

SUTTER COMMUNITY AFFORDABLE HOUSING

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

February 18, 2026

TO:

Manny Cardoza, President
Gustavo Becerra, Secretary/Treasurer
Anthony Kurlan, Board Member
Richard Grant, Board Member
Martha Griese, Board Member
Kimberly Butcher, Board Member
Brynda Stranix, 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 February 24, 2026

You are hereby notified that the Sutter Community Affordable Housing Regular Board Meeting is scheduled for **Tuesday, February 24, 2026, at 12:00 PM at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Secretary/Treasurer

SUTTER COMMUNITY AFFORDABLE HOUSING

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

**Wednesday, February 24, 2026
12:00 PM**

AGENDA

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION:
 - 1. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Performance Evaluation
Title: Executive Director
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 2. Recommend Approval of Minutes – September 11, 2025
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

3. Approval of FYE 2026 Budget pg. 4
Crystal Mirabal, Interim Chief Financial Officer

I. ADMINISTRATIVE REPORT:

4. Maintenance Update on Maple Park Phase 1, Town Center Senior pg. 7
Manor, and Yolo/Heiken
Tony Langlois, Maintenance Operations Manager

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: March 24, 2026

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Special Board Meeting

September 11, 2025

ITEM NO. A - CALL TO ORDER:

President Manny Cardoza called the meeting to order at 11:00 AM.

ITEM NO. A - ROLL CALL:

Board Members present were President Manny Cardoza, Vice-President Kimberly Butcher, Members Gustavo Becerra, Anthony Kurlan, and Richard Grant. Board members Martha Griese, Brynda Stranix and Suzanne Gallaty were absent.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Brynda Stranix led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1-4- CONSENT CALENDAR:

Board Member Richard Grant made a motion to approve the Consent Calendar as submitted. Vice-President Kimberly Butcher made the second. The following roll call vote was taken:

Vote: Ayes: President Manny Cardoza, Vice-President Kimberly Butcher, Board Members Gustavo Becerra, Anthony Kurlan and Richard Grant
Nays: None
Abstain: None
Absent: Board Members Martha Griese, Brynda Stranix and Suzanne Gallaty

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.3. – RESOLUTION 25-61 – RESOLUTIONS FOR EXTENSIONS OF CREDIT AND INCUMBENCY CERTIFICATE FOR RICHLAND VILLAGE IN YUBA CITY, CA:

Board Member Gustavo Becerra updated the board on the progress of the Richland Village project. He shared the funding gap is closed and hoping to close the financing in October or November. Mr. Becerra stated staff is hoping some work can be completed prior to closing such as demolition of the trailers and cement slabs and preparing the site for the upcoming weather.

Board Member Anthony Kurlan made a motion to approve Resolution 25-61 – Resolutions for Extensions of Credit and Incumbency Certificate for Richland Village in Yuba City, CA. Board Member Richard Grant made the second. The following roll call vote was taken:

Vote: Ayes: President Manny Cardoza, Vice-President Kimberly Butcher, Board Members Gustavo Becerra, Anthony Kurlan and Richard Grant
Nays: None
Abstain: None
Absent: Board Members Martha Griese, Brynda Stranix and Suzanne Gallaty

ITEM NO. H.4. – ACCEPTANCE OF AUDIT INTO RECORD:

Interim Chief Financial Officer Crystal Mirabal stated the auditors have completed their review and there were no discrepancies, and the auditors reported that the financial statements presented fairly.

Board Member Gustavo Becerra made a motion to accept the audit into record. Board Member Anthony Kurlan made the second. The following roll call vote was taken:

Vote: Ayes: President Manny Cardoza, Vice-President Kimberly Butcher, Board Members Gustavo Becerra, Anthony Kurlan and Richard Grant
Nays: None
Abstain: None
Absent: Board Members Martha Griese, Brynda Stranix and Suzanne Gallaty

ITEM NO. I.5 –MAINTENANCE UPDATE ON MAPLE PARK PHASE 1, TOWN CENTER SENIOR MANOR, AND YOLO/HEIKEN:

Operations Manager Tony Langlois reported there were not many turnovers and there were 149 completed work orders for the reporting quarter. He shared that the fire sprinkler system is failing and will need to be replaced. Mr. Langlois also mentioned a stairwell at Town Center and one at Yolo/Heiken failed and those will need to be replaced.

ITEM NO. I.6 –OCCUPANCY/ELIGIBILITY UPDATE ON MAPLE PARK PHASE 1, KRISTEN COURT PHASE 1, TOWN CENTER SENIOR MANOR AND YOLO/HEIKEN:

Occupancy Manager Pattra Runge stated the numbers are very strong. She said staff did a purge of the Town Center waiting list and then opened it up, so the list is fresh. Ms. Runge shared Town Center had their annual yard sale this past weekend.

Ms. Runge mentioned that Maple Park is looking for an Onsite Manager and once that person is on the resident events will start back up.

ITEM NO. I.7 – FINANCE UPDATE:

Ms. Mirabal went over the report provided in the packet. She stated Town Center ended the quarter with a stronger than expected financial performance and Yolo-Heiken remains financially stable.

ITEM NO. J – DIRECTOR’S COMMENTS:

Board Member Richard Grant said it was nice to meet both Mr. Langlois and Ms. Mirabal. He said he appreciates staff for all they do.

Board Member Manny Cardoza mentioned the 6th annual Taco Festival will be this Saturday at the Fairgrounds.

Board Member Gustavo Becerra stated both properties have enough reserve balances to cover the upcoming repairs.

ITEM NO. K – NEXT MEETING: September 23, 2025

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 11:40 AM.

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT (BUDGET)**

Date: February 24, 2026
To: Board of Directors
From: Crystal Mirabal, Interim Chief Financial Officer

SUBJECT: Fiscal Year Ending 2027 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

In accordance with sound fiscal management and programmatic requirements, the staff of Regional Housing Authority (RHA) creates Sutter Community Affordable Housing's (SCAH) annual budget for the Board of Directors to review and approve. Revenues and expenses for the upcoming fiscal year are analyzed and estimated. While the most up to date projections are presented here, actual performance may vary.

What are our programs, number of units and designations?

Town Center Senior Manor:

This is a 28-unit senior complex located in Yuba City, CA. Town Center is directly owned by SCAH and managed by the staff of RHA. Operating revenues provided by tenant rent and Housing Choice Voucher assistance. Town Center accepts Housing Choice Vouchers that are *tenant-based*. These vouchers move with the tenant.

Yolo-Heiken:

This is a 5-unit family complex located in Yuba City, CA. Yolo-Heiken is directly owned by SCAH and managed by the staff of RHA. Operating revenues provided by tenant rent and Housing Choice Voucher assistance. Yolo-Heiken has Housing Choice Voucher *project-based* units. These vouchers stay with the project.

Low-Income Housing Tax Credit (LIHTC) Developments:

SCAH has partnered with various developers and fulfills the role of Managing General Partner to build low-income housing projects in Sutter County. These developments are funded with federal and State tax credits, State funding from the California Department of Housing & Community Development, and local funding. Except for Maple Park Phase 1, these developments are managed by an outside firm. Their budgets are not included in SCAH's. Operating revenue includes tenant rents and in some cases Section 8 rental assistance subsidies.

Maple Park Phase-1	56 units (SCAH is a co-property manager)
Kristen Court Phase-1	56 units
Kristen Court Phase-2	24 units
Kristen Court Phase-3	32 units
New Haven Court	40 units

FYE 2027 Budget Highlights:

Revenues:

SCAH's revenues are derived from tenant rent payments and rental subsidies from Section 8 vouchers. There is a small amount of washing machine income and reimbursements for tenant damages. For FYE 2027 we anticipate a 5% increase to rents for Yolo-Heiken and 5% for Town Center's non-HOME units. Town Center's HOME rents will increase about 5%. For FYE 2027 the expected vacancy rate for Town Center and Yolo-Heiken is 3% and 1% respectively.

Salaries and Benefits:

SCAH directly reimburses RHA's staffing salaries and benefits to manage the property. The budget includes 3.5% wage increases and a 9% increase in health benefits. California's minimum wage has increased to \$16.90/hr., increasing our onsite manager costs. Maintenance staffing is reimbursed through per visit trip charges and a 5% increase is expected.

Other Expenses:

For FYE 2026, administrative expenses are projected to increase by approximately 8%, while maintenance supplies and contract costs are expected to rise by an average of 3%. In FYE 2027, we anticipate higher-than-usual capital expenditures, including the full replacement of the sprinkler system in one building at Town Center and a complete reconstruction of a stairway at Yolo-Heiken.

Capital Expenditures:

Town Center:

Fire sprinklers:	\$160,000
Stair treads:	\$40,000
Stripe and seal parking lot:	\$8,000
Elevator Repair:	<u>\$125,000</u>
Total	<u>\$333,000</u>

Yolo-Heiken:

Stairwell replacement:	\$80,000
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RECOMMENDATION:

It is recommended that the Board of Directors of the Sutter Community Affordable Housing approve the FYE 2026 operating budget.

Prepared by:

Submitted by:



Crystal Mirabal, Interim Chief Financial Officer



Gustavo Becerra, Executive Director

Town Center Senior Manor

Period = Apr 2026-Mar 2027

		Trailing 12 Monts	FYE 2027 Budget	Increase/(Decrease)
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	313,271	323,608	10,337
3699-00-000	OTHER INCOME	644	624	-20
3999-00-000	TOTAL INCOME	313,915	324,232	10,317
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	57,331	64,810	7,479
4299-00-000	TENANT SERVICES EXPENSES	8,434	9,418	984
4399-00-000	UTILITY EXPENSES	42,289	43,878	1,589
4499-00-000	MAINTENANCE EXPENSES	56,220	58,236	2,016
4599-00-000	GENERAL EXPENSES	16,192	15,631	-561
4899-00-000	FINANCING EXPENSES	59,909	59,909	0
5999-00-000	NON-OPERATING ITEMS	152,796	160,436	7,640
8000-00-000	TOTAL EXPENSES	393,171	412,318	19,147
9000-00-000	NET INCOME	-79,256	-88,086	-8,830

Yolo Heiken

Period = Apr 2026-Mar 2027

		Trailing 12 Monts	FYE 2027 Budget	Increase/(Decrease)
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3199-00-000	NET TENANT INCOME	73,472	81,802	8,330
3699-00-000	OTHER INCOME	4,230	4,236	6
3999-00-000	TOTAL INCOME	77,703	86,038	8,335
4000-00-000	EXPENSES			
4199-00-000	ADMINISTRATIVE EXPENSES	12,046	13,392	1,346
4399-00-000	UTILITY EXPENSES	7,444	7,943	499
4499-00-000	MAINTENANCE EXPENSES	33,477	34,392	915
4599-00-000	GENERAL EXPENSES	5,622	7,259	1,637
5999-00-000	NON-OPERATING ITEMS	13,536	14,213	677
8000-00-000	TOTAL EXPENSES	72,125	77,199	5,074
9000-00-000	NET INCOME	5,578	8,839	3,261

SUTTER COMMUNITY AFFORDABLE HOUSING
Staff Report

Date: February 24, 2026

To: Board of Directors

From: Tony Langlois, Maintenance Operations Manager

SUBJECT: Quarterly Maintenance (Q3 – FY 2025) report for quarter ending December 31, 2025

RECOMMENDATION: None – Update only

FISCAL IMPACT: None – Informational only

During this quarter, maintenance operations across SCAH properties focused on long-term infrastructure planning, regulatory compliance, preventative improvements, and strengthening community engagement efforts.

Town Center Apartments (Yuba City):

Progress was made in planning for the replacement of the failing fire sprinkler system in Phase 1. Design drawings are currently being prepared before permits can be processed. Construction is anticipated to begin within the next few months. The elevator system was also overhauled this quarter due to increasing mechanical issues. The unit is now functioning properly and successfully passed its annual inspection. However, due to its age and continued wear, future replacement planning should be considered.

Yolo/Heiken (Yuba City):

The entire building containing apartments A, B, and C was professionally treated for bedbugs. Following treatment, the building underwent a thorough inspection and has been cleared of infestation. Additionally, replacement of the exterior stairs for Unit #A is currently in the architectural and engineering design phase. The plan is to replace the existing wooden stair structure with a metal system to improve long-term durability and reduce future maintenance costs.

Maple Park Phase I (Live Oak):

The property manager retired this quarter, and staff are working closely with the new manager to ensure a smooth transition. The property continues to perform well on inspections. Deterioration was identified in the south-facing downstairs storage room walls; repairs and improved weatherproofing have been scheduled. Occupancy remains very strong, with only two move-outs since August of last year, one of which was the retiring apartment manager's unit. Preventative maintenance included gutter cleaning and trimming of overhanging tree limbs away from building structures.

Maple Park Phase II (Live Oak):

Progress continues on resolving the defective PEX plumbing installation. Sunseri Construction and JR Pierce Plumbing, the original installation contractor, are now actively engaged in pursuing a resolution. Maple Park Phase II also experienced a management transition this quarter, with the

manager's retirement accounting for one of only two-unit turnovers since August. The property successfully passed all HUD Housing Quality Standards inspections during this period, with every unit passing and no findings reported.

New Haven Court Apartments (Yuba City):

Repairs were completed on the large rear-facing windows where water intrusion had been occurring through the window frames. These repairs are expected to prevent further moisture damage and extend the useful life of the assemblies.

Community engagement at New Haven Court has been especially positive this quarter. Residents have come together to begin planting and maintaining the community garden, which appears to be progressing well. To foster connection among residents, management hosted a holiday buffet, providing the ham and turkey. The turnout was excellent. Monthly resident breakfast meetings also continue to be held, helping to maintain open communication and community cohesion.

Kristen Court Apartments (Live Oak):

Property management reports that the pigeon infestation issues have been successfully mitigated through comprehensive exclusion methods implemented across Phases 1, 2, and 3. The development also weathered the severe storms experienced last quarter without incident. In addition to property improvements, management has placed a strong emphasis on resident engagement. Coloring contests were organized in three age brackets, with \$25 gift cards awarded to winners. In December, a cooking class was hosted at the Recreation Center, drawing an impressive turnout. Management intends to continue hosting similar events to strengthen the sense of community at the property.

Prepared By:  2/17/26
Tony Langlois, Maintenance Operations Manager

Submitted By: 
Gustavo Becerra, Executive Director