

# SUTTER COMMUNITY AFFORDABLE HOUSING

1455 BUTTE HOUSE ROAD  
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(530) 671-0220

July 25, 2018

TO:

Martha Griese, President	Sutter County Board of Supervisors
Gustavo Becerra, Secretary/Treasurer	City Council, Yuba City
Diane Hodges, Board Member	City Council, Live Oak
Richard Grant, Board Member	Brant Bordsen, Legal Counsel
Brynda Stranix, Board Member	Appeal-Democrat
Kimberly Butcher, Board Member	
Manny Cardoza, Board Member	

## NOTICE OF SPECIAL MEETING AUGUST 1, 2018

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Wednesday, August 1, 2018, at 12:00 PM at Kristen Court Apartments Community Room, 9027 N Street, Live Oak, CA 95953**



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Gustavo Becerra  
Secretary/Treasurer

# **SUTTER COMMUNITY AFFORDABLE HOUSING**

Special Meeting of Board of Directors  
**Kristen Court Apartments Community Room**  
**9027 N Street, Live Oak, CA 95953**

Wednesday, August 1, 2018  
12:00 NOON

## AGENDA

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Public Participation: Members of the public shall be provided with an opportunity to address the Board of Directors on items of interest that are within the subject matter jurisdiction on the Board.
5. Approval of Minutes – April 24, 2018
6. Resolution 18-33, Authorizing Project Consent  
Gustavo Becerra, Board Member/RHA Executive Director
7. Director's Comments
8. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

April 24, 2018

1. Call to Order: President Martha Griese called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.
2. Roll Call: Board Members present were President Martha Griese, Board Members Gustavo Becerra, Richard Grant, Kimberly Butcher, Diane Hodges and Manny Cardoza. Board Member Brynda Stranix was absent.
3. Pledge of Allegiance: Board Member Kimberly Butcher led the Pledge of Allegiance.
4. Public Participation: None
5. Approval of Minutes – January 23, 2018: Board Member Manny Cardoza made a motion to approve the minutes of the January 23, 2018 meeting as submitted. Board Member Diane Hodges made the second. All were in favor by voice vote.
6. Recommend Approval of Town Center Roofing Bid: Board Member Gustavo Becerra explained staff went out to bid for to replace the roof on two (2) buildings. He stated two bids were submitted.

Board Member Manny Cardoza made the motion to approve the bid from CNW Construction, Inc. in the amount of \$86,000.00 for the roofing and exterior dry rot repair project planned for the Town Center Senior Manor Apartments located at 506 Plumas Street in Yuba City, CA, and authorize the Executive Director of the Regional Housing Authority to execute the construction contract and all required documents. Board Member Richard Grant made the second. All were in favor by voice vote.

7. Approval of Budget for FYE 2019: Chief Financial Officer Gail Allen explained there are not many changes from last year. She stated there is a request for a 5% increase in management fees.

Board Member Manny Cardoza made the motion to approve the operating budget for FYE 2019. Board Member Kimberly Butcher made the second. All were in favor by voice vote.

8. Director's Comments: Board Member Kimberly Butcher stated the units across from the preschool are looking good.

Board Member Gustavo Becerra said the construction financing for the Kristen Court Phase II should close in July with construction starting in August. He also mentioned the New Haven Court project is still on hold due to the funding source being held up in a court validation process.

9. Adjournment: The meeting was adjourned at 12:24 PM.



SUTTER COMMUNITY AFFORDABLE HOUSING

RESOLUTION 18-33

RESOLUTION, WAIVER OF NOTICE AND  
UNANIMOUS CONSENT TO ACTION

The Board of Directors of Sutter Community Affordable Housing (“SCAH”) by this writing unanimously approve the following resolutions and consent to their adoption and collectively waive any right to notice of any meeting required, if any:

WHEREAS, SCAH is and is approved to be a general partner in Live Oak Pacific Associates II, a California Limited Partnership (the “Partnership”); and

WHEREAS, the Partnership was formed for and is authorized to acquire, develop, construct and operate a 24-unit low income housing tax credit project in Live Oak, California (the "Project"); and

WHEREAS, it will be necessary for the Partnership to enter into numerous documents and agreements in order to facilitate the acquisition, development, construction, and operation of the Project; and

WHEREAS, it will be necessary for SCAH to execute such documents and enter into such agreements on behalf of the Partnership and may be required to guarantee items including construction completion, tax credit delivery and qualification, development deficits, construction deficits and operating deficits.

NOW THEREFORE, IT IS HEREBY RESOLVED, that Martha Griese as President or Gustavo Becerra as Secretary/Treasurer are hereby authorized to negotiate, execute and deliver the following documents on behalf of SCAH for its own account, as a guarantor under the loan and partnership documents, and on behalf of the Partnership, as applicable:

- A developer agreement with Pacific West Communities, Inc.;
- A construction contract with Pacific West Builders, Inc.;
- Construction and/or permanent loan documents, security interests, trust deeds, financing statements, and other documents relating to securing and closing construction and/or permanent loans from Wells Fargo Bank, N.A. and the City of Live Oak in connection with the transaction;
- Execution of an amended and restated partnership agreement installing CREA Kristen Court II, LLC and CREA SLP, LLC or affiliate thereof as limited partners of the Partnership, and any and all amendments thereto and ancillary documents required in connection with the syndication of the tax credits generated by the Project;
- Regulatory agreements, easements or documents with local government entities, utilities and any other documents necessary to facilitate the transaction.

BE IT FURTHER RESOLVED, that Martha Griese as President or Gustavo Becerra as Secretary/Treasurer (with or without the co-signature of any other officer of SCAH) are authorized to execute and deliver on behalf of SCAH for its own account, as a guarantor under the loan and partnership documents, and on behalf of the Partnership.

BE IT FURTHER RESOLVED that all acts and actions previously taken by or on behalf of SCAH are hereby authorized, ratified and approved.

This resolution is presented at a Special Meeting of the Board of Directors, passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Martha Griese, President