

# SUTTER COMMUNITY AFFORDABLE HOUSING

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


November 17, 2016

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	Duane Oliveira, Legal Counsel
Charles Epp, Board Member	Appeal-Democrat
Kimberly Butcher, Board Member	
Brynda Stranix, Board Member	

NOTICE OF SPECIAL MEETING  
November 29, 2016

You are hereby notified that the Sutter Community Affordable Housing Special Board Meeting is scheduled for **Tuesday, November 29, 2016, at 12:00 PM at Maple Park, 2340 Gum Street, Live Oak, CA 95953.**

  
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Gustavo Becerra  
Secretary/Treasurer

# **SUTTER COMMUNITY AFFORDABLE HOUSING**

Special Meeting of Board of Directors  
**Maple Park**  
**2340 Gum Street, Live Oak, CA 95953**

Tuesday, November 29, 2016  
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 – October 25, 2016
6. Maintenance Update on Maple Park Phase 1, Town Center and Yolo/Heiken
7. Occupancy/Eligibility Update on Maple Park Phase 1, Town Center and Yolo/Heiken
8. Director's Comments
9. Tour of Kristen Court Apartments
10. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

October 25, 2016

1. Call to Order: President Martha Griese called the meeting to order at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991 at 12:00 PM.
2. Roll Call: Board Members present were President Martha Griese, Members Gustavo Becerra, Kimberly Butcher and Diane Hodges. Board Members Richard Grant and Charles Epp were absent.
3. Public Participation: None
4. Approval of Minutes – May 24, 2016: Board Member Diane Hodges made a motion to approve the minutes of the May 24, 2016 meeting as submitted. Board Member Kimberly Butcher made the second. All were in favor by voice vote.
5. Approval of New Board Member Brynda Stranix: Board Member Gustavo Becerra introduced Brynda Stranix. He stated she showed interest on being on the Sutter Community Affordable Housing Board of Directors. Mr. Stranix expressed she was interested in learning more about affordable housing.

Board Member Gustavo Becerra made a motion to appoint new Board Member Brynda Stranix. Board Member Diane Hodges made the second. All were in favor by voice vote.

Ms. Stranix shared a little about herself and stated she was excited to be a part of the Board. Board Member Gustavo Becerra explained a little about Sutter Community Affordable Housing.

6. Approval of Bid for Rehab Project at Town Center Senior Manor: Senior Development and Rehabilitation Specialist Larry Tinker said staff went out to bid for the rehabilitation project at Town Center Senior Manor and received three (3) bids. He stated the scope of work included replacement of appliances, new flooring, replacement of water heaters, updating air conditioning units, tree removal and resurfacing and restriping of the parking lot.

Board Member Diane Hodges made a motion to approve the bid from California Window Industries in the amount of \$78,950.00 for the interior and exterior improvements planned for the Town Center Senior Manor Apartments located at 506 Plumas Street in Yuba City, CA , and authorize the Executive Director to execute the construction contract and all required documents. Board Member Kimberly Butcher made the second. All were in favor by voice vote.

7. Acceptance of Audit for FYE March 31, 2016 into Record: Chief Financial Officer Gail Allen went over a few areas of the audit provided in the Board packet.

Board Member Kimberly Butcher made a motion to accept the audit for FYE March 31, 2016 into record. Board Member Diane Hodges made the second. All were in favor by voice vote.

8. Maintenance Update on Maple Park, Town Center and Yolo/Heiken: Maintenance Manager Tom Goodwin stated Maple Park Phase I is going very well but there are a few issues staff have been dealing with including flooring, washer/dryer replacement and tree trimming. He stated fire extinguishers are being installed at the Yolo/Heiken complex. Mr. Goodman said Town Center Senior Manor is a very nice complex.
9. Occupancy/Eligibility Update on Maple Park, Town Center and Yolo/Heiken: Occupancy Manager Pattra Runge shared there has been a lot of staff turnover at Maple Park Phase I. She stated there is a new onsite manager and she seems like a go getter and responds to staff very quickly. There are two vacant units at Maple Park Phase I with two more on notice to move, there is one vacant unit at Town Center Senior Manor with a tenant ready to move in on November 1, 2016.
10. Director's Comments: Board Member Gustavo Becerra stated the Kristen Court Apartments is approximately 85% complete. Mr. Tinker mentioned the buildings are done, the project looks great and staff is hopeful the first tenants will move in around the first of the New Year. Board Member Diane Hodges asked if there was a possibility of doing a tour of the complex before tenants move in. Board Member Gustavo Becerra said he would try to set up a tour for the Board.
11. Adjournment: The meeting was adjourned at 12:38 PM.