter Community Affordable Housing

Development	Units Available	Units Leased	Units Leased	Units Leased
		April	May	June
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	52	52
Kristen Court I (Live Oak)	55	54	53	55
Kristen Court II (Live Oak)	24	22	22	22
Kristen Court III (Live Oak)	32	32	31	32
New Haven Court (Yuba City)	39	37	35	35

Currently, the following property waitlists are open: Kristen Court (all phases). Vacancies continue to be filled within an approximate 30-day turn-around period.

Prepared by:


Pattra Runge
Occupancy Manager
Regional Housing Authority

Submitted by:


Gustavo Becerra
Executive Director
Regional Housing Authority

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 4, 2024
To: Board of Directors
From: Marco Cruz, Chief Financial Officer

SUBJECT: Financial Review (April 2024-June 2024)

Town Center Senior Manor

INCOME STATEMENT APRIL-JUNE

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$73,217	\$76,977	(\$3,760)
OPERATING EXPENSES	\$49,341	\$47,924	(\$1,417)
OPERATING REVENUE	\$23,876	\$29,053	(\$5,177)
NON-OPERATING EXPENSES	\$23,954	\$25,359	\$1,405
NET INCOME	(\$78)	\$3,694	(\$3,772)

TOWN CENTER BALANCE SHEET

	Mar 2024 Balance	Jun 2024 Balance	Net Change
CASH	\$373,645	\$404,329	\$30,684
ACCOUNTS AND NOTES RECEIVABLE	\$253	\$120	(\$133)
OTHER CURRENT ASSETS	\$10,194	\$6,826	(\$3,368)
FIXED ASSETS (NET)	\$602,512	\$578,558	(\$23,954)
TOTAL ASSETS	\$986,604	\$989,833	\$3,229
CURRENT LIABILITIES	\$1,547,902	\$1,551,209	\$3,307
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,558,254)	(\$2,558,332)	(\$78)
TOTAL LIABILITIES AND EQUITY	\$986,604	\$989,833	\$3,229

Town Center's revenues are below budget due to an inclusion of non-recurring miscellaneous revenue on the budget. Operating expenses are above budget for non-inclusion of insurance costs. A budget revision has been submitted to the Board for their review and consideration. Town Center is otherwise cash flowing as expected. Total cash increased by \$30,684 in the first quarter.

Yolo-Heiken

INCOME STATEMENT APRIL-JUNE

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$18,692	\$15,539	\$3,153
OPERATING EXPENSES	\$8,156	\$8,277	\$121
OPERATING REVENUE	\$10,536	\$7,262	\$3,274
NON-OPERATING EXPENSES	\$1,898	\$1,992	\$94
NET INCOME	\$8,638	\$5,270	\$3,368

YOLO-HEIKEN BALANCE SHEET

	Mar 2024 Balance	Jun 2024 Balance	Net Change
CASH	\$139,502	\$150,222	\$10,720
ACCOUNTS AND NOTES RECEIVABLE	\$25	\$263	\$238
OTHER CURRENT ASSETS	\$1,445	\$967	(\$478)
FIXED ASSETS (NET)	\$121,769	\$119,872	(\$1,897)
TOTAL ASSETS	\$215,758	\$271,323	\$55,565
CURRENT LIABILITIES	\$4,404	\$4,348	(\$56)
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$98,337	\$106,975	\$8,638
TOTAL LIABILITIES AND EQUITY	\$215,758	\$271,323	\$55,565

Yolo-Heiken's revenues are higher than expected due to low vacancy. Administrative and maintenance expenses are in line with expectations. Its cash position has increased by \$10,720 since the start of the fiscal year.

RESERVE ACCOUNTS:

	Mar 2024	Jun 2024	Inc/(Decr)
TC Operations Reserve	\$227,351	\$265,801	\$38,450
TC Replacement Reserve	\$98,503	\$98,508	\$5
Yolo-Heiken Operating Reserve	\$113,889	\$134,791	\$20,902

Prepared by:



Marco A. Cruz, Chief Financial Officer

Submitted by:



Gustavo Becerra, Executive Director