

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

May 16, 2017

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TO:

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

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

## NOTICE OF REGULAR MEETING MAY 23, 2017

You are hereby notified that the Sutter Community Affordable Housing Special Board Meeting is scheduled for **Tuesday, May 23, 2017, at 12:00 PM at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Secretary/Treasurer

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# **SUTTER COMMUNITY AFFORDABLE HOUSING**

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

Tuesday, May 23, 2017  
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 – February 28, 2017
6. Election of Officers (President and Vice-President)
7. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Tony Langlois, Supervising Maintenance Technician
8. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Pattra Runge and Alisha Parker, Occupancy Managers
9. Finance Update  
Gail Allen, Chief Finance Officer
10. Planning and Community Development Update on Kristen Court Phase 2  
Gustavo Becerra/Executive Director, Board Member
11. Director's Comments
12. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

February 28, 2017

1. Call to Order: Board Member Diane Hodges called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991 PM.
2. Roll Call: Board Members present were Gustavo Becerra, Richard Grant, Brynda Stranix and Diane Hodges. Board Members absent were President Martha Griese and Member Kimberly Butcher
3. Pledge of Allegiance: Board Member Diane Hodges led the Pledge of Allegiance and asked for a moment of silence in memory of former Vice-President Charles Epp.
4. Public Participation: None
5. Approval of Minutes – November 29, 2016: Board Member Brynda Stranix made a motion to approve the minutes of the November 29, 2016 meeting as submitted. Board Member Richard Grant made the second. All were in favor by voice vote.
6. Approval of Fiscal Year Ending 2018 Operating Budget: Chief Financial Officer Gail Allen stated this budget will be effective April 1, 2017 with a small rent increase at Yolo/Heiken and a 5% increase in management fees. She stated both properties are doing well. Ms. Allen mentioned there was an audit performed by the City of Yuba City and the auditor was pleased to see the savings accounts were fully funded. She mentioned the Physical Needs Assessment (PNA) savings account is being funded in five years rather than 12 years.

Board Member Gustavo Becerra explained the reason the PNA is being funded sooner than the projected 12 years is because the property is healthy and cash flowing very well. He mentioned current rehabilitation work is being paid from operations rather than from reserves.

Board Member Richard Grant made the motion to approve the Fiscal Year Ending 2018 operating budget. Board Member Brynda Stranix made the second. All were in favor by voice vote.

7. Maintenance Update on Maple Park Phase 1, Town Center and Yolo/Heiken: Operations Manager Tom Goodwin said everything is going well. He stated staff visited the property during the evacuation process and was in communication with CHIP in regards to their evacuation process. Mr. Goodwin mentioned there have been many vacancies in Maple Park Phase 1. He stated staff has taken an aggressive approach in regards to preventative maintenance there doesn't seem to be any storm damage to any properties at this time.

Mr. Goodwin explained in the next few years staff will be looking at roofing at Town Center Senior Manor. He also mentioned the exterior lights will be upgraded to LED lights.

8. Occupancy/Eligibility Update on Maple Park Phase 1, Town Center and Yolo/Heiken: Occupancy Manager Pattra Runge mentioned the Onsite Manager for Maple Park Phase 1 is enforcing the rules and this may be a reason for the number of vacancies. She said it is very quiet at both Town Center Senior Manor and Yolo/Heiken.

Board Member Brynda Stranix suggested doing an exit survey with those families who are moving voluntarily.

9. Director's Comments: Board Member Richard Grant said he appreciates the properties being financially sound now after a few rocky years.

Board Member Gustavo Becerra mentioned Kristen Court is fully leased and there is a waiting list for those interested. He stated the Kristen Court project will be a three phase development with the first phase complete and the second phase in the works. Mr. Becerra explained the City of Live Oak sponsored a HOME application for the second phase. He said staff is always looking at other opportunities throughout the County.

10. Adjournment: The meeting was adjourned at 12:37 PM.

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