

SUTTER COMMUNITY AFFORDABLE HOUSING

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

February 16, 2016


TO:

Diane Hodges, President
Gustavo Becerra, Secretary/Treasurer
Martha Griese, Board Member
Richard Grant, Board Member
Charles Epp, Board Member
Kimberly Butcher, Board Member

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

NOTICE OF REGULAR MEETING
February 23, 2016

You are hereby notified that the Sutter Community Affordable Housing Regular Board Meeting is scheduled for **Tuesday, February 23, 2016, at 12:00 PM at Richland Community Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Secretary/Treasurer

022316boardmeeting

SUTTER COMMUNITY AFFORDABLE HOUSING

Regular Meeting of Board of Directors
Richland Community Center
420 Miles Avenue, Yuba City, CA 95991

Tuesday, February 23, 2016
12:00 NOON

AGENDA

1. Call to order
2. Roll Call
3. 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.
4. Approval of Minutes – October 27, 2015
5. Approval of Operating Budget for FYE 2017
6. Resolution 16-32, Yolo/Heiken Collection Loss Write Off
7. Maintenance Update on Maple Park, Town Center and Yolo/Heiken
8. Occupancy/Eligibility Update on Maple Park, Town Center and Yolo/Heiken
9. Director's Comments
10. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

October 27, 2015

1. Call to Order: President Diane Hodges called the meeting to order at Regional Housing Authority of Sutter and Nevada Counties, 1455 Butte House Road, Yuba City, CA 95993 at 12:00 PM.
2. Roll Call: Board Members present were President Diane Hodges, Members Gustavo Becerra, Richard Grant, Kimberly Butcher, Charles Epp and Martha Griese.
3. Public Participation: None
4. Approval of Minutes – September 22, 2015: Board Member Kimberly Butcher made a motion to approve the minutes of the September 22, 2015 meeting as submitted. Board Member Richard Grant made the second. All were in favor by voice vote.
5. Resolution 15-31 – Resolution, Waiver of Notice and Unanimous Consent to Action in regards to Kristen Court Apartments in Live Oak, CA: Assistant Planning and Community Development Manager Beckie Flores explained this is the same Resolution that was approved at the last meeting. The only change is adding Board member Martha Griese as a signer in case President Diane Hodges is unavailable.

Board Member Charles Epp made a motion to approve Resolution 15-31, Resolution, Waiver of Notice and Unanimous Consent to Action in regards to Kristen Court Apartments in Live Oak, CA. Board Member Richard Grant made the second. The following roll call vote was taken:

Vote: Ayes: President Diane Hodges, Board Members Gustavo Becerra, Charles Epp, Richard Grant, Martha Griese and Kimberly Butcher

Nays: None

Abstain: None

Absent: None

6. Adoption of Audit for Fiscal Year Ending March 31, 2015: Chief Financial Officer Gail Allen went over the audit that was included in the Board packet.

Board Member Martha Griese made a motion to adopt the audit for fiscal year ending March 31, 2015. Board Member Kimberly Butcher made the second. All were in favor by voice vote.

7. Maintenance Update on Maple Park, Town Center and Yolo/Heiken: Interim Director of Maintenance Tom Goodwin stated everything is doing well. He shared staff is working on some preventative maintenance items such as cleaning out the gutters and storm

drains and trimming trees. Mr. Goodwin said there are five air conditioners that are being worked on at Town Center Senior Manor. He explained the only issue at Maple Park is with the washers and dryers and going on with the amount of use. Mr. Goodwin said the major cost is for labor for fixing the machines due to the location of the machines.

8. Director's Comments: Board Member Gustavo Becerra said the target date for closing on Kristen Court is November 11, 2015. He shared this will be an all-electronic signing. Mr. Becerra confirmed there will be a swimming pool at the new Kristen Court Apartments.
9. Adjournment: The meeting was adjourned at 12:21 PM.

NPmn10272015

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: February 23, 2016
To: Board of Directors
From: Gail Allen, Chief Financial Officer

SUBJECT: Fiscal Year Ending 2017 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

The Regional Housing Authority of Sutter and Nevada Counties (RHASNC) manages Town Center Senior Manor and Yolo Heiken for the Sutter Community Affordable Housing (SCAH) and Community Housing Improvement Program (CHIP) manages Maple Park. All three projects receive funding from several different sources; HUD (Federal), HCD (State) and cities and counties (local).

Continuing Budget:

Since HOME rents have decreased in past years, Staff is not requesting a rent increase, but is requesting that the FYE 2017 be approved with minor Line Item adjustments and:

- Management fee increased by 5% to cover operating costs.
- Staff payroll increased by 5% to cover MOU mandated salary increases.

What was included in FYE 2017 Report?

- Net Residual Receipt Summary (see attached chart)

What factors do you use when preparing a budget (Town Center and Yolo Heiken)?

- Income Annualized average or prior year budget
- Expenses Annualized average or prior year budget
- Adjustments Managers recommend adjustments to expenses based on anticipated needs and to reconcile to anticipated revenue

What are some of the specifics of each budget?

- All programs
 - Where available, Capital Needs Assessments
 - Levee bond tax for all Sutter County properties
 - Utility budgets are being brought more into line with actual costs
 - Income
 - Rent HUD may prorate rent payments which will decrease available revenue
Town Center is a Housing Choice Voucher tenant-based unit (voucher will migrate with tenant)

Yolo Heiken and Maple Park, Phase I) are Housing Choice Voucher project-based units (vouchers stay with project)

What costs are included in the budget (not an inclusive list):

- Administration Wages/benefits, legal, training/travel, dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, answering service, printing, management and accounting fees
- Tenant Services On-site manager wages/benefits, tenant functions
- Utilities Water, sewer, gas, electric, trash removal
- Maintenance Work order charges, outside vendors-units/operations (alarm, unit maintenance, pest control, elevator upkeep, roofing)
- General Insurance, levee taxes/special assessments, security, major repairs, tenant bad debt

What are our programs, number of units and designations (restricted/unrestricted)

- Town Center Senior Manor 28 senior units
- Yolo/Heiken 5 units (4 units have Project Based Vouchers)
- Maple Park 55 family units and one manager unit (44 units have Project Based Vouchers) – Budget is prepared and managed by CHIP who reimburses RHASNC for Staff time

What factors may affect this budget?

- Lower occupancy resulting in tenant income decrease.
- HUD proration resulting in rental assistance decrease.
- Major building repairs due to unforeseen conditions.

Staff closely monitors expenditures for cost savings as well as potential revenue streams for additional sources of income. Board of Directors are updated at scheduled meetings.

Net Residual Receipt Summary


	<i>Revenue</i>	<i>Expenses</i>
Town Center	\$172,548	\$172,531
Yolo/Heiken	\$45,087	\$40,728

	<i>Security Deposits</i>	<i>Operating Reserves</i>	<i>Replacement Reserves</i>	<i>Checking Account</i>
Town Center	\$12,018	\$116,313	\$52,438	\$91,993
Yolo/Heiken	\$1,798	\$23,927		

RECOMMENDATION:

It is recommended that the Board of Directors of the Sutter Community Affordable Housing approve the attached FYE 2017 operating budget.

Prepared by:



 Gail L. Allen
 Chief Financial Officer

Submitted by:



 Gustavo Becerra
 Interim, Executive Director

Sutter Community Affordable Housing

Period = April 2015-October 2015

	Total Actual	Original Budget	Annualized	Proposed Budget
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Town Center Senior Manor (tc)

3199-00-000	Tenant Income	109,062.49	180,966.70	186,964.27	172,547.70
3699-00-000	Other Income	1,097.23	0.00	1,880.97	0.00
3999-00-000	Total Income	110,159.72	180,966.70	188,845.23	172,547.70
4199-00-000	Administrative Expenses	19,652.91	40,386.92	33,732.14	40,558.54
4299-00-000	Tenant Services Expenses	7,202.53	20,496.00	12,347.19	15,949.00
4399-00-000	Utility Expenses	16,520.51	29,788.00	28,320.87	28,455.77
4499-00-000	Maintenance Expenses	32,105.66	58,276.00	55,038.27	63,956.87
4599-00-000	General Expenses	6,989.50	19,454.00	11,982.00	11,018.62
5999-00-000	Reserves	0.00	12,592.00	0.00	12,592.00
8000-00-000	Total Expenses	82,471.11	180,992.92	141,420.49	172,530.80
9000-00-000	Net Income	27,688.61	-26.22	47,424.75	16.90

Yolo Heiken (yolo)

3199-00-000	Tenant Income	26,727.00	28,795.02	45,817.71	45,087.43
3699-00-000	Other Income	4.40	0.00	7.54	0.00
3999-00-000	Total Income	26,731.40	28,795.02	45,825.26	45,087.43
4199-00-000	Administrative Expenses	4,380.96	5,468.01	7,510.22	9,591.41
4299-00-000	Tenant Services Expenses	0.00	101.00	0.00	101.00
4399-00-000	Utility Expenses	3,034.00	5,064.00	5,201.14	6,108.98
4499-00-000	Maintenance Expenses	7,149.98	14,766.00	12,257.11	21,519.87
4599-00-000	General Expenses	739.20	2,815.00	1,267.20	2,815.00
5999-00-000	Reserves	0.00	592.00	0.00	592.00
8000-00-000	Total Expenses	15,304.14	28,806.01	26,235.67	40,728.27
9000-00-000	Net Income	11,427.26	-10.99	19,589.59	4,359.16

**SUTTER COMMUNITY
AFFORDABLE HOUSING**

RESOLUTION 16-32

A RESOLUTION OF THE BOARD OF DIRECTORS OF SUTTER COMMUNITY AFFORDABLE HOUSING, INC. AUTHORIZING YOLO/HEIKEN COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$378.00

WHEREAS the Sutter Community Affordable Housing operates affordable housing projects Town Center and Yolo/Heiken pursuant to the laws of California and the City of Yuba City's Regulatory Agreement; and

WHEREAS operations of affordable housing includes the collection of monthly rental amounts; and

WHEREAS the Sutter Community Affordable Housing makes every attempt to collect outstanding balances; and

WHEREAS Exhibit A provides a list of uncollectible accounts for the period ending February 29, 2016 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Directors of the Sutter Community Affordable Housing

Authorizes the President to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$378.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Directors, passed and adopted this 23rd day of February, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Diane Hodges, President

**Non Profit - Yolo/Heiken - Yuba City
Collection Loss Write Off
Period: February 2016**

<u>Tenant I.D.</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fees</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
T0004541	554 Yolo St., Unit B	05/16/12	08/31/15	\$ 605.00	\$ 43.00	\$ -	\$ 335.00	\$ -	\$ -	\$ 378.00	No
										\$ 378.00	Total Write Off

2/1/16

Deceased *

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.