

**BANYARD MANAGEMENT  
Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

**MEETING AGENDA**

November 15, 2018  
2:00 p.m.

The Board of Directors welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Directors' agenda. A person addressing the Directors will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Directors. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Directors during agenda item 6.

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If you are disabled and need special assistance to participate in this meeting, please contact the Housing Authority office at 895-4474. Notification at least 48 hours prior to the meeting will enable Banyard Management to make reasonable arrangements.

**NEXT RESOLUTION NO. 18-3B**

**ITEMS OF BUSINESS**

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
  - 3.1 Minutes for the meeting of August 16, 2018
  - 3.2 Banyard Management – Financial Report
  - 3.3 Chico Commons – HACB report/AWI Report
    - 3.3.1 Chico Commons - CTCAC Final Inspection Letter
4. CORRESPONDENCE
5. REPORTS FROM PRESIDENT
  - 5.1 Chico Commons Budget – Adopt FY2019 Chico Commons Budget.  

Recommendation:

Resolution No. 18-3B
  - 5.2 Chico Commons – No-smoking policy implementation.  

Recommendation:

Motion
6. MEETING OPEN FOR PUBLIC DISCUSSION

*Banyard Management  
Board of Directors  
Agenda –Meeting of November 15, 2018  
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7. MATTERS CONTINUED FOR DISCUSSION
8. SPECIAL REPORTS
9. REPORTS FROM DIRECTORS
10. MATTERS INITIATED BY DIRECTORS
11. EXECUTIVE SESSION
12. DIRECTORS' CALENDAR

**Next meeting – February 21, 2019**

13. ADJOURNMENT

BANYARD MANAGEMENT

**Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

MEETING MINUTES

August 16, 2018

President Mayer called the meeting of Banyard Management to order at 2:00 p.m.

1. ROLL CALL

Present for the Directors: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, Laura Moravec and David Pittman.

Others Present: President Ed Mayer, Chief Financial Officer Sue Kemp, Secretary Marysol Perez, Larry Guanzon, and Tamra Young.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Moravec moved to accept the Consent Calendar as presented. Director Anderson seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Banyard Management Budget – The FY2019 Banyard Management budget was presented for approval, new proposed budget is consistent with previous FY budget, no significant or many variances. Banyard receives a cash distribution from Chico Commons LP of \$12,960, due to excess cash flow. Chief Financial Officer Kemp noted there is also approximately \$191,000 in reserves.

**\*RESOLUTION NO 18-2B\***

Director Anderson moved that Resolution No. 18-2B be adopted by reading of title only: "APPROVAL OF BANYARD MANAGEMENT OPERATING BUDGET FOR F/Y 2019". Director Pittman seconded. The vote in favor was unanimous.

- 5.2 Chico Commons Audit – The Chico Commons audited financial statements for year ended December 31, 2017 were presented. Chief Financial Officer Kemp that page 5 of the audit compares revenue year to year; Chico Commons had significantly more income in 2017, compared to 2016, mostly the result of property management transition and better occupancy. Director Besser asked a question regarding page 4 of the audit, in reference to prepaid rents, President Mayer replied that tenants are discouraged from making advance payments on monthly rent, which affects landlord ability to take action if needed. 2017 was AWI's first year as property manager of the Chico Commons property. There were no findings or concerns by the auditors.

**\*MOTION\***

Director Moravec moved motion to accept Chico Commons FY2017 Audit Report as presented. Director Besser seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM BOARD MEMBERS

None.

10. MATTERS INITIATED BY BOARD MEMBERS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – November 15, 2018.

13. ADJOURNMENT

Director Anderson moved that the meeting be adjourned. Director Jones seconded. The meeting was adjourned at 2:15 p.m.

Dated: August 16, 2018.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary

*Edg*

**BANYARD MANAGEMENT**  
**BALANCE SHEET**  
**September 30, 2018**

\*\*\*\*\* A S S E T S \*\*\*\*\*

**Current Assets**

Cash - Unrestricted	219,276
<b>Total Current Assets</b>	<b>219,276</b>

**Other Assets**

Investment in Chico Commons, L.P.	326,572	<i>\$29,745 decrease: 2017 XS Cash</i>
<b>Total Other Assets</b>	<b>326,572</b>	

<b>TOTAL ASSETS</b>	<b>545,848</b>
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\*\*\*\*\* LIABILITIES AND EQUITY \*\*\*\*\*

**Current Liabilities**

Accounts Payable	655
Accrued Liabilities - Other	0
<b>Total Current Liabilities</b>	<b>655</b>

<b>TOTAL LIABILITIES</b>	<b>655</b>
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**Equity**

Prior Year Equity Balance	554,146
Retained Earnings	-8,953
<b>Total Equity</b>	<b>545,193</b>

<b>TOTAL EQUITY</b>	<b>545,193</b>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b>545,848</b>
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**BANYARD-GEN. FUND INCOME STATEMENT**  
**September 30, 2018**

**YTD %  
100.00**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
<b>REVENUES</b>							
Partnership Income	1,080	1,080	0	13,822	12,960	862	106.65
Investment Income	11	15	-4	136	180	-44	75.82
<b>TOTAL REVENUES</b>	<b>1,091</b>	<b>1,095</b>	<b>-4</b>	<b>13,959</b>	<b>13,140</b>	<b>819</b>	<b>106.23</b>
Audit Fee	0	63	-63	0	750	-750	0.00
Corporate Services	655	1,250	-595	9,952	15,000	-5,048	66.35
Consulting Fees	0	0	0	0	0	0	0.00
Legal Expenses	0	125	-125	0	1,500	-1,500	0.00
Misc. Administrative Costs	0	0	0	0	0	0	0.00
Outside Management Fees	1,080	1,080	0	12,960	12,960	0	100.00
Partnership Losses	0	42	-42	0	500	-500	0.00
Taxes and Fees	0	42	-42	0	500	-500	0.00
<b>TOTAL EXPENSES</b>	<b>1,735</b>	<b>2,601</b>	<b>-866</b>	<b>22,912</b>	<b>31,210</b>	<b>-8,298</b>	<b>73.41</b>
<b>RETAINED EARNINGS</b>	<b>-644</b>	<b>-1,506</b>	<b>862</b>	<b>-8,953</b>	<b>-18,070</b>	<b>9,117</b>	<b>49.55</b>

## MEMO

Date: November 9, 2018

To: Board of Directors, Banyard Management

From: Larry Guanzon, HACB Deputy Executive Director

Subject: Status Report – Chico Commons Apartments, Chico

**Chico Commons Apartments, Chico** (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) - As of the first of the month vacancy is at two (2) units and as of this memo another unit became vacant leaving us with a total of three (3) vacancies. *Following this memo is AWI's detailed report on current status and financials.* The next phase of exterior siding replacements had been scheduled for October of 2018, but due to only one bidder we have delayed re-bidding until early Spring 2019. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-striping. A CTCAC monitoring inspection transpired this month - there were no significant findings. AWI expects a clearance letter in the near future. The property has incurred a bed bug infestation in 5 units, and property management is working with the pest control vendor to eradicate the pests.

The no-smoking policy has been implemented now for a year and at this time there are no issues.



Chico Commons  
Balance Sheet  
October 31, 2018

	Beginning Balance	Current Activity	Ending Balance
<u>Assets</u>			
<b><u>Current Assets</u></b>			
<b>Cash</b>			
Site Petty Cash	\$ 250.00		\$ 250.00
Operating Acct-FFB	39,642.69	(9,104.36)	30,538.33
Cash - Payroll Control	<u>5,100.00</u>		<u>5,100.00</u>
Total Cash	\$ 44,992.69	\$ (9,104.36)	\$ 35,888.33
<b>Impounds/Restricted Cash</b>			
Tax & Insurance-FFB	\$ 2,180.00	\$ 1,090.00	\$ 3,270.00
Security Acct-FFB	42,185.00		42,185.00
Reserve Acct-FFB	<u>81,586.91</u>	<u>2,516.42</u>	<u>84,103.33</u>
Total Impounds/Restricted Cash	\$ 125,951.91	\$ 3,606.42	\$ 129,558.33
<b>Accounts Receivable</b>			
Rents Receivable - Current Tenants	\$ 8,428.51	\$ 2,849.64	\$ 11,278.15
Allowance for Doubtful Accounts	(3,159.42)		(3,159.42)
Other Tenant Charges Receivable	<u>1,801.27</u>	<u>(367.72)</u>	<u>1,433.55</u>
Total Accounts Receivable	\$ 7,070.36	\$ 2,481.92	\$ 9,552.28
<b>Prepays</b>			
Prepaid Insurance	\$ .01	\$ 10,899.67	\$ 10,899.68
Prepaid Audit Fees	<u>(564.07)</u>	<u>(380.67)</u>	<u>(944.74)</u>
Total Prepays	\$ (564.06)	\$ 10,519.00	\$ 9,954.94
Total Current Assets	<u>\$ 177,450.90</u>	<u>\$ 7,502.98</u>	<u>\$ 184,953.88</u>
<b><u>Long Term Assets</u></b>			
Land	\$ 607,475.53		\$ 607,475.53
Building	4,989,558.60		4,989,558.60
Accumulated Depreciation - Building	(3,110,120.79)		(3,110,120.79)
Building Improvements	329,915.37		329,915.37
Accumulated Amort.	(252,969.93)		(252,969.93)
Furniture and Equipment	175,661.49		175,661.49
Accumulated Depreciation - Furn & Equip	(176,030.73)		(176,030.73)
Syndication Fees	202,835.00		202,835.00
Tax Credit Fees	85,600.00		85,600.00
Organization Costs	42,025.37		42,025.37
Loan Fee	<u>3,805.00</u>		<u>3,805.00</u>
Total Long Term Assets	\$ 2,897,754.91		\$ 2,897,754.91
<b>Total Assets</b>	<b><u>\$ 3,075,205.81</u></b>	<b><u>\$ 7,502.98</u></b>	<b><u>\$ 3,082,708.79</u></b>

Chico Commons  
Balance Sheet  
October 31, 2018

Beginning  
Balance

Current  
Activity

Ending  
Balance

Liabilities and Equity

**Current Liabilities**

Accounts Payable - Trade	\$ 12,499.84	\$ (10,939.28)	\$ 1,560.56
Accrued Interest - Chico Redev Agency	147,910.40		147,910.40
Accrued Interest - City of Chico	23,437.53	2,604.17	26,041.70
Accrued Property Taxes	821.07	273.69	1,094.76
Prepaid Rents	3,055.50	(3,055.50)	
Security Deposits Held	<u>40,885.00</u>	<u>800.00</u>	<u>41,685.00</u>
Total Current Liabilities	\$ 228,609.34	\$ (10,316.92)	\$ 218,292.42

**Long Term Liabilities**

Mortgage Payable - HACB	\$ 113,632.74		\$ 113,632.74
Mortgage Note Payable	(113,632.74)		(113,632.74)
Unclaimed Property	458.19		458.19
Loan Payable - Chico Redev Agency	<u>625,000.00</u>		<u>625,000.00</u>
Long Term Liabilities	<u>\$ 625,458.19</u>		<u>\$ 625,458.19</u>
Total Liabilities	\$ 854,067.53	\$ (10,316.92)	\$ 843,750.61

**Equity**

Partner's Capital - HACB	\$ 1,543,343.80		\$ 1,543,343.80
Partner Equity - Banyard	589,033.75		589,033.75
Partner Draw - HACB	(39,029.00)		(39,029.00)
Capital Cont -Banyard	(247,832.09)		(247,832.09)
Partner's Gain/Loss - Banyard	(4,943.74)		(4,943.74)
Partner's Gain/Loss - HACB	146,400.18		146,400.18
Undistributed Income (Loss)	99,495.77		99,495.77
Net Income	134,669.61	17,819.90	152,489.51
Total Equity	<u>\$ 2,221,138.28</u>	<u>\$ 17,819.90</u>	<u>\$ 2,238,958.18</u>
<b>Total Liabilities &amp; Equity</b>	<b><u>\$ 3,075,205.81</u></b>	<b><u>\$ 7,502.98</u></b>	<b><u>\$ 3,082,708.79</u></b>

Chico Commons  
For the Month Ended October 31, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 54,675.00	\$ 53,818.67	\$ 856.33	\$ 541,508.00	\$ 538,186.67	\$ 3,321.33
Vacancies	(1,767.00)	(2,690.92)	923.92	(29,282.84)	(26,909.17)	(2,373.67)
Rent Adjustments	(.68)	0.00	(.68)	(4,678.27)	0.00	(4,678.27)
Manager's Unit	(771.00)	(771.00)	0.00	(7,710.00)	(7,710.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 52,136.32</b>	<b>\$ 50,356.75</b>	<b>\$ 1,779.57</b>	<b>\$ 499,836.89</b>	<b>\$ 503,567.50</b>	<b>\$ (3,730.61)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 916.67	\$ (916.67)	\$ 6,703.70	\$ 9,166.67	\$ (2,462.97)
Restricted Reserve Interest Income	16.42	0.00	16.42	137.94	0.00	137.94
Late Charges	336.00	166.67	169.33	2,900.43	1,666.67	1,233.76
Other Tenant Income	\$ 125.00	\$ 666.67	\$ (541.67)	\$ 4,917.98	\$ 6,666.67	\$ (1,748.69)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166.32	\$ 0.00	\$ 166.32
<b>Other Project Income</b>	<b>\$ 477.42</b>	<b>\$ 1,750.01</b>	<b>\$ (1,272.59)</b>	<b>\$ 14,826.37</b>	<b>\$ 17,500.01</b>	<b>\$ (2,673.64)</b>
<b>Total Project Income</b>	<b>\$ 52,613.74</b>	<b>\$ 52,106.76</b>	<b>\$ 506.98</b>	<b>\$ 514,663.26</b>	<b>\$ 521,067.51</b>	<b>\$ (6,404.25)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 15,271.91	\$ 15,185.59	\$ 86.32	\$ 147,676.86	\$ 151,855.84	\$ (4,178.98)
Utilities (From Pg 2)	8,850.28	6,541.67	2,308.61	69,022.84	65,416.67	3,606.17
Administrative (From Pg 2)	3,253.17	7,188.08	(3,934.91)	67,294.75	71,880.83	(4,586.08)
Taxes & Insurance (From Pg 2)	1,372.02	1,460.59	(88.57)	13,840.18	14,605.84	(765.66)
Other Taxes & Insurance (Fr Page 2)	854.59	2,623.84	(1,769.25)	13,938.92	26,238.34	(12,299.42)
Other Project Expenses	1,507.70	795.01	712.69	10,218.52	7,950.01	2,268.51
<b>Total O&amp;M Expenses</b>	<b>\$ 31,109.67</b>	<b>\$ 33,794.78</b>	<b>\$ (2,685.11)</b>	<b>\$ 321,992.07</b>	<b>\$ 337,947.53</b>	<b>\$ (15,955.46)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 0.00	\$ 9,747.75	\$ (9,747.75)	\$ 116,972.72	\$ 97,477.50	\$ 19,495.22
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$ .03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	10,800.00	10,800.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 15,931.92</b>	<b>\$ (9,747.75)</b>	<b>\$ 178,814.42</b>	<b>\$ 159,319.17</b>	<b>\$ 19,495.25</b>
<b>Total Project Expenses</b>	<b>\$ 37,293.84</b>	<b>\$ 49,726.70</b>	<b>\$ (12,432.86)</b>	<b>\$ 500,806.49</b>	<b>\$ 497,266.70</b>	<b>\$ 3,539.79</b>
<b>Net Profit (Loss)</b>	<b>\$ 15,319.90</b>	<b>\$ 2,380.06</b>	<b>\$ 12,939.84</b>	<b>\$ 13,856.77</b>	<b>\$ 23,800.81</b>	<b>\$ (9,944.04)</b>

Other Cash Flow Items:

Chico Commons  
For the Month Ended October 31, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (16.42)	\$ 0.00	\$ (16.42)	\$ (137.94)	\$ 0.00	\$ (137.94)
T & I Transfers	(1,090.00)	0.00	(1,090.00)	(3,270.00)	0.00	(3,270.00)
Cash - Payroll Control	0.00	0.00	0.00	(5,100.00)	0.00	(5,100.00)
Security Acct-FFB	0.00	0.00	0.00	(2,600.65)	0.00	(2,600.65)
Security Deposits Held	800.00	0.00	800.00	4,150.00	0.00	4,150.00
Authorized Reserve - Other	0.00	(6,250.00)	6,250.00	0.00	(62,500.00)	62,500.00
Tenant Receivables	(2,481.92)	0.00	(2,481.92)	(3,258.60)	0.00	(3,258.60)
Other Receivables	(10,519.00)	0.00	(10,519.00)	12,877.04	0.00	12,877.04
Accounts Payable - Trade	(10,939.28)	0.00	(10,939.28)	(390.15)	0.00	(390.15)
Accounts Payable Other	0.00	0.00	0.00	(1,090.42)	0.00	(1,090.42)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(5,208.30)	0.00	(5,208.30)
Accrued Property Taxes	273.69	0.00	273.69	1,094.76	0.00	1,094.76
Prepaid Rents	(3,055.50)	0.00	(3,055.50)	(3,055.50)	0.00	(3,055.50)
Partner's Equity	0.00	0.00	0.00	(59,192.73)	0.00	(59,192.73)
Total Other Cash Flow Items	<u>\$ (24,424.26)</u>	<u>\$ (6,250.00)</u>	<u>\$ (18,174.26)</u>	<u>\$ (65,182.49)</u>	<u>\$ (62,500.00)</u>	<u>\$ (2,682.49)</u>
Net Operating Cash Change	<u><u>\$ (9,104.36)</u></u>	<u><u>\$ (3,869.94)</u></u>	<u><u>\$ (5,234.42)</u></u>	<u><u>\$ (51,325.72)</u></u>	<u><u>\$ (38,699.19)</u></u>	<u><u>\$ (12,626.53)</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 81,864.05	\$ 30,538.33	\$ (51,325.72)
Tax & Insurance-FFB	0.00	3,270.00	3,270.00
Security Acct-FFB	39,584.35	42,185.00	2,600.65
Reserve Acct-FFB	58,965.39	84,103.33	25,137.94
Payables & Receivables:			
Accounts Payable - Trade	1,950.71	1,560.56	(390.15)
Rents Receivable - Current Tenants	8,360.13	11,278.15	2,918.02
Other Tenant Charges Receivable	1,092.97	1,433.55	340.58
Prepaid Rents	(3,055.50)	0.00	3,055.50

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,122.89	\$ 2,864.83	\$ (741.94)	\$ 28,842.38	\$ 28,648.33	\$ 194.05
Janitorial/Cleaning Supplies	565.45	166.67	398.78	866.18	1,666.67	(800.49)
Plumbing Repairs	401.43	8.33	393.10	1,367.94	83.33	1,284.61
Painting & Decorating	0.00	41.67	(41.67)	2,433.68	416.67	2,017.01
Repairs & Maintenance - Supply	1,243.03	1,083.33	159.70	23,900.70	10,833.33	13,067.37
Repairs & Maintenance - Contract	632.59	541.67	90.92	12,149.10	5,416.67	6,732.43

Chico Commons  
For the Month Ended October 31, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Grounds Maintenance	\$ 790.00	\$ 836.67	\$ (46.67)	\$ 8,769.19	\$ 8,366.67	\$ 402.52
Pest Control Service	1,111.00	688.50	422.50	5,525.00	6,885.00	(1,360.00)
Fire/Alarm Services	1,414.63	10.58	1,404.05	4,109.15	105.83	4,003.32
Capital Improvements - Other	364.65	6,551.75	(6,187.10)	8,926.53	65,517.50	(56,590.97)
Capital Improvements - Flooring	6,011.93	958.33	5,053.60	27,271.81	9,583.33	17,688.48
Capital Improvements - Appliance	481.66	416.67	64.99	8,114.68	4,166.67	3,948.01
Capital Improvements - HVAC Repl	0.00	333.33	(333.33)	0.00	3,333.33	(3,333.33)
Capital Improvements - Water Heat	0.00	0.00	0.00	4,170.08	0.00	4,170.08
Carpet Cleaning	110.00	35.00	75.00	220.00	350.00	(130.00)
HVAC Repairs	0.00	591.67	(591.67)	10,773.68	5,916.67	4,857.01
Cable Service	22.65	14.92	7.73	222.15	149.17	72.98
Tenant Services	0.00	41.67	(41.67)	14.61	416.67	(402.06)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 15,271.91</b>	<b>\$ 15,185.59</b>	<b>\$ 86.32</b>	<b>\$ 147,676.86</b>	<b>\$ 151,855.84</b>	<b>\$ (4,178.98)</b>
Utilities:						
Electricity	\$ 540.68	\$ 1,033.33	\$ (492.65)	\$ 6,267.51	\$ 10,333.33	\$ (4,065.82)
Water	2,620.09	1,491.67	1,128.42	20,164.22	14,916.67	5,247.55
Sewer	1,654.56	1,654.58	(.02)	16,545.60	16,545.83	(.23)
Heating Fuel/Other	1,236.24	1,491.67	(255.43)	13,987.69	14,916.67	(928.98)
Garbage & Trash Removal	2,798.71	870.42	1,928.29	12,057.82	8,704.17	3,353.65
<b>Total Utilities</b>	<b>\$ 8,850.28</b>	<b>\$ 6,541.67</b>	<b>\$ 2,308.61</b>	<b>\$ 69,022.84</b>	<b>\$ 65,416.67</b>	<b>\$ 3,606.17</b>
Administrative:						
Manager's Salary	\$ 2,648.00	\$ 2,597.08	\$ 50.92	\$ 27,784.35	\$ 25,970.83	\$ 1,813.52
Management Fees	2,808.00	2,952.00	(144.00)	28,080.00	29,520.00	(1,440.00)
Bad Debt Expense	(3,055.50)	1,000.00	(4,055.50)	2,572.41	10,000.00	(7,427.59)
Auditing	380.67	380.67	0.00	3,806.70	3,806.67	.03
Legal	432.70	250.00	182.70	4,880.20	2,500.00	2,380.20
Other Administrative Expenses	39.30	8.33	30.97	171.09	83.33	87.76
<b>Total Administrative Expense</b>	<b>\$ 3,253.17</b>	<b>\$ 7,188.08</b>	<b>\$ (3,934.91)</b>	<b>\$ 67,294.75</b>	<b>\$ 71,880.83</b>	<b>\$ (4,586.08)</b>
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 273.69	\$ 279.17	\$ (5.48)	\$ 2,736.90	\$ 2,791.67	\$ (54.77)
Property Insurance	1,098.33	1,181.42	(83.09)	11,103.28	11,814.17	(710.89)
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 1,372.02</b>	<b>\$ 1,460.59</b>	<b>\$ (88.57)</b>	<b>\$ 13,840.18</b>	<b>\$ 14,605.84</b>	<b>\$ (765.66)</b>
Other Taxes & Insurance:						
Payroll Taxes	\$ 363.43	\$ 594.25	\$ (230.82)	\$ 5,266.82	\$ 5,942.50	\$ (675.68)
Other Taxes, Fees & Permits	0.00	66.67	(66.67)	1,071.86	666.67	405.19
Bond Premiums	0.00	40.17	(40.17)	485.00	401.67	83.33
Worker's Compensation Insurance	360.00	491.58	(131.58)	4,115.24	4,915.83	(800.59)
Personnel Medical Insurance	131.16	1,431.17	(1,300.01)	3,000.00	14,311.67	(11,311.67)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 854.59</b>	<b>\$ 2,623.84</b>	<b>\$ (1,769.25)</b>	<b>\$ 13,938.92</b>	<b>\$ 26,238.34</b>	<b>\$ (12,299.42)</b>

Chico Commons  
For the Month Ended October 31, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 114.87	\$ 125.00	\$ (10.13)	\$ 1,237.66	\$ 1,250.00	\$ (12.34)
Internet Service	79.85	70.00	9.85	1,079.35	700.00	379.35
Advertising	0.00	54.17	(54.17)	0.00	541.67	(541.67)
Water/Coffee Service	0.00	0.00	0.00	4.74	0.00	4.74
Office Supplies & Expense	1,083.00	150.00	933.00	3,438.38	1,500.00	1,938.38
Postage	50.11	54.17	(4.06)	760.96	541.67	219.29
Toner/Copier Expense	150.87	100.00	50.87	1,176.81	1,000.00	176.81
Office Furniture & Equipment Expe	0.00	0.00	0.00	310.78	0.00	310.78
Travel & Promotion	0.00	100.00	(100.00)	1,261.33	1,000.00	261.33
Training Expense	0.00	41.67	(41.67)	78.00	416.67	(338.67)
Credit Checking	29.00	100.00	(71.00)	838.00	1,000.00	(162.00)
Employee Meals	0.00	0.00	0.00	32.51	0.00	32.51
Total Other Project Expenses	<u>\$ 1,507.70</u>	<u>\$ 795.01</u>	<u>\$ 712.69</u>	<u>\$ 10,218.52</u>	<u>\$ 7,950.01</u>	<u>\$ 2,268.51</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 9,747.75	\$ (9,747.75)	\$ 116,972.72	\$ 97,477.50	\$ 19,495.22
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$ .03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	10,800.00	10,800.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 15,931.92</u>	<u>\$ (9,747.75)</u>	<u>\$ 178,814.42</u>	<u>\$ 159,319.17</u>	<u>\$ 19,495.25</u>
Total Expenses	<u><u>\$ 37,293.84</u></u>	<u><u>\$ 49,726.70</u></u>	<u><u>\$ (12,432.86)</u></u>	<u><u>\$ 500,806.49</u></u>	<u><u>\$ 497,266.70</u></u>	<u><u>\$ 3,539.79</u></u>
Authorized Reserve - Other	\$ 0.00	\$ 6,250.00	\$ (6,250.00)	\$ 0.00	\$ 62,500.00	\$ (62,500.00)

# CHICO COMMONS - BALANCE SHEET

Chico Commons  
Balance Sheet  
September 30, 2018

	Beginning Balance	Current Activity	Ending Balance
<u>Assets</u>			
<u>Current Assets</u>			
<b>Cash</b>			
Site Petty Cash	\$ 250.00		\$ 250.00
Operating Acct-FFB	25,256.56	14,386.13	39,642.69
Cash - Payroll Control	<u>5,100.00</u>		<u>5,100.00</u>
Total Cash	\$ 30,606.56	\$ 14,386.13	\$ 44,992.69
<b>Impounds/Restricted Cash</b>			
Tax & Insurance-FFB	\$ 1,090.00	\$ 1,090.00	\$ 2,180.00
Security Acct-FFB	42,185.00		42,185.00
Reserve Acct-FFB	<u>79,070.48</u>	<u>2,516.43</u>	<u>81,586.91</u>
Total Impounds/Restricted Cash	\$ 122,345.48	\$ 3,606.43	\$ 125,951.91
<b>Accounts Receivable</b>			
Rents Receivable - Current Tenants	\$ 10,062.72	\$ (1,634.21)	\$ 8,428.51
Allowance for Doubtful Accounts	(3,159.42)		(3,159.42)
Other Tenant Charges Receivable	<u>1,342.52</u>	<u>458.75</u>	<u>1,801.27</u>
Total Accounts Receivable	\$ 8,245.82	\$ (1,175.46)	\$ 7,070.36
<b>Prepays</b>			
Prepaid Insurance	\$ 1,098.34	\$ (1,098.33)	\$ .01
Prepaid Audit Fees	<u>(183.40)</u>	<u>(380.67)</u>	<u>(564.07)</u>
Total Prepays	\$ 914.94	\$ (1,479.00)	\$ (564.06)
<b>Total Current Assets</b>	<u>\$ 162,112.80</u>	<u>\$ 15,338.10</u>	<u>\$ 177,450.90</u>
<u>Long Term Assets</u>			
Land	\$ 607,475.53		\$ 607,475.53
Building	4,989,558.60		4,989,558.60
Accumulated Depreciation - Building	(3,110,120.79)		(3,110,120.79)
Building Improvements	329,915.37		329,915.37
Accumulated Amort.	(252,969.93)		(252,969.93)
Furniture and Equipment	175,661.49		175,661.49
Accumulated Depreciation - Furn & Equip	(176,030.73)		(176,030.73)
Syndication Fees	202,835.00		202,835.00
Tax Credit Fees	85,600.00		85,600.00
Organization Costs	42,025.37		42,025.37
Loan Fee	<u>3,805.00</u>		<u>3,805.00</u>
Total Long Term Assets	\$ 2,897,754.91		\$ 2,897,754.91
<b>Total Assets</b>	<u>\$ 3,059,867.71</u>	<u>\$ 15,338.10</u>	<u>\$ 3,075,205.81</u>

# CHICO COMMONS - BALANCE SHEET

Chico Commons  
Balance Sheet  
September 30, 2018

	Beginning Balance	Current Activity	Ending Balance
<u>Liabilities and Equity</u>			
<u><b>Current Liabilities</b></u>			
Accounts Payable - Trade	\$ 7,880.52	\$ 4,619.32	\$ 12,499.84
Accrued Interest - Chico Redev Agency	147,910.40		147,910.40
Accrued Interest - City of Chico	20,833.36	2,604.17	23,437.53
Accrued Property Taxes	547.38	273.69	821.07
Prepaid Rents	3,055.50		3,055.50
Security Deposits Held	41,535.00	(650.00)	40,885.00
Total Current Liabilities	\$ 221,762.16	\$ 6,847.18	\$ 228,609.34
<u><b>Long Term Liabilities</b></u>			
Mortgage Payable - HACB	\$ 113,632.74		\$ 113,632.74
Mortgage Note Payable	(100,711.87)	(12,920.87)	(113,632.74)
Unclaimed Property	458.19		458.19
Loan Payable - Chico Redev Agency	625,000.00		625,000.00
Long Term Liabilities	\$ 638,379.06	\$ (12,920.87)	\$ 625,458.19
Total Liabilities	\$ 860,141.22	\$ (6,073.69)	\$ 854,067.53
<u><b>Equity</b></u>			
Partner's Capital - HACB	\$ 1,536,935.03	\$ 6,408.77	\$ 1,543,343.80
Partner Equity - Banyard	582,198.05	6,835.70	589,033.75
Partner Draw - HACB	(39,029.00)		(39,029.00)
Capital Cont -Banyard	(247,832.09)		(247,832.09)
Partner's Gain/Loss - Banyard	(4,943.74)		(4,943.74)
Partner's Gain/Loss - HACB	146,400.18		146,400.18
Undistributed Income (Loss)	99,495.77		99,495.77
Net Income	126,502.29	8,167.32	134,669.61
Total Equity	\$ 2,199,726.49	\$ 21,411.79	\$ 2,221,138.28
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,059,867.71</b>	<b>\$ 15,338.10</b>	<b>\$ 3,075,205.81</b>



# CHICO COMMONS - STATEMENT OF INCOME AND CASH FLOW

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Chico Commons  
For the Month Ended September 30, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 54,282.00	\$ 53,818.66	\$ 463.34	\$ 486,833.00	\$ 484,368.00	\$ 2,465.00
Vacancies	(681.00)	(2,690.91)	2,009.91	(27,515.84)	(24,218.25)	(3,297.59)
Rent Adjustments	(119.41)	0.00	(119.41)	(4,677.59)	0.00	(4,677.59)
Manager's Unit	(771.00)	(771.00)	0.00	(6,939.00)	(6,939.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 52,710.59</b>	<b>\$ 50,356.75</b>	<b>\$ 2,353.84</b>	<b>\$ 447,700.57</b>	<b>\$ 453,210.75</b>	<b>\$ (5,510.18)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 916.66	\$ (916.66)	\$ 6,703.70	\$ 8,250.00	\$ (1,546.30)
Restricted Reserve Interest Income	16.43	0.00	16.43	121.52	0.00	121.52
Late Charges	341.40	166.66	174.74	2,564.43	1,500.00	1,064.43
Other Tenant Income	\$ 1,309.39	\$ 666.66	\$ 642.73	\$ 4,792.98	\$ 6,000.00	\$ (1,207.02)
Miscellaneous Income	\$ 50.00	\$ 0.00	\$ 50.00	\$ 166.32	\$ 0.00	\$ 166.32
<b>Other Project Income</b>	<b>\$ 1,717.22</b>	<b>\$ 1,749.98</b>	<b>\$ (32.76)</b>	<b>\$ 14,348.95</b>	<b>\$ 15,750.00</b>	<b>\$ (1,401.05)</b>
<b>Total Project Income</b>	<b>\$ 54,427.81</b>	<b>\$ 52,106.73</b>	<b>\$ 2,321.08</b>	<b>\$ 462,049.52</b>	<b>\$ 468,960.75</b>	<b>\$ (6,911.23)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 21,188.82	\$ 15,185.57	\$ 6,003.25	\$ 132,404.95	\$ 136,670.25	\$ (4,265.30)
Utilities (From Pg 2)	7,817.48	6,541.66	1,275.82	60,172.56	58,875.00	1,297.56
Administrative (From Pg 2)	9,414.78	7,188.09	2,226.69	64,041.58	64,692.75	(651.17)
Taxes & Insurance (From Pg 2)	1,372.02	1,460.57	(88.55)	12,468.16	13,145.25	(677.09)
Other Taxes & Insurance (Fr Page 2)	1,286.17	2,623.82	(1,337.65)	13,084.33	23,614.50	(10,530.17)
Other Project Expenses	1,421.68	794.98	626.70	8,710.82	7,155.00	1,555.82
<b>Total O&amp;M Expenses</b>	<b>\$ 42,500.95</b>	<b>\$ 33,794.69</b>	<b>\$ 8,706.26</b>	<b>\$ 290,882.40</b>	<b>\$ 304,152.75</b>	<b>\$ (13,270.35)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,996.24	\$ 9,747.75	\$ 3,248.49	\$ 116,972.72	\$ 87,729.75	\$ 29,242.97
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 23,437.53	\$ 23,437.50	\$ .03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	9,720.00	9,720.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 19,180.41</b>	<b>\$ 15,931.91</b>	<b>\$ 3,248.50</b>	<b>\$ 172,630.25</b>	<b>\$ 143,387.25</b>	<b>\$ 29,243.00</b>
<b>Total Project Expenses</b>	<b>\$ 61,681.36</b>	<b>\$ 49,726.60</b>	<b>\$ 11,954.76</b>	<b>\$ 463,512.65</b>	<b>\$ 447,540.00</b>	<b>\$ 15,972.65</b>
<b>Net Profit (Loss)</b>	<b>\$ (7,253.55)</b>	<b>\$ 2,380.13</b>	<b>\$ (9,633.68)</b>	<b>\$ (1,463.13)</b>	<b>\$ 21,420.75</b>	<b>\$ (22,883.88)</b>

Other Cash Flow Items:

# CHICO COMMONS - STATEMENT OF INCOME AND CASH FLOW

## Chico Commons For the Month Ended September 30, 2018 Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (16.43)	\$ 0.00	\$ (16.43)	\$ (121.52)	\$ 0.00	\$ (121.52)
T & I Transfers	(1,090.00)	0.00	(1,090.00)	(2,180.00)	0.00	(2,180.00)
Cash - Payroll Control	0.00	0.00	0.00	(5,100.00)	0.00	(5,100.00)
Security Acct-FFB	0.00	0.00	0.00	(2,600.65)	0.00	(2,600.65)
Security Deposits Held	(650.00)	0.00	(650.00)	3,350.00	0.00	3,350.00
Authorized Reserve - Other	0.00	(6,250.00)	6,250.00	0.00	(56,250.00)	56,250.00
Tenant Receivables	1,175.46	0.00	1,175.46	(776.68)	0.00	(776.68)
Other Receivables	1,479.00	0.00	1,479.00	23,396.04	0.00	23,396.04
Accounts Payable - Trade	4,619.32	0.00	4,619.32	10,549.13	0.00	10,549.13
Accounts Payable Other	0.00	0.00	0.00	(1,090.42)	0.00	(1,090.42)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(7,812.47)	0.00	(7,812.47)
Accrued Property Taxes	273.69	0.00	273.69	821.07	0.00	821.07
Partner's Equity	13,244.47	0.00	13,244.47	(59,192.73)	0.00	(59,192.73)
Total Other Cash Flow Items	\$ 21,639.68	\$ (6,250.00)	\$ 27,889.68	\$ (40,758.23)	\$ (56,250.00)	\$ 15,491.77
Net Operating Cash Change	\$ 14,386.13	\$ (3,869.87)	\$ 18,256.00	\$ (42,221.36)	\$ (34,829.25)	\$ (7,392.11)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 81,864.05	\$ 39,642.69	\$ (42,221.36)
Tax & Insurance-FFB	0.00	2,180.00	2,180.00
Security Acct-FFB	39,584.35	42,185.00	2,600.65
Reserve Acct-FFB	58,965.39	81,586.91	22,621.52
Payables & Receivables:			
Accounts Payable - Trade	1,950.71	12,499.84	10,549.13
Rents Receivable - Current Tenants	8,360.13	8,428.51	68.38
Other Tenant Charges Receivable	1,092.97	1,801.27	708.30
Prepaid Rents	(3,055.50)	(3,055.50)	0.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,848.00	\$ 2,864.84	\$ (16.84)	\$ 26,719.49	\$ 25,783.50	\$ 935.99
Janitorial/Cleaning Supplies	10.05	166.66	(156.61)	300.73	1,500.00	(1,199.27)
Plumbing Repairs	621.45	8.34	613.11	966.51	75.00	891.51
Painting & Decorating	0.00	41.66	(41.66)	2,433.68	375.00	2,058.68
Repairs & Maintenance - Supply	3,154.94	1,083.34	2,071.60	22,657.67	9,750.00	12,907.67
Repairs & Maintenance - Contract	890.66	541.66	349.00	11,516.51	4,875.00	6,641.51
Grounds Maintenance	780.00	836.66	(56.66)	7,979.19	7,530.00	449.19

# CHICO COMMONS - STATEMENT OF INCOME AND CASH FLOW

Chico Commons  
For the Month Ended September 30, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Pest Control Service	\$ 468.00	\$ 688.50	\$ (220.50)	\$ 4,414.00	\$ 6,196.50	\$ (1,782.50)
Fire/Alarm Services	0.00	10.59	(10.59)	2,694.52	95.25	2,599.27
Capital Improvements - Other	5,383.94	6,551.75	(1,167.81)	8,561.88	58,965.75	(50,403.87)
Capital Improvements - Flooring	1,898.00	958.34	939.66	21,259.88	8,625.00	12,634.88
Capital Improvements - Appliance	943.75	416.66	527.09	7,633.02	3,750.00	3,883.02
Capital Improvements - HVAC Repl	0.00	333.34	(333.34)	0.00	3,000.00	(3,000.00)
Capital Improvements - Water Heat	4,170.08	0.00	4,170.08	4,170.08	0.00	4,170.08
Carpet Cleaning	0.00	35.00	(35.00)	110.00	315.00	(205.00)
HVAC Repairs	0.00	591.66	(591.66)	10,773.68	5,325.00	5,448.68
Cable Service	19.95	14.91	5.04	199.50	134.25	65.25
Tenant Services	0.00	41.66	(41.66)	14.61	375.00	(360.39)
<b>Total Maint. &amp; Operating Exp.</b>	<b>\$ 21,188.82</b>	<b>\$ 15,185.57</b>	<b>\$ 6,003.25</b>	<b>\$ 132,404.95</b>	<b>\$ 136,670.25</b>	<b>\$ (4,265.30)</b>
<b>Utilities:</b>						
Electricity	\$ 722.28	\$ 1,033.34	\$ (311.06)	\$ 5,726.83	\$ 9,300.00	\$ (3,573.17)
Water	3,172.46	1,491.66	1,680.80	17,544.13	13,425.00	4,119.13
Sewer	1,654.56	1,654.59	(.03)	14,891.04	14,891.25	(.21)
Heating Fuel/Other	1,177.76	1,491.66	(313.90)	12,751.45	13,425.00	(673.55)
Garbage & Trash Removal	1,090.42	870.41	220.01	9,259.11	7,833.75	1,425.36
<b>Total Utilities</b>	<b>\$ 7,817.48</b>	<b>\$ 6,541.66</b>	<b>\$ 1,275.82</b>	<b>\$ 60,172.56</b>	<b>\$ 58,875.00</b>	<b>\$ 1,297.56</b>
<b>Administrative:</b>						
Manager's Salary	\$ 2,904.31	\$ 2,597.09	\$ 307.22	\$ 25,136.35	\$ 23,373.75	\$ 1,762.60
Management Fees	2,808.00	2,952.00	(144.00)	25,272.00	26,568.00	(1,296.00)
Bad Debt Expense	2,661.41	1,000.00	1,661.41	5,627.91	9,000.00	(3,372.09)
Auditing	380.67	380.66	.01	3,426.03	3,426.00	.03
Legal	643.50	250.00	393.50	4,447.50	2,250.00	2,197.50
Other Administrative Expenses	16.89	8.34	8.55	131.79	75.00	56.79
<b>Total Administrative Expense</b>	<b>\$ 9,414.78</b>	<b>\$ 7,188.09</b>	<b>\$ 2,226.69</b>	<b>\$ 64,041.58</b>	<b>\$ 64,692.75</b>	<b>\$ (651.17)</b>
<b>Taxes &amp; Insurance Reserve For:</b>						
Real Estate Taxes	\$ 273.69	\$ 279.16	\$ (5.47)	\$ 2,463.21	\$ 2,512.50	\$ (49.29)
Property Insurance	1,098.33	1,181.41	(83.08)	10,004.95	10,632.75	(627.80)
<b>Total Taxes &amp; Insurance Expense</b>	<b>\$ 1,372.02</b>	<b>\$ 1,460.57</b>	<b>\$ (88.55)</b>	<b>\$ 12,468.16</b>	<b>\$ 13,145.25</b>	<b>\$ (677.09)</b>
<b>Other Taxes &amp; Insurance:</b>						
Payroll Taxes	\$ 437.50	\$ 594.25	\$ (156.75)	\$ 4,903.39	\$ 5,348.25	\$ (444.86)
Other Taxes, Fees & Permits	271.86	66.66	205.20	1,071.86	600.00	471.86
Bond Premiums	0.00	40.16	(40.16)	485.00	361.50	123.50
Worker's Compensation Insurance	421.79	491.59	(69.80)	3,755.24	4,424.25	(669.01)
Personnel Medical Insurance	155.02	1,431.16	(1,276.14)	2,868.84	12,880.50	(10,011.66)
<b>Total Other Taxes &amp; Insurance</b>	<b>\$ 1,286.17</b>	<b>\$ 2,623.82</b>	<b>\$ (1,337.65)</b>	<b>\$ 13,084.33</b>	<b>\$ 23,614.50</b>	<b>\$ (10,530.17)</b>

# CHICO COMMONS - STATEMENT OF INCOME AND CASH FLOW

Chico Commons  
For the Month Ended September 30, 2018  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 116.79	\$ 125.00	\$ (8.21)	\$ 1,122.79	\$ 1,125.00	\$ (2.21)
Internet Service	99.95	70.00	29.95	999.50	630.00	369.50
Advertising	0.00	54.16	(54.16)	0.00	487.50	(487.50)
Water/Coffee Service	0.00	0.00	0.00	4.74	0.00	4.74
Office Supplies & Expense	492.50	150.00	342.50	2,355.38	1,350.00	1,005.38
Postage	91.36	54.16	37.20	710.85	487.50	223.35
Toner/Copier Expense	275.29	100.00	175.29	1,025.94	900.00	125.94
Office Furniture & Equipment Expe	185.79	0.00	185.79	310.78	0.00	310.78
Travel & Promotion	140.00	100.00	40.00	1,261.33	900.00	361.33
Training Expense	0.00	41.66	(41.66)	78.00	375.00	(297.00)
Credit Checking	20.00	100.00	(80.00)	809.00	900.00	(91.00)
Employee Meals	0.00	0.00	0.00	32.51	0.00	32.51
Total Other Project Expenses	\$ 1,421.68	\$ 794.98	\$ 626.70	\$ 8,710.82	\$ 7,155.00	\$ 1,555.82
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,996.24	\$ 9,747.75	\$ 3,248.49	\$ 116,972.72	\$ 87,729.75	\$ 29,242.97
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 23,437.53	\$ 23,437.50	\$ .03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	9,720.00	9,720.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 19,180.41	\$ 15,931.91	\$ 3,248.50	\$ 172,630.25	\$ 143,387.25	\$ 29,243.00
Total Expenses	<u>\$ 61,681.36</u>	<u>\$ 49,726.60</u>	<u>\$ 11,954.76</u>	<u>\$ 463,512.65</u>	<u>\$ 447,540.00</u>	<u>\$ 15,972.65</u>
Authorized Reserve - Other	\$ 0.00	\$ 6,250.00	\$ (6,250.00)	\$ 0.00	\$ 56,250.00	\$ (56,250.00)

## **Chico Commons**

**October 2018**

Variance report sent explaining budget differences and expenses.

### **Updates:**

There are currently three vacancies. One approved application on hand scheduled for move in and one application at AWI for review / approval. One unit pending eviction for non-payment of rent. One move-in during October. Vacancy loss continues to improve / stabilize.

Staff made all corrections cited by TCAC and the response was sent on November 8<sup>th</sup>. We expect to receive the All Clear letter.

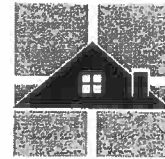
All housing voucher residents received a notice of rent increase to the new payment standards as part of the 2019 budget. Non voucher holders received a \$25 increase. All new move-ins during 2018 were leased at max rents.

It has been a year since the implementation of non smoking policies. There have been a few bumps in the road with non compliant households; however at this time there are no issues.

A recent rash of bed bugs is in the process of treatment. 5 households were identified with activity, 1 of which was noted as a severe infestation. 3 of the 5 households were treated and are scheduled for follow up inspection and treatment. 2 households failed to prepare and will now receive a final notice to cure or quit from the attorney. Further non-cooperation with treatment will result in steps to terminate tenancy.

Staff has been busy with unit turns with #66 needing extensive work. The unit is now market ready and maintenance can turn his attention back to preventative maintenance, work orders and curb appeal.





**AWI**  
Management Corporation  
Always With Integrity

November 5, 2018

Kole Tefft  
Program Analyst  
California Tax Credit Allocation Committee  
915 Capital Mall, Room 485  
Sacramento CA 95814

RE: Chico Commons (CA-1992-175)

Dear Mr. Tefft:

This letter is in response to the Notice of Noncompliance for Project In Extended Use Period for the above-mentioned property for the inspection that took place on September 13<sup>th</sup>, 2018. Copies of requested documentation are enclosed for your review. Please find the following:

**RESULTS OF THE TENANT FILE INSPECTION**

- No issues found.

**RESULTS OF THE PHYSICAL INSPECTION**

**Building 1 – Unit #25**

- The crack in the countertop has been repaired.

**Building 2 – Unit #43**

- Kitchen – The missing faucet aerator has been replaced.

**Building 2 – Unit #43**

- Patio – Trim, siding and downspout – Due to budgetary constraints and lack of vendors available to bid siding/trim and rain gutter repairs originally planned for completion in 2018 will be rebid in 2019. We were only able to obtain one bid which was substantially higher than the independent cost estimate.

**Building 7– Unit #66**

- The unit has been treated for roach infestation by Terminix.
- The bathroom wall had damage that was fixed, the refrigerator, stove and dishwasher were all replaced along with carpeting replaced in the bedrooms. Twelve doors were installed, unit lighting has been replaced, and unit was painted and cleaned.

**OTHER ISSUES:**

- Building #1 - the water heater was replaced by Gold Bond Plumbing.
- Building #4 - the hole in the wall of water heater closet in building #4 has been repaired.
- Building #5 – the water closet GFI has been replaced.
- Building #6 – A light bulb has been replaced in the water closet.
- Tot-lot – the tot-lot ladder has been cemented in place and is no longer loose.
- Unit #53 – The resident has removed the potted plants on the patio railing.

(530) 745-6170 tel  
(530) 745-6173 fax  
www.awlmc.com

AWI Management Corporation  
PO Box 550  
Auburn CA 95604



If you have any questions, please feel free to contact our office at (530) 745-6238

Sincerely,

A handwritten signature in cursive script that reads "Josefa Dumas".

Josefa Dumas  
Director of Compliance

CC: Edward Mayer  
Enclosure

A small, stylized handwritten mark or signature, possibly initials, located to the right of the name Josefa Dumas.

## MEMO

Date: November 9, 2018

To: Banyard Management Board of Directors

From: Larry Guanzon, Deputy Executive Director  
Sue Kemp, Banyard Management CFO

Subject: Chico Commons, LP Proposed 2019 Operating Budget

Attached please find a proposed Operating Budget for Chico Commons, LP, calendar year 2019. The proposed budget was prepared by AWI Property Management, third party property manager, with HACB in-house input on behalf of Banyard Management.

The budget was compiled using current and historical trends. Vacancy loss projections are proposed at 5%. Estimated total income is projected at \$633,779.00 for 2019.

Total Expenses including annual the debt service and capital improvements estimated at \$42,208.00, plus the transfer from reserves of \$55,000, came in at \$655,556.00. The estimated positive cash flow came to \$33,223.00.

Page 5 outlines the projected capital improvements, consisting of possible appliance replacement, flooring and cabinet replacements on turnovers, annual tree trimming, asphalt parking lot sealing and restriping, and the exterior siding replacement amounting to \$120,000. Total Capital Improvements came in at \$163,900.00. As you are aware, the first exterior siding bid proposals we only had one (1) bidder with a higher inflated cost than our independent cost estimate. We will re-bid the siding in the spring of 2019.

If you have any questions we will gladly answer them at the Board Meeting.

*Recommend motion to approve Resolution No. 18-3B.*



BANYARD MANAGEMENT

RESOLUTION NO. 18-3B

APPROVAL OF THE OPERATING BUDGET FOR F/Y 2019  
FOR CHICO COMMONS APARTMENTS, CHICO, CA

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WHEREAS, Banyard Management approves its Operating Budget on an annual basis; and

WHEREAS, Banyard Management, as Managing General Partner of Chico Commons LP, itself owner of the Chico Commons Apartments, Chico, California, prepares the budget for Chico Commons Apartments in conjunction with costs projected by its Managing General Partner agent, Housing Authority of the County of Butte, along with recommendations made by Chico Commons Apartments Property Manager, AWI, Inc.; and

WHEREAS, the Board of Directors of Banyard Management has reviewed the budget as proposed and found the budget to be in the best interest of the Chico Commons Apartments property, its residents, Chico Commons LP, and Banyard Management;

THEREFORE, BE IT RESOLVED by the Board of Directors of Banyard Management, acting as Managing General Partner of Chico Commons LP, the owner of Chico Commons Apartments, Chico, California, to hereby approve and adopt the Operating Budget for fiscal year 2019 for Chico Commons Apartments, Chico, California, such Operating Budget attached to and made a part of this Resolution No. 18-3B.

Dated: November 15, 2018.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary

**TAX CREDIT MULTIPLE FAMILY HOUSING PROJECT BUDGET**

PROJECT NAME: <b>Chico Commons</b>	SYNDICATOR & NON-PROFIT NAMES: Butte Housing (Opened: )
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DESCRIPTION	CURRENT BUDGET (01/01/18) (12/31/18)	ACTUAL (01/01/18) (12/31/18)	PROPOSED BUDGET (01/01/19) (12/31/19)	COMMENTS  72 Units
BEGINNING DATES:				
ENDING DATES:				
<b>OPERATIONAL CASH SOURCES</b>				
RENTAL INCOME	645,824	649,111	665,415	
LESS (Vacancy Allowance)	(32,291)	(36,688)	(33,271)	5.00%
LESS RENT INCENTIVES	0	(6,237)	(6,237)	projected actuals
LESS NON-REVENUE MANAGER'S UNIT	(9,252)	(9,252)	(9,252)	expensed on the owner side
LAUNDRY AND VENDING	11,000	8,938	8,134	projected actuals less commissions
INTEREST INCOME	0	162	0	no interest on unrestricted funds
LATE CHARGES	2,000	3,419	2,600	close to projected actuals
TENANT CHARGES	8,000	6,391	6,390	close to projected actuals; includes application fees
APPLICATION FEES	0	0	0	
WASHER/DRYER WATER INCOME	0	0	0	
MISCELLANEOUS INCOME		222		
SUB - TOTAL	625,281	616,066	633,779	
<b>NON-OPERATIONAL CASH SOURCES</b>				
CASH - NON PROJECT	0	0	0	
AUTHORIZED LOAN	0	0	0	
TRANSFER FROM RESERVE	75,000	0	55,000	
	75,000	0	55,000	
<b>TOTAL CASH SOURCES</b>	700,281	616,066	688,779	
<b>OPERATIONAL CASH USES</b>				
TOTAL O & M EXPENSES (From Part II)	405,537	387,843	521,021	
ANNUAL CAPITAL BUDGET	75,000		55,000	
MORTGAGE PAYMENT (Principal & Int.)	116,973	116,973	0	\$12,997.06/mo-pd off in Sept 2018
INTEREST EXPENSE - CHICO RDA	31,250	31,250	31,250	accrued
INTEREST EXPENSE - HACB		0		
RESERVE TRANSFER	30,000	30,000	30,000	
GENERAL PARTNERS FEES	12,960	12,960	12,960	paid monthly to HACB
OTHER PARTNERSHIP FEES	0	0	0	
SUB - TOTAL	671,720	579,026	650,231	
<b>TOTAL CASH USES</b>	671,720	579,026	650,231	
<b>NET CASH (DEFICIT)</b>	28,561	37,040	38,548	
<b>CASH BALANCE</b>				
BEGINNING CASH BALANCE				
DEFERRED DEVELOPMENT FEE				
ACCRUAL TO CASH ADJUSTMENT				
ENDING CASH BALANCE				

## PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

DESCRIPTION	BUDGET	Actuals	PROPOSED BUDGET	COMMENTS	COST PER UNIT
MAINTENANCE & REPAIRS PAYROLL	34,378	35,626	45,992	increase maint assistant to 15 hrs a week	639
JANITORIAL SUPPLIES & SERVICE	2,000	401	400	projected actuals for cleaning supplies	6
PLUMBING REPAIRS	100	1,289	1,000	projected actuals	14
PAINTING AND DECORATING	500	3,245	3,000	paint for unit turns	42
MAINTENANCE & REPAIRS SUPPLY	13,000	30,210	30,000	averaging \$2500 per month for supplies, general maintenance & unit turns	417
MAINTENANCE & REPAIRS CONTRACT	6,500	15,355	15,355	projected actuals, includes unit turns	213
GROUNDS	10,040	10,639	10,040	\$700/mo + extras	139
POOL SERVICE	0	0	0		0
PEST CONTROL	8,262	5,885	5,056	\$166/bi weekly + 1k Bed Bugs	70
FIRE/ALARM SERVICES	127	3,593	175	annual inspections & repairs	2
APPLIANCE REPAIRS / REPLACEMENTS	0	0	0		0
EDUCATIONAL SERVICES	0	0	0		0
SECURITY SERVICES	0	0	0		0
FURNISHING-FLOORING,APPLIANCES & BLIN	99,121	55,500	163,900	see page 5	2,276
CARPET CLEANING	420	147	420	for unit turns	6
HVAC REPAIRS	7,100	14,365	10,800	averaging \$900/month in repairs	150
CABLE SERVICE	179	266	240	\$19.95/mo	3
ELEVATOR MAINTENANCE / CONTRACT	0	0	0		0
TENANT SERVICES	500	19	500	resident retention & activities	7
OTHER OPERATING EXPENSES	0	0	0		0
SUB - TOTAL MAINT. & OPERATING	182,227	176,540	286,878		3,984
ELECTRICITY	12,400	7,636	7,636	projected actuals	106
WATER	17,900	23,392	23,392	projected actuals	325
SEWER	19,855	19,855	19,855	\$1654.56/mo	276
FUEL (Oil / Coal / Gas)	17,900	17,002	17,900	keep budget	249
GARBAGE & TRASH REMOVAL	10,445	12,345	11,445	\$870.42/month + 1k bulky item pick-up	159
OTHER UTILITIES	0	0	0		0
SUB - TOTAL UTILITIES	78,500	80,230	80,228		1,114
SITE MANAGER PAYROLL	31,165	33,515	35,460	Per Payroll Worksheet	493
VALUE OF EMPLOYEE UNIT	0	0	0		0
MANAGEMENT FEE	35,424	33,696	35,424	\$41/unit	492
BAD DEBT	12,000	7,504	7,500		
PROJECT AUDITING EXPENSE	4,568	4,568	7,500	new audit firm	104
LEGAL EXPENSES	3,000	5,930	5,000	increased activity	69
OTHER ADMINISTRATIVE EXPENSES	100	176	175	bank fees-projected actuals	2
TELEPHONE & ANSWERING SERVICE	1,500	1,497	1,400	\$117/mo	19
INTERNET SERVICE	840	1,333	1,200	\$99.95/mo	17
ADVERTISING	650	0	650	per Regional Manager	9
WATER/COFFEE SERVICE	0	6	25	bottled water	0
OFFICE SUPPLIES	1,800	3,141	2,200	estimated actuals	31
POSTAGE	650	948	948	projected actuals	13
TONER/COPIES	1,200	1,368	1,368	projected actuals	
OFFICE FURNITURE & EQUIPMENT	0	414	0		0
TRAVEL & PROMOTION	1,200	1,682	1,200	keep budget	17
TRAINING EXPENSE	500	104	250		3
CREDIT CHECKING	1,200	1,079	1,200	keep budget; includes eviction reports	17
EMPLOYEE MEALS	0	43	0		0
HEALTH INS. & OTHER EMP. BENEFITS	17,174	3,825	19,867	Per Payroll Worksheet	276
PAYROLL TAXES	7,131	6,538	8,297	Per Payroll Worksheet	115
WORKMAN'S COMPENSATION	5,899	5,007	8,163	Per Payroll Worksheet	113
MISCELLANEOUS EXPENSE	0	0	0		
SUB - TOTAL ADMINISTRATIVE	126,001	112,373	137,827		1,914
REAL ESTATE TAXES	3,350	3,284	941	2018-19 invoice + 2%	13
SPECIAL ASSESSMENTS	0	0	0		0
OTHER TAXES, LICENSES & PERMITS	800	1,429	1,072	FTB + Utility survey	15
PROPERTY & LIABILITY INSURANCE	14,177	13,340	13,575	current invoice +3%	189
FIDELITY COVERAGE INSURANCE	482	647	500	current invoice +3%	7
OTHER INSURANCE	0	0	0		0
SUB - TOTAL TAXES & INSURANCE	18,809	18,700	16,088		223
TOTAL O & M EXPENSES	405,537	387,843	521,021		7,236

## PART V - ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual from Reserve	Proposed from Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
<b>Appliances:</b>							
Range	6			2400			
Refrigerator	6			1850			
Dishwashers	4			1100			
Washers (Common)	3			3600			
Dryers (Common)	3			3600			
<b>Carpet and Vinyl:</b>							
1 Br.	4			8000			
2 Br.	8			17600			
3 Br.	8			19200			
4 Br.							
Other: Vinyl							
<b>Cabinets:</b>							
Kitchen	1			7000			
Bathrooms							
Other:							
<b>Doors:</b>							
Exterior	10			1500			
Interior							
Other:							
<b>Window Coverings:</b>							
Blinds	5			750			
Other:							
<b>Heating and Air Conditioning:</b>							
Heating --Wall heaters							
Air conditioning	1			4000			
Other:							
<b>Plumbing:</b>							
Water Heater	2			7000			
Bath Sinks							
Kitchen Sinks							
Faucets							
Toilets							
Other:							
<b>Major Electrical</b>							
Detail: Exterior Lighting							
Other:							
<b>Structures:</b>							
Windows							
Screens							
Walls							
Roofing							
Siding		55000		65000			
Exterior Painting							
Other: Interior Painting							
<b>Paving:</b>							
Asphalt							
Concrete							
Seal and Stripe							
Other: walkway repairs				3800			
<b>Landscape and grounds:</b>							
Landscaping				5000			
Lawn Equipment							
Fencing							
Recreation area							
Signs							
Other:							
<b>Accessibility features:</b>							
List: reasonable accommodations							
Other:							
<b>Automation equipment</b>							
Site management							
Common area							
Other:							
<b>Other:</b>							
List: Dumpster Enclosures				10000			
List: Gutter Cleaning				1500			
List: Maint Equipment				1000			
<b>TOTAL CAPITAL EXPENSES:</b>	61	55000		163900	0	0	0

## MEMO

Date: November 9, 2018

To: Banyard Management Board of Directors  
BCAHDC Board of Directors

From: Larry Guanzon, Deputy Executive Director

Subject: Smoke-Free Housing Policy

- Chico Commons, Chico (72 units, LIHTC, Family),
- Walker Commons, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Ave, Chico (107 units, LIHTC, senior)

On November 30, 2016, U.S. Housing and Urban Development (HUD) Secretary Julián Castro announced that all Public Housing developments in the U.S. will be required to provide a smoke-free environment for their residents. The final rule published in the Federal Register went into *effect February 3, 2017*, reflecting more than 1,000 comments received from the public, including Public Housing Agencies (PHAs), housing and public health organizations, and residents of Public Housing. Such policy is designed for progressive lease compliance, where lease termination is only applied as a last resort, the policy supported by resident education and delivery of smoking cessation-related supportive services.

AWI Property Management implemented “No Smoking Policies” for Chico Commons and Walker Commons in November of 2017. Currently the implementation and complaints have been minimal as most residents are complying with the new policy. AWI has been very tolerant in enforcement as the residents receive verbal warnings and written warnings. The residents were also offered cessation classes to help stop smoking. AWI has indicated the implementation at Walker Commons has gone smoothly but at Chico Commons there have been “bumps in the road” - overall residents are complying by not smoking inside their unit. We do have residents that have chosen to smoke outside along the city sidewalks, where property management has no enforcement. Given the high concentrations of special needs tenants at the property, the no-smoking policy was implemented with extra care and sensitivity.

On January 1, 2019 AWI plans to implement a “no smoking policy” at 1200 Park Ave. Due to the site’s configuration, the plan first step is to implement a “designated no smoking area” within the center of the common areas. Preliminary notification has been prepared and will be distributed prior to implementation. Numerous verbal warnings will be employed, and cessation classes will be offered through Butte County Health Department. Eviction will only be used as a last resort; households will have many opportunities to smoking-related resolve issues.

Staff recommends Board adoption of a no-smoking policy for Walker Commons, Chico Commons, and 1200 Park Ave. It is recommended the apartments, managed by AWI, be transitioned to no-smoking status consistent with the federal policy applied to the Public Housing program. The recommendation is made for reasons of public health, and the costs associated with smoke-related property damage. Thus far, the no smoking policy has been implemented with minimal disruption and complaint.

*Recommendation: motion to authorize the implementation of smoke-free housing policies at Banyard Management’s Chico Commons Apartments, and BCAHDC’s two properties – 1200 Park Avenue Apartments and Walker Commons Apartments.*