

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

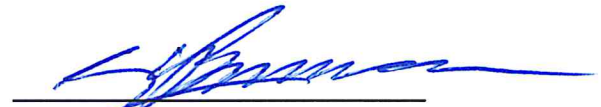
August 20, 2019

TO:

Brynda Stranix, 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
Martha Griese, Board Member	Appeal-Democrat
Kimberly Butcher, Board Member	
Manny Cardoza, Board Member	
Suzanne Gallaty, Board Member	

## NOTICE OF REGULAR MEETING August 27, 2019

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Wednesday, August 27, 2019, at 12:00 PM at Town Center Senior Manor Community Room, 506 Plumas Street, Yuba City, CA 95991.**

  
\_\_\_\_\_  
Gustavo Becerra  
Secretary/Treasurer

# **SUTTER COMMUNITY AFFORDABLE HOUSING**

Regular Meeting of Board of Directors  
Town Center Senior Manor Community Room  
506 Plumas Street, Yuba City, CA 95991

Tuesday, August 27, 2019  
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 – March 27, 2019
6. Resolution 19-35, Approval of the Purchasing, Capitalization and Depreciation Policy  
Marco Cruz, Chief Financial Officer
7. Resolution 19-36 – Resolution, Waiver of Notice and Unanimous Consent to Action  
Beckie Flores, Planning and Community Development Manager
8. Resolution 19-37 – Corporate Resolution for Kristen Court Apartments II  
Beckie Flores, Planning and Community Development Manager
9. Ratification for Authorization to Execute the Partnership Resolution for Kristen Court Apartments II  
Beckie Flores, Planning and Community Development Manager
10. Ratification for Authorization to Execute the Incumbency Certificate for Kristen Court Apartments II  
Beckie Flores, Planning and Community Development Manager
11. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Tom Goodwin, Operations Manager

12. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Pattra Runge, Occupancy Manager

13. Finance Update  
Marco Cruz, Chief Financial Officer

14. Planning and Community Development Update  
Beckie Flores, Planning and Community Development Manager

15. Director's Comments

16. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING  
Minutes  
Special Board Meeting  
March 27, 2019

1. Call to Order: President Brynda Stranix 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 Brynda Stranix, Board Members Gustavo Becerra, Martha Griese, Manny Cardoza, Diane Hodges, Suzanne Gallaty and Richard Grant. Board Member Kimberly Butcher was absent.
3. Pledge of Allegiance: President Brynda Stranix led the pledge of allegiance.
4. Public Participation: None
5. Approval of Minutes – November 27, 2018: Board Member Manny Cardoza made a motion to approve the minutes of the November 27, 2018 meeting as submitted. Board Member Richard Grant made the second. All were in favor by voice vote.
6. Approval of Operating Budgets for FYE 2020: Chief Financial Officer Gail Allen said Town Center Senior Manor and Yolo/Heiken are both doing well. She stated there is a 5% increase in management fees included in the budget.

Board Member Gustavo Becerra explained Yolo/Heiken had capital improvements including flooring, fencing, water heaters and air conditioning using prior year reserves. He mentioned since the units are now using Project Based Vouchers and are all occupied, the property is making money and allowing for reserve deposits.

Board Member Manny Cardoza made a motion to approve the operating budget for FYE 2020. Board Member Suzanne Gallaty made the second. All were in favor by voice vote.

7. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken: Operations Manager Tom Goodwin explained there are fewer work orders reported during the reported quarter due to the holidays. He stated staff is having some difficulty with the Yolo/Heiken neighbors and their fruitless mulberry tree. Mr. Goodwin mentioned the tree is causing damage to the units and cannot get the neighboring homeowner to cooperate.

Board Member Gustavo Becerra said there is a zero-lot line and our building was built on the property line. He stated he will speak with legal counsel and report back to the Board.



8. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken: Occupancy Manager Pattra Runge mentioned there is not a lot of turnover. Board Member Gustavo Becerra shared he has checked in with the Sheriff regarding Kristen Court and there are no issues with the complex and there have been no new complaints.
9. Finance Update: Ms. Allen explained things are going fine. She went over the upcoming events including the fiscal year end and the financial audit.
10. Planning and Community Development Update: Planning and Community Development Manager Beckie Flores stated the fire sprinklers were inspected at Town Center Senior Manor and they are not up to code and need to be repaired. She said staff is working on getting prices and will bring it back to the board for approval if necessary. Ms. Flores explained the roofing project for the final building is on hold and will possibly go out to bid in August.

Ms. Flores shared an application for 9% tax credits was submitted for the New Haven Court project and after reviewing the preliminary scores, the project does not look like it will be funded. She said staff is gearing up to submit a second application and are reviewing ways to strengthen the application.

Ms. Flores said it has been a struggle to get the Kristen Court Phase II project funded. She mentioned once tax credits are secured, construction can begin.

11. Director's Comments: Board Member Richard Grant welcomed Suzanne Gallaty to the Board. He also stated, after being on the Board for many years, seeing all the new projects is exciting after years of no new movement.

Board Member Martha Griese shared she assisted a family in purchasing a home in Dobbins and heard about a group, Hope Ninjas, that works with homeless families.

Board Member Suzanne Gallaty introduced herself to the Board.

Board Member Diane Hodges said she is glad to be a part of the Board.

12. Adjournment: The meeting was adjourned at 12:46 PM.

# SUTTER COMMUNITY AFFORDABLE HOUSING

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## RESOLUTION 19-35

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUTTER COMMUNITY AFFORDABLE HOUSING CORPORATION UPDATING THE PURCHASING, CAPITALIZATION, AND DEPRECIATION POLICY

WHEREAS the Sutter Community Affordable Housing Corporation (SCAH) was established on August 27, 1997 for the purpose of providing affordable housing for low-income families and seniors in Sutter County; and

WHEREAS in accordance with Generally Accepted Accounting Principles, SCAH is required to depreciate all assets over a specified period of time.

WHEREAS staff's current Purchasing, Capitalization, and Depreciation Policy depreciates assets whose value is over \$1,000 according to their useful life

WHEREAS staff, having reviewed our current process, is presenting the revised schedule for Board approval.

Buildings .....	50 years
Building Repairs .....	Less than \$5,000 - expensed
..... Greater than \$5,000 -	In accordance with manufacturer's warranty or remaining life of asset
Vehicles and Equipment .....	Less than \$5,000 – expensed
	Greater than \$5,000 –7 years

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sutter Community Affordable Housing Corporation accept staff's recommended changes to the current Purchasing, Capitalization, and Depreciation Policy

BE IT FURTHER RESOLVED that this Resolution shall take effect April 1, 2019. This Resolution was moved and approved at the Regular Meeting of the Board of Directors on August 27, 2019 by the following vote:

AYES:  
NAYS:  
ABSTAINED:  
ABSENT:

Attest: \_\_\_\_\_  
Brynda Stranix, President



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## RESOLUTION 19-36

### RESOLUTION, WAIVER OF NOTICE AND UNANIMOUS CONSENT TO ACTION

The Board of Director 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 Brynda Stranix 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 Zions Bancorporation, N.A. dba California Bank & Trust, Bonneville Multifamily Capital, and the City of Live Oak in connection with the transaction;
- Execution of an amended and restated partnership agreement installing CREA Kristen Court II, LP 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 Brynda Stranix 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 regular meeting of the Board of Directors, passed and adopted this 27<sup>th</sup> day of August 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Brynda Stranix, President



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## CORPORATE RESOLUTION 19-37

RESOLVED: That SUTTER COMMUNITY AFFORDABLE HOUSING, a California nonprofit public benefit corporation ("**Corporation**") is a general partner of LIVE OAK PACIFIC ASSOCIATES II, A CALIFORNIA LIMITED PARTNERSHIP, a California limited partnership ("**Borrower**"), and will benefit by any credit now or hereafter extended to Borrower by ZIONS BANCORPORATION, N.A., dba CALIFORNIA BANK & TRUST ("**Agent**"), pursuant to (a) that certain Building Loan Agreement of even date herewith (the "**Loan Agreement**") between Agent and Borrower; (b) a Master Pledge Agreement of even date herewith (the "**Master Pledge Agreement**") between California Municipal Finance Authority, a joint exercise of powers agency ("**Issuer**") and Zions Bancorporation, N.A., dba California Bank & Trust, a California banking corporation in its capacity as Bondowner Representative ("**Bondowner Representative**") and as Agent pursuant to that certain Master Agency Agreement dated as of even date herewith and executed by and between Agent and Issuer, and (c) various other documents that are collectively referred to in the Loan Agreement, together with the Loan Agreement, as the "**Loan Documents**".

RESOLVED: That Brynda Stranix, President of the Corporation (the "**Authorized Officer**"), acting alone, is hereby authorized and empowered, on behalf of and in the name of the Corporation, as its corporate act and deed, as general partner of, and on behalf of, Borrower, to do any or all of the following:

(a) Execute and deliver to Issuer, Agent and Bondowner Representative the Loan Agreement and the other Loan Documents to be executed by Borrower, and enter into such supplements and modifications to such documents, and/or such additional credit transactions, as may be necessary or appropriate from time to time for the purpose of financing the development or operation of the real property to which the Loan Documents relate.

(b) Perform all acts, and execute and deliver all documents, required by Issuer, Agent and Bondowner Representative from time to time to carry out the purposes of this Authorization or to perfect or continue the rights and interests to be granted to Issuer, Agent and Bondowner Representative in connection with the transactions described herein.

RESOLVED: That the authority conferred in the foregoing resolution (i) is intended to constitute specific authority to perform the actions described therein and shall not be construed as a limitation on any other powers or authority now or hereafter conferred on Borrower, the Corporation or the Authorized Officer, including the authority conferred by any other resolution heretofore or hereafter delivered to Issuer, Agent or Bondowner Representative, and (ii) shall be deemed retroactive, and any actions authorized herein which were taken prior to the execution hereof are hereby ratified.

RESOLVED: That these resolutions shall continue in full force and effect until Issuer, Agent or Bondowner Representative receives a certified copy of a subsequent resolution of the Board of Directors of the Corporation which revokes these resolutions, and such revocation shall be effective only as to (A) credit which was not extended or committed by Issuer, Agent or Bondowner Representative prior to receipt of such notice by Issuer, Agent or Bondowner Representative and (B) actions taken by Borrower and the Corporation subsequent to receipt by Issuer, Agent or Bondowner Representative of such certified revocation.

RESOLVED: That Issuer, Agent and Bondowner Representative shall be entitled to rely on the resolutions set forth herein notwithstanding anything now or hereafter contained in the Corporation's articles or bylaws and, in the event of any conflict between these resolutions and such articles or bylaws, these resolutions shall prevail (as between the Corporation and Issuer, Agent and Bondowner Representative).

I, Gustavo Becerra, Secretary of Sutter Community Affordable Housing,, hereby certify that the foregoing is a full, true and correct copy of the resolutions of the Board of Directors of the Corporation duly and regularly adopted by them on August 27, 2019, in accordance with law and the Corporation's articles of incorporation and bylaws.

I further certify that these resolutions are still in full force and effect and have not be amended or revoked.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Brynda Stranix, President

IN WITNESS WHEREOF, I have hereunto set my hand on this 27<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Name: Gustavo Becerra

Title: Secretary



## PARTNERSHIP AUTHORIZING RESOLUTION

To Whom It May Concern:

The undersigned, as general partner(s) of Live Oak Pacific Associates II, a California limited partnership ("Partnership"), jointly and severally represent to and agree that we are the only general partners of the Partnership doing business as Live Oak Pacific Associates II, a California limited partnership and that the business is not incorporated or organized as a limited liability company.

It is agreed that:

Zions Bancorporation, N.A. dba California Bank & Trust ("CB&T") or affiliate thereof will be making a construction loan in the amount of \$5,500,000 to the Partnership and the Partnership will be required to approve, execute and deliver certain agreements, instruments, documents, guarantees, indemnities, and certificates between the borrower and CB&T or affiliate thereof in connection with securing the construction loan. The City of Live Oak, a municipal corporation (the "City"), will make a HOME loan in the amount of \$4,500,000. CREA Kristen Court II, LP and CREA SLP, LLC, its members, affiliates, successors and assigns, will contribute equity in the approximate amount of \$2,690,087.

TPC Holdings V, LLC and Sutter Community Affordable Housing are authorized to execute the Loan and Security Agreements and any other guarantee documents necessary to perfect the loans in favor of CB&T and the City.

The Partnership approves the withdrawal of the existing limited partner and the admission of CREA Kristen Court II, LP and CREA SLP, LLC, its members, affiliates, successors and assigns as the new limited partner on substantially the terms set forth in the letter of intent dated June 18, 2019, the execution of which is hereby ratified and affirmed, and the Partnership is authorized to execute, deliver and perform its obligations under an Amended and Restated Limited Partnership Agreement and any amendments thereto, Guaranty, Development Agreement, Property Management Agreement, and Partnership Management Agreement, as well as any other ancillary documents deemed necessary or appropriate.

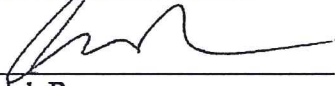
[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned have caused this instrument to be executed on August 7, 2019.

**LIVE OAK PACIFIC ASSOCIATES II, A CALIFORNIA LIMITED PARTNERSHIP**

By: **TPC Holdings V, LLC**, an Idaho limited liability company doing business in the State of California as TPC Idaho Holdings V, LLC

Its: Administrative General Partner

By:   
Name: Caleb Roope  
Its: Manager

By: **Sutter Community Affordable Housing**,  
a California nonprofit public benefit corporation

Its: Managing General Partner

By: \_\_\_\_\_  
Name: Brynda Stranix  
Its: President



**SUTTER COMMUNITY AFFORDABLE HOUSING  
INCUMBENCY CERTIFICATE  
 Kristen Court Apartments II  
 Live Oak, California**

The undersigned does hereby certify as follows:

1. The undersigned is the duly elected, qualified, and acting President of Sutter Community Affordable Housing, a California non-profit public benefit corporation (“SCAH”), which acts as a Managing General Partner of Live Oak Pacific Associates II, a California Limited Partnership.

2. Attached hereto as Exhibit A is a true, correct and complete copy of certain resolutions (the “Resolutions”) adopted by SCAH by unanimous consent dated August 27, 2019. The Resolutions have not been amended or revoked and are now in full force and effect.

3. Attached hereto as Exhibit B are true and correct copies of the Articles of Incorporation and the Bylaws of SCAH, as amended to the date of this Incumbency Certificate (this “Certificate”).

4. The following persons are the duly elected officers of SCAH, and the signatures set forth opposite the names of such officer are his/her true and actual signatures, and by virtue of the authority delegated to such officers, are authorized to act on behalf of SCAH:

Name of Officer	Office/Title of Officer	Signature of Officer
Brynda Stranix	President	
Manny Cardoza	Vice President	
Gustavo Becerra	Secretary/Treasurer	

5. This Certificate is delivered to CREA Kristen Court II, LP, its successors and/or assigns, CREA SLP, LLC, its successors and/or assigns, and Zions Bancorporation, N.A. dba California Bank & Trust, its successors and/or assigns (collectively, the “Addressees”), and their respective members, managers, successors and assigns are entitled to rely on this Certificate until cancelled or amended by delivery to the Addressees of a further certificate of the officers of SCAH.

IN WITNESS WHEREOF, the undersigned have signed this Incumbency Certificate as of the 27<sup>th</sup> day of August, 2019.

SUTTER COMMUNITY AFFORDABLE HOUSING,  
 a California non-profit public benefit corporation

By: \_\_\_\_\_  
 Name: Brynda Stranix  
 Title: President

## Sutter Community Affordable Housing

DATE: August 27, 2019  
TO: Board of Directors  
FROM: Tom Goodwin, Operations Manager

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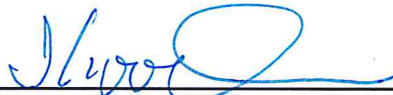
SUBJECT: Maintenance and Operations Update

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- Total work orders for April, May, June 2019 were 162. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	7	5	0	12
Make Ready's	2	1	2	5
Routine	89	41	15	145
Scheduled	0	0	0	0
Pest	0	5	0	5
Cancelled	0	0	0	0
HQS	0	1	0	1
Total Property	98	47	17	162
Pending	0	0	0	0
Completed	98	47	17	162

Prepared By:

  
Tom Goodwin, Operations Manager

Submitted By:

  
Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING**  
**STAFF REPORT**

Date: August 27, 2019  
To: Board of Directors  
From: Pattra Runge, Occupancy Manager

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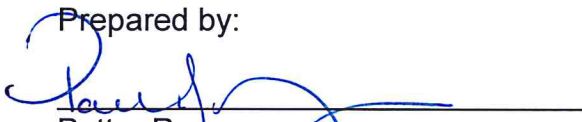
SUBJECT: Quarterly Occupancy (Q1-2019) report for quarter ending June 30, 2019  
RECOMMENDATION: Update Only  
FISCAL IMPACT: None, Informational Only


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**Sutter Community Affordable Housing**

Development	Units Available	April	May	June
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	4	5	5
Maple Park I (Live Oak)	55	53	53	53
Kristen Court (Live Oak)	55	55	54	54

At this time, Town Center and Kristen Court Apartments are the only waitlist that are open. Vacancies continue to be filled within a 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:** August 27, 2019  
**To:** Board of Directors  
**From:** Marco Cruz, Chief Financial Officer

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**SUBJECT:** Financial Review – Income Statement (May 2019 – June 2019)

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**Town Center Senior Manor**

Cumulative Net Income is \$10,201. Aside from minor Contract Landscaping, there were no major projects in the first quarter. The project maintains three Reserve savings accounts (Operations, Replacement & Security Deposits) and one combined checking account with Yolo Heiken (see below).

**Yolo-Heiken**

Cumulative Net Income is <\$41>. There was one move out and one transfer resulting in two maintenance turns to prepare the units for new tenants. The project maintains two Reserve savings accounts (Operations & Security Deposits) and one combined checking account with Town Center Senior Manor (see below).

**Maple Park (Phases 1 and 2) and Kristen Court**

Both projects are managed by co-developers, therefore, Sutter Community Affordable Housing maintains no revenue or expense statements.

**RESERVE ACCOUNTS:**

*Reserves & Checking Account Balances (through 06/30/2019):*

Reserves (Operations) - Town Center Senior Manor .....	\$49,110.66
Reserves (Replacement) - Town Center Senior Manor .....	\$132,067.34
Reserves (Security Deposits) – Town Center Senior Manor .....	\$12,312.21
Reserves (Operations) - Yolo Heiken .....	\$13,182.09
Reserves (Security Deposits) – Yolo Heiken.....	\$1,800.63
Checking Account - Town Center Senior Manor/Yolo Heiken.....	\$7,199.25

**CALENDAR OF EVENTS:**

Budget process begins.....	September 2019
Fiscal year end .....	March 2020
Financial audit.....	May 2020

Prepared by:

Submitted by:

  
\_\_\_\_\_  
Marco A. Cruz, Chief Financial Officer

  
\_\_\_\_\_  
Gustavo Becerra, Executive Director



**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

**Date:** August 27, 2019  
**To:** Board of Directors  
**From:** Beckie Flores, Planning & Community Development Manager

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**SUBJECT:** Planning & Community Development (PCD) Department Update  
**RECOMMENDATION:** None.  
**FISCAL IMPACT:** Not applicable.

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**Departmental Updates:**

**Town Center Roof Replacement (Yuba City)** – Bids were received and opened on August 14<sup>th</sup> for the roofing replacement on building A at Town Center. California Window Industries was the low bidder with a bid of \$43,250.00 with an alternate of \$3,200.00 for the installation of satellite tv cabling. Since this is under the small purchase threshold amount staff will be awarding a contract to California Window Industries and expects to issue a Notice to Proceed within the next 30 days.

**New Haven Court Permanent Supportive Housing (Yuba City)** – Staff is working with co-development partner Pacific West Communities (PWC) to develop a 40-unit permanent supportive housing project that will provide housing for homeless and mentally disabled persons. PWC submitted another 9% tax credit application on July 1<sup>st</sup> and staff was able to secure additional funds for the project from the Sutter Yuba Homeless Consortium, County of Sutter and City of Yuba City. The tax credit application is currently under review, final awards will be announced on September 25<sup>th</sup>.

**Kristen Court Phase II (Live Oak)** – Our co-development partner, Pacific West Communities, has secured 4% tax credits for the Kristen Court II project that will consist of 24 units of affordable family housing. All other funding sources are in place, anticipated close on the construction financing is late August 30, 2019. Site work has already started and the project is estimated to be complete by July, 2020.

Prepared by:



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Beckie Flores  
Planning & Community Development Manager

Submitted by:



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Gustavo Becerra  
Executive Director