

HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
Board of Commissioners Meeting
2039 Forest Avenue, Chico, California 95928

MEETING AGENDA

March 21, 2019
2:00 p.m.

The Board of Commissioners welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Commission's agenda. A person addressing the Commission 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 Commission. Members of the public desiring to be heard on matters under jurisdiction of the Commission, but not on the agenda, may address the Commission during agenda item 6.

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 the Housing Authority to make reasonable arrangements.

NEXT RESOLUTION NO. 4729

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of February 21, 2019
 - 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$445,038.61
 - 3.2.2 Accounts Payable (FLH) – \$35,222.58
 - 3.2.3 Landlords – \$945,215.36
 - 3.2.4 Payroll – \$117,190.24
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.5 Property Vacancy Report
 - 3.6 Public Housing
 - 3.7 Construction Projects
 - 3.8 Capital Fund Improvement Projects
 - 3.9 Farm Labor Housing Report
 - 3.9.1 2018 AUP Gridley Farm Labor Housing

*Housing Authority of the County of Butte
Board of Commissioners
Agenda –Meeting of March 21, 2019
Page 1*

- 3.10 Bond Properties
- 3.11 Tax Credit Properties
- 3.12 Other Properties
 - 3.12.1 Audit Report Gridley Springs II
- 3.13 Family Self Sufficiency
- 3.14 Rental Assistance Programs
- 3.15 Continuum of Care Staff Report
- 3.16 Standard & Poor's Ratings Direct
- 4. CORRESPONDENCE
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Family Self-Sufficiency (FSS) Graduate – Recognition of FSS Graduate Samantha Hon.
 Recommendation: Resolution No. 4729
 - 5.2 Family Self Sufficiency (FSS) Graduate – Recognition of FSS Graduate Sonada Tavizon.
 Recommendation: Resolution No. 4730
 - 5.3 Farm Labor Housing (FLH) – California State Water Grant Agreement.
 Recommendation: Resolution No. 4731
 - 5.4 Bond Properties – Kathy Court Apartments Alternative Fire Debris Removal Contract.
 Recommendation: Resolution No. 4732
 - 5.5 Personnel – Compensation Adjustment, Intake Specialist – Section 8.
 Recommendation: Resolution No. 4733
 - 5.6 Housing Choice Voucher Section 8 – Section 8 Wait List Opening, Displaced by Government Action – Camp Fire Survivors Only.
 Recommendation: Information/Discussion
 - 5.8 Camp Fire – Disaster Update.
 Recommendation: Information/Discussion

6. MEETING OPEN FOR PUBLIC DISCUSSION
7. MATTERS CONTINUED FOR DISCUSSION
 - 7.1 Unfunded Pension Liability Plan – Information and Discussion
8. SPECIAL REPORTS
9. REPORTS FROM COMMISSIONERS
10. MATTERS INITIATED BY COMMISSIONERS
11. EXECUTIVE SESSION
12. COMMISSIONERS' CALENDAR
 - **2018 NAHRO Washington Conference – April 7-9, 2019**
 - **Next Meeting – April 18, 2019**
 - **2019 Annual Conference PSWRC NAHRO – May 20-21, 2019**
13. ADJOURNMENT

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING**

MEETING MINUTES OF February 21, 2019

Chair Kate Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:24 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Anne Jones, David Pittman, and Heather Schaff.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Finance Director, Sue Kemp; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant and Jerry Martin, Modernization Coordinator.

Others Present: Loren Freeman, Public Housing Resident.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that the Consent Calendar be accepted as presented. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 California Housing Workers' Compensation Authority (CHWCA) – HACB is a member of CHWCA, a joint powers authority providing Workers Compensation Insurance to the HACB. The CHWCA Executive Committee has requested approval of changes to the Joint Powers Agreement addressing updated

Underwriting Guidelines. HACB has reviewed the proposed amended Joint Powers agreement and confirms the appropriateness of the revisions.

RESOLUTION NO. 4728

Commissioner Pittman moved that Resolution No. 4728 be adopted by reading of title only: “RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE APPROVING AMENDED JOINT POWERS AGREEMENT CREATING THE CALIFORNIA HOUSING WORKERS’ COMPENSATION AUTHORITY (CHWCA)”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.2 HUD Programs Household Income Determination – HACB is required to adopt a Passbook Savings Rate annually for purposes of determining participant household income in the HUD Public Housing, Section 8 and Homeless programs; as well as other HACB Administered tenant-based rental assistance programs where actual or imputed income from assets is considered in calculation of total household income. HACB Deputy Executive Director Guanzon, surveyed local banks to determine the average passbook savings rate, recommending use of the National Savings Rate, because the actual impact of the interest rates are minimal and continue to remain low. The recommended rate increases the rate from .07% to .09%.

MOTION

Commissioner Hamman moved to set the Passbook Savings Rate at 0.09%/year, effective March 1, 2019. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Banyard Management. The agreement sets the rates of compensation and an annual contract maximum. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2019, and affirm the contract maximum for the 2019 operating year.

MOTION

Commissioner Jones moved to approve updated billing rates for HACB personnel effective March 1, 2019, authorization to submit such rates to Banyard for consideration, and re-affirmation of the annual contract maximum in the amount of \$15,000.00 for the period extending from October 1, 2018 through September 30, 2019. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.4 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Butte County Affordable Housing Development Corporation. The agreement sets the rates of compensation and an annual contract maximum. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2019, and affirm the contract maximum for the 2019 operating year.

MOTION

Commissioner Jones moved to approve updated billing rates for HACB personnel effective March 1, 2019, authorization to submit such rates to Banyard for consideration, and re-affirmation of the annual contract maximum in the amount of \$18,500.00 for the period extending from October 1, 2018 through September 30, 2019. Commissioner Hamman seconded. The vote in favor was unanimous

- 5.5 Camp Fire - Executive Director Mayer provided the Board with written updates that are sent to HUD on a weekly basis, updates addressing various post-Camp Fire disaster subjects. HUD representatives continue to participate in subject group meetings once a week at the HACB, to coordinate efforts.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Loren Freeman, Public Housing resident, read an excerpt from Chico State's Orion Newspaper regarding inclusionary zoning. A short discussion followed.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability (UPL) –During the January Board of Commissioners meeting the Board of Commissioners agreed to deposit an additional \$500,000 into the Pension Trust to address the agency's UPL, and to revisit the final deposit of \$500,000 when the government shutdown was over. As the government shutdown is over, the Board affirmed the making of the final \$500,000 deposit. This action brings to a total \$2 million in deposits made to the Pension Trust, satisfying previously established Board Policy.

MOTION

Commissioner Pittman moved motion to proceed with the final \$500,000 deposit into the PARS Trust. Commissioner Hamman seconded. The vote in favor was unanimous.

- 7.2 Status of Employees displaced by disaster – During the January Board of Commissioners meeting, the Board authorized, that forty (40) hours of additional “Disaster” leave be provided to the five (5) HACB employees who lost homes in the Camp Fire Disaster, such leave to be used by the end of the year, or lost. As the authorization was not publically noticed on the Agenda for the meeting, a follow up action is required to effect the motion.

MOTION

Commissioner Pittman moved motion to affirm and authorize forty (40) hours of additional “disaster” leave to the five (5) HACB employees who lost homes in the Camp Fire Disaster. Commissioner Jones seconded.

8. SPECIAL REPORTS

- 8.1 Nor/Cal Nevada NAHRO Chapter Conference – Administrative Operations Director Young attended the conference. She attended Human Resources and Section 8 sessions; she found the networking portion of the conference particularly beneficial as she was able to learn from her peers. Deputy Executive Director Guanzon was also at the conference, attending Homelessness and Human Resources tracks. Once again HACB was awarded HUD High Performer status in both the HUD Section 8 and Public Housing programs.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- **Next regular meeting – March 21, 2019**
- **2019 NAHRO Washington Conference – April 7-9, 2019**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 3:55 p.m.

Dated: February 21, 2019.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

Housing Authority of the County of Butte
HACB Operating Account
AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/1/2019	1509	Internal Revenue Service	\$20,083.86
2/1/2019	1510	Employment Development Department	\$2,998.24
2/1/2019	1511	Employment Development Department	\$3,679.08
2/1/2019	1512	MassMutual Financial Group	\$2,705.00
2/1/2019	1513	CalPERS	\$10,701.88
2/1/2019	1514	CalPERS	\$2,569.95
2/1/2019	150456	Allen Renville	\$450.00
2/1/2019	150457	CALIFORNIA WATER SERVICE	\$4,997.41
2/1/2019	150458	COMCAST CABLE	\$115.65
2/1/2019	150459	Claudio Romo	\$39.10
2/1/2019	150460	FedEx	\$16.34
2/1/2019	150461	GreatAmerica Financial Services	\$155.52
2/1/2019	150462	Henry Carlson	\$52.37
2/1/2019	150463	Jiffy Lube, Inc.	\$50.13
2/1/2019	150464	Larry Guanzon	\$90.19
2/1/2019	150465	OFFICE DEPOT INC	\$355.81
2/1/2019	150466	P G & E	\$5,197.01
2/1/2019	150467	Sharon Furniture, Inc	\$1,756.46
2/1/2019	150468	TAMRA C. YOUNG	\$196.56
2/1/2019	150469	United States Postal Service (CMRS-FP)	\$2,500.00
2/1/2019	150470	WCP Solutions	\$836.55
2/1/2019	150472	Biggs Municipal Utilities	\$63.00
2/1/2019	150473	CALIFORNIA WATER SERVICE	\$60.00
2/1/2019	150474	Gridley Municipal Utilities	\$66.00
2/1/2019	150475	P G & E	\$694.00
2/8/2019	1515	Internal Revenue Service	\$100.92
2/8/2019	1516	Employment Development Department	\$10.80
2/8/2019	1517	Employment Development Department	\$57.27
2/8/2019	150476	Access Information Holdings, LLC.	\$126.23
2/8/2019	150477	Baker Distributing Company, Inc.	\$231.05
2/8/2019	150478	Basic Laboratory, Inc.	\$177.80
2/8/2019	150479	Biggs Municipal Utilities	\$578.12
2/8/2019	150480	CIC	\$1,000.20
2/8/2019	150481	CITY OF CHICO (22332)	\$428.76
2/8/2019	150482	COMCAST CABLE	\$206.96
2/8/2019	150483	Chico Turf Plus, LLC	\$80.00
2/8/2019	150484	Climate & Energy Solutions	\$575.00
2/8/2019	150485	E Center	\$355.76
2/8/2019	150486	EAGLE SECURITY SYSTEMS	\$100.00
2/8/2019	150487	HACB	\$100,000.00
2/8/2019	150488	HD Supply Facilities Maintenance, Ltd.	\$2,140.07
2/8/2019	150489	InterWest Insurance Services, LLC	\$625.00
2/8/2019	150490	Jennifer Griggs	\$88.97

2/8/2019	150491	MACS HARDWARE	\$143.84
2/8/2019	150492	MRI Software LLC	\$1,449.00
2/8/2019	150493	Neal Road Recycling & Waste	\$22.00
2/8/2019	150494	North Valley Tree Service dba	\$79,380.00
2/8/2019	150495	OFFICE DEPOT INC	\$305.07
2/8/2019	150496	P G & E	\$237.34
2/8/2019	150497	S.E.C. 5 Private Security dba	\$3,199.00
2/8/2019	150498	SPRINT	\$65.73
2/8/2019	150499	Slakey Brothers, Inc.	\$322.22
2/8/2019	150500	Staples Business Credit	\$1,217.11
2/8/2019	150501	THRIFTY ROOTER-SERVICE & PLUMBING	\$99.00
2/8/2019	150502	US Bank	\$203.78
2/8/2019	150503	Youth for Change	\$124.08
2/15/2019	1518	CalPERS	\$20,215.46
2/15/2019	1519	CalPERS	\$6.90
2/15/2019	1520	Internal Revenue Service	\$19,773.79
2/15/2019	1521	Employment Development Department	\$3,670.25
2/15/2019	1522	Employment Development Department	\$1,920.22
2/15/2019	1523	MassMutual Financial Group	\$2,705.00
2/15/2019	150505	A-1 Appliance	\$470.83
2/15/2019	150506	Adams Ashby Group, LLC.	\$380.00
2/15/2019	150507	Adecco Employment Services	\$12,804.78
2/15/2019	150508	Advanced Document	\$252.11
2/15/2019	150509	American Bankers Ins. Co. of FL	\$5.00
2/15/2019	150510	Benefit Resource, Inc.	\$500.00
2/15/2019	150511	CALIF. WTR. SER. ORO	\$156.89
2/15/2019	150512	COMCAST CABLE	\$153.08
2/15/2019	150513	CULLIGAN	\$586.11
2/15/2019	150514	Clean Master	\$1,604.00
2/15/2019	150515	Creative Composition, Inc.	\$512.66
2/15/2019	150516	Cypress Dental Administrators	\$3,469.20
2/15/2019	150517	Enloe Medical Center	\$59.00
2/15/2019	150518	Golden State Risk Management Authority	\$30,233.00
2/15/2019	150519	JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	\$788.40
2/15/2019	150520	LOWE'S	\$800.75
2/15/2019	150521	MES VISION	\$620.48
2/15/2019	150522	NOR CAL LANDSCAPE MAINTENANCE	\$12,031.00
2/15/2019	150523	OPER. ENG. LOCAL #3	\$784.00
2/15/2019	150524	P G & E	\$1,087.84
2/15/2019	150525	Plan B Professional Answering Services	\$110.50
2/15/2019	150526	Scrubbs, Inc.	\$23.95
2/15/2019	150527	Void / The Home Depot Credit Services	\$0.00
2/15/2019	150528	Void / The Home Depot Credit Services	\$0.00
2/15/2019	150529	The Home Depot Credit Services	\$3,890.15
2/15/2019	150530	Thermalito Irrigation	\$275.74
2/15/2019	150531	Umpqua Bank	\$4,192.93
2/15/2019	150532	Unum Life Insurance Company	\$363.98
2/15/2019	150533	Unum Life Insurance Company	\$379.78
2/15/2019	150534	Valero Marketing & Supply	\$332.52

2/15/2019	150535	WASTE MANAGEMENT	\$4,183.85
2/15/2019	150536	WILLIAM F. SQUYRES, JR.	\$438.72
2/15/2019	150537	Yuba City Treasurer	\$4,550.93
2/22/2019	1524	CalPERS	\$10,701.86
2/22/2019	1525	CalPERS	\$2,389.51
2/22/2019	1526	Cal Dep of Tax and Fee Administration	\$343.00
2/22/2019	1527	Internal Revenue Service	\$743.25
2/22/2019	1528	Employment Development Department	\$126.97
2/22/2019	1529	Employment Development Department	\$57.22
2/22/2019	1530	MassMutual Financial Group	\$100.00
2/22/2019	150540	A-1 Appliance	\$1,286.90
2/22/2019	150541	AT&T	\$200.80
2/22/2019	150542	Advanced Document	\$332.47
2/22/2019	150543	Anne B. Jones	\$50.00
2/22/2019	150544	Baker Distributing Company, Inc.	\$466.44
2/22/2019	150545	CALIF. WTR. SER. ORO	\$1,045.94
2/22/2019	150546	Chico Turf Plus, LLC	\$660.00
2/22/2019	150547	Clean Master	\$93.75
2/22/2019	150548	Climate & Energy Solutions	\$235.00
2/22/2019	150549	DELL MARKETING L.P.	\$1,256.98
2/22/2019	150550	David Pittman	\$50.00
2/22/2019	150551	FedEx	\$25.38
2/22/2019	150552	Gridley Municipal Utilities	\$854.99
2/22/2019	150553	Harvest Park Apartments	\$11.87
2/22/2019	150554	Heather M. Schlaff	\$50.00
2/22/2019	150555	Larry Hamman	\$50.00
2/22/2019	150556	Larry Hamman	\$34.80
2/22/2019	150557	MAINTENANCE PLUS	\$840.27
2/22/2019	150558	MI CASA EDUCATION, INC.	\$7,500.00
2/22/2019	150559	NorthStar	\$899.50
2/22/2019	150560	OFFICE DEPOT INC	\$701.59
2/22/2019	150561	P G & E	\$258.04
2/22/2019	150562	Patricia Besser	\$50.00
2/22/2019	150563	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
2/22/2019	150564	REM Construction, Inc.	\$20,219.49
2/22/2019	150565	TIAA COMMERCIAL FINANCE, INC	\$143.72
2/22/2019	150566	TPx Communications	\$768.48
2/22/2019	150567	Tashi Zeigler*S8PB	\$50.72
			\$445,038.61

Housing Authority of the County of Butte
FLH Operating Account
AP Check Register

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/8/2019	1607	CIC	\$440.75
2/8/2019	1608	HARSHBARGER ACE HARDWARE	\$55.74
2/8/2019	1609	Harshwal & Company, LLP	\$3,500.00
2/15/2019	1610	SabiasQue/Atrevete dba	\$1,020.00
2/15/2019	1611	Slakey Brothers, Inc.	\$308.82
2/15/2019	1612	United States Postal Service (CMRS-PB)	\$192.00
2/22/2019	1613	HACB	\$29,323.04
2/22/2019	1614	Jose Mayorga Mercado	\$258.48
2/22/2019	1615	P G & E	\$123.75
			\$35,222.58

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BALANCE SHEET
January 31, 2019

***** A S S E T S *****		
Current Assets		
Cash - Unrestricted	3,527,527	
Cash - Other Restricted (FSS/USDA Reserves/HAP)	1,238,342	
Cash - Tenant Security Deposits	288,120	
Accounts Receivable - PHA's	0	
Accounts Receivable - HUD	41,395	
Accounts Receivable - Other Gov't	29,569	
Accounts Receivable - Miscellaneous**	211,647	**see below
Accounts Receivable - Tenants	49,919	
Accounts Receivable - Fraud	173	
Note Receivable-Current Portion	0	
Accrued Interest Receivable	66,569	
Investments - Unrestricted	2,431,823	
Investments - Restricted (Bond Reserves/P&I/PARS Trust)	1,678,973	
Inventories	29,180	
Prepaid Expenses	269,133	
Inter-program - Due From	182,079	
Total Current Assets	10,044,450	
Fixed Assets		
Land	1,651,569	
Buildings & Improvements	46,766,053	
Furniture, Equipment & Machinery	2,206,739	
Infrastructure	2,889,796	
Accumulated Depreciation	-31,370,222	
Construction in Progress	38,686	
Total Fixed Assets	22,182,621	
Other Non-Current		
Notes, Loans & Mortgages Receivable	1,826,030	
Deferred Outflows (GASB 68, Pension benefits)	1,019,548	
Safety Deposit Box, Key Deposit	10	
Investment in Limited Partnerships	3,309,363	
Total Other Non-Current	6,154,951	
TOTAL ASSETS		38,382,022
***** LIABILITIES AND NET POSITION *****		
Current Liabilities		
Accounts Payable < 90 days	92,970	
Accrued Salaries & Fringe Payable	40,999	
Accrued Compensated Absences	160,273	
Accrued Interest Payable	223,412	
Tenant security deposits	286,590	
Deferred Revenue	144,388	Pre-2014 FSS grant & Prepaid Rent
Payable to HUD	215	Interest >\$500 on HAP Reserves
Long-Term Debt - Current Portion	318,632	
Accrued Liabilities - Other	123,407	Accrued Sewer and PILOT
Inter-program - Due To General Fund	182,079	
Total Current Liabilities	1,572,965	
Long-Term Liabilities		
Deferred Outflows (GASB 68)	131,057	
Other Post Retirement Benefits-Net (GASB 75)	234,758	Net OPEB = Total Liability less Trust Account
Unfunded Pension Liability (GASB 68)	3,368,291	
Long-Term Debt	6,488,189	
Non-Current Liabilities - Other (FSS)	93,016	
Total Long-Term Liabilities	10,315,311	
TOTAL LIABILITIES		11,888,276
Net Position		
Beginning Net Position	26,514,411	
Retained Earnings	-20,665	
Ending Net Position	26,493,746	
TOTAL NET POSITION		26,493,746
TOTAL LIABILITIES AND NET POSITION		38,382,022

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
October 1, 2018 to January 31, 2019

	Month to Date			Year to Date			33.3%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
REVENUE							
NET DWELLING RENT	253,901	266,809	12,908	1,022,488	3,201,711	2,179,223	31.9%
TENANT CHARGES	14,665	5,068	-9,598	41,070	60,810	19,740	67.5%
LAUNDRY REVENUE	2,357	2,682	325	11,089	32,184	21,095	34.5%
HUD GRANT REVENUE	1,247,747	1,353,856	106,109	4,940,285	16,246,274	11,305,989	30.4%
OTHER GRANT REVENUE	29,569	27,500	-2,069	115,044	330,000	214,956	34.9%
MORTGAGE INTEREST INCOME	5,939	5,741	-198	23,756	68,894	45,138	34.5%
FRAUD RECOVERY	5,826	7,500	1,674	18,447	90,000	71,553	20.5%
OTHER INCOME ³	41,720	56,829	15,109	231,964	681,943	449,979	34.0%
INVESTMENT INCOME-unrestricted	4,379	2,859	-1,520	18,527	34,306	15,779	54.0%
INVESTMENT INCOME-restricted	1,413	676	-738	5,375	8,110	2,735	66.3%
TOTAL REVENUE	1,607,515	1,729,519	122,004	6,428,044	20,754,232	14,326,188	31.0%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	148,890	153,487	4,597	615,143	1,841,842	1,226,699	33.4%
AUDIT FEE	3,500	2,695	-806	3,500	32,334	28,834	10.8%
ADVERTISING & MARKETING	210	937	727	846	11,240	10,394	7.5%
PR TAXES & BENEFITS-ADMIN	73,481	77,908	4,427	298,602	934,899	636,297	31.9%
OFFICE EXPENSES	20,166	23,674	3,509	93,114	284,091	190,977	32.8%
LEGAL EXPENSES	2,428	1,517	-911	6,085	18,200	12,115	33.4%
TRAVEL	426	2,310	1,884	5,696	27,725	22,029	20.5%
ALLOCATED OVERHEAD	0	0	0	0	0	0	0.0%
OTHER ADMIN. EXPENSE	25,013	23,762	-1,252	115,316	285,140	169,824	40.4%
TOTAL ADMIN. COSTS	274,114	286,289	12,175	1,138,304	3,435,471	2,297,167	33.1%
TENANT SERVICES-SALARIES	1,567	3,875	2,308	15,744	46,500	30,756	33.9%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	881	1,940	1,059	4,701	23,275	18,574	20.2%
TENANT SERVICES-MISC.	356	2,920	2,565	9,669	35,045	25,376	27.6%
TOTAL TENANT SERVICES	2,804	8,735	5,931	30,115	104,820	74,705	28.7%
WATER	11,764	14,430	2,666	48,999	173,161	124,162	28.3%
ELECTRICITY	7,463	9,030	1,567	29,041	108,361	79,320	26.8%
GAS	2,391	1,604	-788	4,866	19,248	14,382	25.3%
SEWER	13,844	15,126	1,283	52,968	181,514	128,546	29.2%
TOTAL UTILITIES-PROJECT	35,462	40,190	4,729	135,873	482,283	346,410	28.2%
MAINT. SALARIES	23,176	25,750	2,574	96,682	309,000	212,318	31.3%
MAINTENANCE MATERIAL	17,454	12,006	-5,448	51,044	144,074	93,030	35.4%
MAINT. CONTRACT COSTS	54,286	74,856	20,570	247,200	898,275	651,075	27.5%
PR TAXES & BENEFITS-MAINT	13,433	18,573	5,139	53,151	222,873	169,722	23.8%
TOTAL MAINTENANCE	108,349	131,185	22,836	448,077	1,574,222	1,126,145	28.5%
PROTECTIVE SERVICES	3,599	5,167	1,568	16,656	62,000	45,344	26.9%
INSURANCE-ALL	20,122	20,724	603	80,653	248,693	168,040	32.4%
OTHER GENERAL EXP	7,601	4,167	-3,434	29,441	50,000	20,559	58.9%
P.I.L.O.T.	13,481	8,883	-4,598	41,513	106,600	65,087	38.9%
BAD DEBTS - TENANTS	0	2,233	2,233	0	26,797	26,797	0.0%
BAD DEBTS - OTHER	0	3,750	3,750	0	45,000	45,000	0.0%
INTEREST EXPENSE	16,652	22,224	5,572	72,230	266,691	194,461	27.1%
TOTAL OTHER OPERATING EXP.	61,455	67,148	5,694	240,493	805,781	565,287	29.8%
EXTRAORDINARY MAINT.	0	0	0	0	0	0	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	904,157	1,088,218	184,061	3,894,535	13,058,620	9,164,085	29.8%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	3,750	3,750	0	45,000	45,000	0.0%
TOTAL OTHER COSTS	904,157	1,091,968	187,811	3,894,535	13,103,620	9,209,085	29.7%
TOTAL EXPENSES	1,386,341	1,625,516	239,176	5,887,397	19,506,197	13,618,800	30.2%
RETAINED EARNINGS (- Deprec.) 1	221,174	104,003	-117,172	540,647	1,248,035	707,388	43.3%
+ PRINCIPAL/REPL. RESERVE ²	0	4,133	4,133	0	49,600	49,600	0.0%
- DEBT SERVICE PMTS (Bonds & USDA)	-17,111	-25,443	-8,332	-218,445	-305,312	-86,867	71.5%
- CAPITALIZED ASSETS	0	-58,571	-58,571	-17,435	-702,846	-685,411	2.5%
+/- GAIN/LOSS on PARS TRUST ACCT	50,035	0	0	-5,213	0	5,213	0.0%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-13,253	-11,831	1,422	-44,943	-141,973	-97,030	31.7%
NET CASH FLOW	240,845	12,292	-178,518	254,611	147,504	-107,107	172.6%

1 Retained Earnings less Depreciation on Balance Sheet = **- \$20,665**

2 Loan Principal received and Replacement Reserve receipts

3 Includes \$79,106 Kathy Ct insurance claim for lost rents

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2019

HCV FSS GRANT (old)	131,152	FY 2019 ADMIN FEES	40,138
PHA HELD HAP-current	360,161	POST-2003 ADMIN FEES	1,110,105
HUD HELD HAP @ 12/31/18	949,254	INVESTED IN CAP ASSETS	183,677

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,133,085	0	0	0	0	0	0	0	0	0	0	0	1,133,085
BEG. INVESTED IN CAPITAL ASSETS	185,374	0	0	0	0	0	0	0	0	0	0	0	185,374
HUD ADMIN FEE REVENUE	125,676	0	0	0	0	0	0	0	0	0	0	0	125,676
FRAUD RECOVERY	2,913	0	0	0	0	0	0	0	0	0	0	0	2,913
INTEREST INCOME	1,663	0	0	0	0	0	0	0	0	0	0	0	1,663
DEPRECIATION (reduces Capital Assets)	-1,697	0	0	0	0	0	0	0	0	0	0	0	-1,697
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-113,093	0	0	0	0	0	0	0	0	0	0	0	-113,093
ENDING ADMIN RESERVE BALANCE	1,333,921	0	0	0	0	0	0	0	0	0	0	0	1,333,921
YTD Change in Admin.	15,462												15,462
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	0	0	0	0	0	0	0	0	0	0	0	223,263
HUD HAP REVENUE	1,022,981	0	0	0	0	0	0	0	0	0	0	0	1,022,981
FRAUD RECOVERY	2,913	0	0	0	0	0	0	0	0	0	0	0	2,913
FSS FORFEITURES	36	0	0	0	0	0	0	0	0	0	0	0	36
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-889,032	0	0	0	0	0	0	0	0	0	0	0	-889,032
ENDING HAP RESERVE BALANCE	360,161	0	0	0	0	0	0	0	0	0	0	0	360,161
YTD Change in HAP	136,898												136,898
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,022,981												1,022,981
HAP EXPENDITURES (Current Month)	912,727												912,727
CY 2019 HAP BUDGET UTILIZATION	89%												89%
BUDGET AVAILABLE (YTD)	1,022,981												1,022,981
TOTAL HAP EXPENDITURES (YTD)	912,727												912,727
BUDGET REMAINING (YTD)	110,254	-	-	-	-	-	-	-	-	-	-	-	110,254
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,767												1,767
UNIT MONTH'S AVAILABLE	2,206												2,206
OVER or (UNDER) LEASED	-439	0	0	0	0	0	0	0	0	0	0	0	-439
CY 2019 VOUCHER UTILIZATION	80%												80%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	517												517
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	484	485	496	497	507	488

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786
CY 2019 HAP Revenue is estimated at \$12 million

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

HOUSING CHOICE VOUCHER (SECTION 8)

UTILIZATION SUMMARY REPORT

ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
BUTTE														
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1622	1601	1587	1593	1877	1864	1856	1834	1854	1856	1852	1848	1847	1862
VOUCHER UTILIZATION %	82.97%	81.89%	81.18%	81.48%	96.01%	95.35%	94.94%	93.81%	94.83%	94.94%	94.73%	94.53%	94.48%	95.24%
GLENN														
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	52	56	57	56	58	57	57	57	56	56	58	57	60	60
VOUCHER UTILIZATION %	59.77%	64.37%	65.52%	64.37%	66.67%	65.52%	65.52%	65.52%	64.37%	64.37%	66.67%	65.52%	68.97%	68.97%
VASH														
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	134	134	134
CURRENT LEASED	112	110	112	112	116	116	116	115	117	116	116	115	116	116
VOUCHER UTILIZATION %	68.29%	67.07%	68.29%	68.29%	70.73%	70.73%	70.73%	70.12%	71.34%	70.73%	70.73%	85.82%	86.57%	86.57%
TOTAL														
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2176	2176	2176
CURRENT LEASED	1786	1767	1756	1728	2051	2037	2029	2006	2027	2028	2026	2020	2023	2038
VOUCHER UTILIZATION %	80.96%	80.10%	79.60%	78.33%	92.97%	92.34%	91.98%	90.93%	91.89%	91.93%	91.84%	92.83%	92.97%	93.66%

HAP SUMMARY*	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
ACC BUDGET	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,051,832	\$ 1,037,411	\$ 1,037,411	\$ 1,037,411
ACTUAL HAP	\$ 911,625	\$ 892,882	\$ 868,942	\$ 876,871	\$ 1,014,466	\$ 998,564	\$ 980,374	\$ 971,889	\$ 969,518	\$ 974,254	\$ 976,649	\$ 980,573	\$ 980,648	\$ 984,808
PER UNIT COST	\$ 510	\$ 505	\$ 495	\$ 507	\$ 495	\$ 490	\$ 483	\$ 484	\$ 478	\$ 480	\$ 482	\$ 485	\$ 485	\$ 483
BUDGET UTILIZATION %	86.67%	84.89%	82.61%	83.37%	96.45%	94.94%	93.21%	92.40%	92.17%	92.62%	92.85%	94.52%	94.53%	94.93%

ACTIVITY SUMMARY	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18	OCT'18	SEP'18	AUG'18	JUL'18	JUN'18	MAY'18	APR'18	MAR'18	FEB'18
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	53	34	26	24	22	24	23	23	26	26	27	27	25	27
ZERO HAP	15	15	16	16	24	24	19	19	22	25	17	16	17	19
UTILITY ASSISTANCE PAYMENTS	49	46	41	41	50	45	45	42	45	44	47	46	43	45
NEW ADMISSIONS	**	5	7	19	20	37	39	40	12	20	19	20	25	25
INITIAL VOUCHERS SEARCHING	93	49	39	88	92	140	174	172	157	127	81	66	44	93
ACTUAL/ESTIMATED EOP	16	8	17	6	11	18	27	20	29	13	17	11	26	25
REMAIN ON WAITING LIST	1156	1200	1470	3007	3434	3459	3568	3797	4021	4248	4529	4649	4752	4787

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

**No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2019**

HOUSING AUTHORITY OWNED PROPERTIES												
	Gridley FLH		Open Market Units			Bond Properties						
Location	FLH	Demo	Locust	Gridley Springs II	Other	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	10	24	3	30	27	12	18	40	127	%
Mar-19	17**	0	0	0	0	0	0	12***	0	1	1	99.2%
Feb-19	15**	0	0	0	0	0	0	12***	0	0	0	100.0%
Jan-19	17**	0	0	0	0	0	0	12***	0	0	0	100.0%
Dec-18	21**	0	0	0	0	0	0	12***	1	1	2	98.4%
Nov-18	23**	0	0	3	0	0	0	0	0	0	0	100.0%
Oct-18	24**	0	0	3	0	0	0	1	1	0	2	98.4%
Sep-18	26**	0	0	2	0	0	1	1	0	0	2	98.4%
Aug-18	27**	0	0	2	0	0	0	2	0	0	2	98.4%
Jul-18	31**	0	1	2	0	0	0	2	1	1	4	96.9%
Jun-18	30**	0	0	2	0	0	1	1	1	1	4	96.9%
May-18	28**	0	0	0	0	0	0	1	0	1	2	98.4%
Apr-18	27**	1	0	0	0	0	0	0	0	1	1	99.2%

* Unit count adjusted by units offline - (6) uninhabitable and (9) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (14) units.

*** Full vacancy; (12) units, due to Camp Fire loss.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Mar-19	1	1	2	1	2	0	0	7	98.0%
Feb-19	1	1	2	1	3	0	1	9	97.4%
Jan-19	0	0	1	1	1	0	1	4	98.8%
Dec-18	0	0	1	0	4	1	0	6	98.3%
Nov-18	0	1	0	0	0	2	1	4	98.8%
Oct-18	0	0	1	0	0	0	0	1	99.7%
Sep-18	0	1	2	2	0	0	0	5	98.6%
Aug-18	0	1	4	1	1	0	1	8	97.7%
Jul-18	1	1	1	1	0	0	1	5	98.6%
Jun-18	1	1	4	0	1	0	0	7	98.0%
May-18	1	1	0	1	2	0	0	5	98.6%
Apr-18	0	1	0	0	0	0	1	2	99.4%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Mar-19	2
Feb-19	0
Jan-19	0
Dec-18	3
Nov-18	2
Oct-18	2
Sep-18	2
Aug-18	3
Jul-18	1
Jun-18	3
May-18	5
Apr-18	6

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Mar-19	0	1	1	0	0
Feb-19	0	2	0	1	0
Jan-19	0	2	0	1	1
Dec-18	0	1	1	0	1
Nov-18	0	3	4	0	1
Oct-18	0	4	4	0	1
Sep-18	0	2	4	0	2
Aug-18	0	3	4	3	0
Jul-18	0	3	3	1	0
Jun-18	0	4	1	1	0
May-18	1	2	5	0	0
Apr-18	1	2	5	1	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	0	1+	335	8+	241	7+
2	338	5+			164	6+
3	130	5+	92	3+	59	4+
4	13	5+			15	3+
5					2	5+

* Chico 1-bedroom waiting list closed 06-15-09

**Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	22		8	2
2	9	7			3	
3	2	2	3	6	1	
4	1	4+			2	
5					0	

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of March 15, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; 97 of 232 Public Housing units have been completed.
- Public Housing – Tree Maintenance: including pruning and selected removals of diseased or dead trees at all Public Housing properties. Project site work at the Chico and Oroville Public Housing properties is complete, with Biggs and Gridley work scheduled for completion during the month of March.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding and site work planned for completion during 2019.
- Public Housing – Projects 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. This project will be bid in the spring of 2019.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 1B,04, 43-2A & 2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units. To be bid in the spring of 2019.
- Walker Commons – Roofing Phase II, project bidding is complete. See BCAHDC Resolution No 19-1C with Memo, regarding award of Walker Commons Roof Replacement Phase II contract. Architectural design for project siding, PTAC unit, window, and path of travel replacements is currently in planning for 2019.
- Chico Commons – Phased Siding Replacement Project. This project is currently out to bid with contract approval set for the April 2019 Banyard Management board meeting.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are scheduled to begin during the month of March with construction bidding planned for July-August 2019.

12 Month HACB Project Schedule - March 15, 2019

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
	FLH														
1		Phase (II & III) Combined Unit Rehab - Re-design	\$153,230.00												
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$60,100.00												
1		Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00												
1		Well 1,2,3 TCP Water Contaminate Compliance- Action Plan Development	\$25,000.00												
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		FLH - Tree Maintenance	\$40,300.00												
1		Demo Units - Siding & Paint	\$128,000.00												
	Public Housing														
2		Energy Performance - Electrical	\$254,380.00												
2		Tree Pruning and Removals	\$268,800.00												
2		Appliance Replacements (Refrigerators)	\$24,000.00												
3		ADA Units upgrade (43-10)	\$213,000.00												
1		Sewer Lateral Replacement 43-03	\$86,000.00												
1		Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$162,400.00												
2		Roadway Resurfacing, ADA POT, Site Improvements	\$261,149.62												
1		ACM Tile Abatement	\$67,000.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$25,000.00												
	Chico Commons														
1		Siding replacement IV Construction Contract	\$220,479.42												
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
3		Cabinets, Interior Work	\$200,000.00												
	Walker Commons														
2		Architecture: Window, HVAC, Siding Repl.	\$35,000.00												
3		Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00												
3		HVAC	\$89,000.00												
1		Roof Replacement - Phase 2	\$113,547.50												
3		ADA Path of Travel	\$95,000.00												
	DAC's Reports														
1		Update ALL reports in ALL projects	\$1,200.00												
	Alamont														
1		Patio Replacements (2)	\$12,000.00												
4		Painting of Buildings	\$27,000.00												
	Evanswood HOA														
	Lincoln Apts.														
3		Parking Lot ADA and Asphalt Overlay	\$27,000.00												
	Cordillera														
1		Painting of Buildings	\$45,000.00												
	Locust Apts.														
	2039 Forest Avenue														
1		Breakroom Patio Security Fencing	\$15,000.00												
	Other														
	Total next 12 months		\$9,270,875.54												

	Design/Bid Phase
	Construction Phase
	Completed

501-16	
Obligation End:	4/13/2018
Disbursement End:	4/12/2020
Disbursement End:	4/12/2020
501-17	
Obligation Start:	8/16/2017
Obligation End:	8/15/2019
Disbursement End:	8/15/2021
501-18	
Obligation Start:	5/29/2018
Obligation End:	5/28/2020
Disbursement End:	5/28/2022

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

Capital Fund 501-16, Funding Amount \$557,509

This Capital Fund is 100% obligated, and 100% expended. Close out is subject to audit.

Capital Fund 501-17, Funding Amount \$557,643

This Capital Fund is 94% obligated, and 66% expended. Projects include:

- **ACM Tile Replacement** – All concrete-block units, ongoing - fourteen (14) units complete.
- **Energy Conservation Work** – Electrical Fixture replacements, countywide, in planning.
- **ADA Site Accessibility Work** – Hammon Park (43-15), Oroville. Project is complete.
- **Sewer Service Line Replacements** – Chico CMU units (43-03), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Tree Maintenance** – Countywide, Pruning and Selected Removals. Contract site work complete in Chico area, currently underway at the Biggs and Gridley PH units.

Capital Fund 501-18, Funding Amount \$817,783

This Capital Fund is 10% obligated and 3% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), planned for 2019
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

Housing Authority of the County of Butte

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		1406 Operations	1408 Mngmt Improvements	1410 Admin	1480 Audit	1430-1480 Fees and Cost	1450 Site Improvement	1460 Dwelling Structure	1465 Building Equipment	1480 General Capital Activity	1495-1480 Relocation Costs	100 Reserved Budget	Totals	"UC" Under Contract
	Cash Available as of 3-15-2019	27,875	2,000	56,399	4,000	77,682	0	0	0	808,981	3,500	0	980,437	
													0	
	501-16, 501-17 and 501-18 Funding												0	
100	Reserved Budget											0	0	
1406	Operations	27,875											27,875	
1408	Management Improvements		2,000										2,000	
1480	Audit Cost Cap Fund				4,000								4,000	
1410	Administration			56,399									56,399	
1430	Architectural Service / Permits/ Administration					0							0	
1480	Fees and Costs					77,682							77,682	
1450	Site Work Landscaping/ Concrete work / ADA												0	
1450	Sewer Lateral Investigation 43-03												0	
1460	ADA unit Upgrades							0					0	
1460	VCT Tile Replacement (Cinder Block Units)							0					0	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment									808,981			808,981	
1495.1	Relocation Costs										0		0	
1480	Relocation Costs										3,500		3,500	
													0	
													980,437	Total

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director
Ed Mayer, Executive Director
Juan Meza, Property Manager

Subject: Farm Labor Housing, Gridley – status report

There are a total of (84) occupied units of which *four (4) are FEMA evacuees*; (16) units are offline because they are part of Phases II and III of the rehab, (8) uninhabitable units, and (13) units available for occupancy. We currently have (6) applicants on our waiting list, (1) of which is a FEMA applicant. We anticipate moving in (1) Farm Labor eligible applicant and the FEMA applicant before the end of the month, which will bring our occupancy up to eighty-six (86). We don't have any intent to vacate notices or unlawful detainers at this time. Our goal and number one priority continues to be renting out all habitable units on the property.

Maintenance staff and the Resident Manager continue to work on vacancy make-readies. We have (1) temporary worker assisting maintenance with landscaping and maintenance duties. On-site security is reporting no significant problems at this time.

Monthly food distribution was held this month on March 12, 2019 from 5-8 pm in the Community Room. Promotores staff continues to host a youth group every Wednesday from 3:30 pm to 4:30 pm. Mobile Digital Literacy (e-Aprende) continues to assist residents on Wednesdays from 10:00 am to 2:00 pm.

Mi C.A.S.A. staff is busy planning events for St. Patrick's Day and Easter. Staff is reporting between (50-60) students attending classes daily, but outreach continues to all residents to encourage all school aged children residing on the property to enroll in the program.

Phase II renovation work has been delayed a year because of performance issues with the Project Architect, Pat Barnard & Associates, whose contract has now been terminated. USDA has approved a new architect, HMR Architects, Sacramento, who has been given notice to proceed. The plan is to organize Rehab Phases II and III, funded by \$6 million in USDA grants, for a consolidated construction effort in 2019.

The levee taking transaction is creeping towards a close, subject to USDA-RD and State HCD approval of the transaction. USDA response has been delayed by the Camp Fire disaster, and State HCD, with a new administrative regime, has wavered on approval requirements. Upon USDA and HCD approval, the levee taking transaction, transferring funds and property, can be completed. Levy taking proceeds to the HACB, in the amount of \$66,450.00, will be directed towards property rehab work. HACB has retained an agent to coordinate and finalize this transaction.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING**

FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2018

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING

TABLE OF CONTENTS

	<u>PAGE(S)</u>
INDEPENDENT AUDITOR'S REPORT	1 - 3
FINANCIAL STATEMENTS	
Balance Sheet	4
Statement of Operations	5
Statement of Changes in Retained Earnings	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 11
SUPPLEMENTARY INFORMATION	12
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	13 - 14
AUDIT FINDINGS ON COMPLIANCE	15
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES	16 - 17
NOTES TO AGREED-UPON PROCEDURES	18 - 19
ACCOMPANYING MULTIPLE FAMILY HOUSING BORROWER BALANCE SHEETS - FORM RD 3560-10	20
ACCOMPANY MULTIPLE FAMILY HOUSING PROJECT BUDGET - FORM RD 3560-7	22
SUPPORTING DOCUMENTATION TO FORMS RD 3560-7 AND 3560-10	28 - 29

INDEPENDENT AUDITOR'S REPORT

The Board of Commissioners
Housing Authority of the County of Butte
Gridley Farm Labor Housing
Chico, California

Report on the Financial Statements

We have audited the accompanying financial statements of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project (Project) as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Project's financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project, as of September 30, 2018, and the respective changes in financial position and, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 2, the financial statements present only balance sheet, statements of operations, changes in retained earnings, and cash flows of Gridley Farm Labor, which is accounted for within an enterprise fund of the Housing Authority of the County of Butte, and do not purport to, and do not, present fairly the financial position of the Housing Authority of the County of Butte as of September 30, 2018, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. The purpose of these financial statements is solely to address a regulatory requirement imposed by the United States Department of Agriculture- Rural Development.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a required part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinion on the financial statements that collectively comprise Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's basic financial statements. The supplementary information as identified in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information as identified in the table of contents is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information as identified in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2019 on our consideration of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's internal control over financial reporting and compliance.

Patel & Associates, LLP
Certified Public Accountants

Patel & Associates, LLP

Oakland, California
January 30, 2019

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
BALANCE SHEET
SEPTEMBER 30, 2018

ASSETS

Current Assets:

Cash - non restricted	\$ 13,054
Accounts receivable (net)	39,120
Prepaid expenses	75,232
Total current assets	<u>127,406</u>

Restricted cash and funded reserves

Construction account	331,874
Tenant security deposits	32,801
Tax and insurance reserve	17,621
Reserve for replacements	281,226
Total restricted cash and funded reserves	<u>663,522</u>

Rental Property

Land	325,300
Buildings	11,665,151
Infrastructure improvements and equipment	3,018,775
Accumulated depreciation	(4,907,626)
Total rental property	<u>10,101,600</u>
Total assets	<u>10,892,528</u>

Deferred outflow of resources related to the pension	<u>83,406</u>
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Total assets and deferred outflow of resources	<u>10,975,934</u>
--	-------------------

LIABILITIES AND RETAINED EARNING

Current liabilities:

Accounts payable	36,667
Accrued payroll and related expenses	9,092
Accrued liabilities	21,891
Deferred revenue	4,692
Current portion on mortgage payable (Note 3(i) and (ii))	168,632
Total current liabilities	<u>240,974</u>

Deposits and prepayment liabilities:

Tenant security deposits	<u>30,967</u>
Total deposits and prepayment liabilities	<u>30,967</u>

Long-term liabilities:

Mortgage payable - net of current portion (Note 3(i))	95,765
Mortgage payable - net of current portion (005) (Note 3(ii))	1,712,015
Mortgage payable - net of current portion (007) (Note 3(ii))	1,770,822
Net OPEB liability	16,812
Net pension liability	286,893
Total long-term liabilities	<u>3,882,307</u>
Total liabilities	<u>4,154,248</u>

Deferred inflow of resources related to the pension plan	<u>18,579</u>
--	---------------

Total Liabilities and deferred inflow of resources	4,172,827
--	-----------

Retained Earnings	<u>6,803,107</u>
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Total liabilities, deferred inflow of resources and retained earnings	<u>\$ 10,975,934</u>
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The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
STATEMENT OF OPERATIONS
SEPTEMBER 30, 2018

Rental income	
Dwelling rent	\$ 428,701
Tenant charges	5,185
Federal grant revenue	<u>331,213</u>
Total income	<u>765,099</u>
Expenses:	
Operating & maintenance expenses	162,801
Utilities expenses	93,281
Administrative expenses	154,920
Taxes and insurance	97,141
Interest on mortgage payable	<u>38,609</u>
Total expenses	<u>546,752</u>
Income (loss) from operations	<u>218,347</u>
Non-operating income/(expenses)	
Interest income	1,094
Depreciation	<u>(714,906)</u>
Total non-operating income/(expenses)	<u>(713,812)</u>
Net income (loss)	<u><u>\$ (495,465)</u></u>

The accompanying notes are an integral part of these financial statements

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
STATEMENT OF CHANGES IN RETAINED EARNING
SEPTEMBER 30, 2018**

Retained earnings, beginning of year	\$ 7,310,756
<i>Restatement</i>	(12,184)
Retained earnings, beginning of year, <i>Restated</i>	<u>7,298,572</u>
Net income (loss)	<u>(495,465)</u>
Retained earnings, end of year	<u><u>\$ 6,803,107</u></u>

The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
STATEMENT OF CASH FLOWS
SEPTEMBER 30, 2018

Operating activities:

Net income	\$ (495,465)
Adjustments to reconcile increase in net assets to net cash provided from operating activities:	
Depreciation	714,906
Decrease/(increase) in assets:	
Accounts receivable	(3,834)
Restricted cash for security deposits	(114)
Prepaid expenses	(6,120)
Increase/(decrease) in liabilities:	
Account payable	(19,040)
Accrued payroll and related expenses	(732)
Deferred revenue	4,692
Accrued liabilities	(4,577)
Security deposits	(574)
Pension liability	<u>(2,290)</u>
Net cash provided by operating activities	<u>186,852</u>

Investing activities:

Cash reserved for construction work	(1,160)
Reserve for replacement	<u>(35,418)</u>
Net cash used in investing activities	<u>(36,578)</u>

Financing activities:

Mortgage principal receipts	
Mortgage principal payments	<u>(168,735)</u>
Net cash used in financing activities	<u>(168,735)</u>

Net increase/(decrease) in cash	(18,461)
Cash, beginning of the year	<u>49,136</u>
Cash, end of the year	<u><u>\$ 30,675</u></u>

The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 1- ORGANIZATION

Housing Authority of the County of Butte, Gridley Farm Labor Housing ("the Project") was formed under the laws of the State of California, for the purpose of operating a 121-unit community located in Gridley, California. The Project is financed by a USDA Rural Development Section 515 Loan, and therefore is regulated by Rural Development as to rent charges and operating methods.

NOTE 2- SIGNIFICANT ACCOUNTING POLICIES

A summary of the Project's significant accounting policies consistently applied in the preparation of the accompanying financial statements are as follows:

Basis of Presentation

The accompanying financial statements have been prepared to present the financial activities of Gridley Farm Labor Housing Project, which is owned and operated by the Housing Authority of the County of Butte. In accordance with regulatory requirements mandated by the United States Department of Agricultural-Rural Development, these financial statements are required to report the operations of the Project for the year ended September 30, 2018. Accordingly, the accompanying financial statements do not provide a complete presentation of the Housing Authority of the County of Butte's basic financial statements. The financial statements of the Project are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Project applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Proprietary funds apply Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Project has an item that meets this criterion, contributions that were made to the plan subsequent to the measurement date. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources.

This separate financial statement element, Deferred Inflows of Resources, represents an acquisition of retained earnings that applies to a future period and so will not be recognized as revenue until then. The Project does have an item that meets the criterion for this category, deferrals of pension expense that result from the implementation of GASB Statement 68 relating to the difference between actual and expected rate of return on investment of the pension plan.

Basis of Accounting

The Project utilized the accrual basis of accounting, whereby income is recognized as earned and expenses are recognized as obligations are incurred.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 2- SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Cash and Cash Equivalents

Cash and cash equivalents consist of short-term investments with an original maturity of three months or less, cash on deposit, money market funds and certificates of deposit.

Tenant Receivable and Bad Debt Policy

Tenant rent charges for the current month are due on the first of the month. Tenants who are evicted or move-out are charged with damages or cleaning fees, if applicable. Tenant receivable consists of amounts due for rental income, security deposit or the charges for damages and cleaning fees. The Project does not accrue interest on the tenant receivable balances.

The Project has established an allowance for doubtful accounts in the amount of \$0 for the year ended September 30, 2018.

Rental Property

Rental property is recorded at cost. Improvements are capitalized, while expenditures for maintenance and repairs are expensed as incurred. Upon disposal of depreciable property, the appropriate property accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the statements of operations. The rental property is depreciated over estimated service lives as follows:

Buildings	40 years	Straight-line
Improvements and Equipment	5-15 years	Straight-line

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimate and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 3- MORTGAGES PAYABLE

- (i) The Project is subsidized by United States Department of Agriculture, Rural Development (USDA RD) through 1%-interest long term Loan 004. This note is payable in monthly payments of \$4,553 and secured by a Deed of Trust to USDA RD on the real property.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018**

NOTE 3- MORTGAGES PAYABLE - (CONT'D)

The balance of Loan 004 at September 30, 2018 was as follows:

Current maturity of long-term debt	\$ 53,383
Long-term portion	<u>95,765</u>
Total	<u><u>\$ 149,148</u></u>

Interest paid during the year ended September 30, 2018 was \$1,449.

- (ii) In December 2013, the Housing Authority signed a 33-year promissory note with USDA RD for two long term loans (Loans 005 and 007) amounting \$2 Million each, as well as two grants (Grants 006 and 008) amounting \$1 Million each. These loans and grants were for the overall rehabilitation of the property and units of Gridley Farm Labor Housing Project. The interest on the loans equal to 1% per annum is payable on the first of each December 2014 and December 2015. Principal and later accrued interest are payable on an annual installment of \$73,342 on the first of each December starting from December 2014 until the maturity on the first of December 2046. As of September 30, 2016, the loans were fully drawn and utilized.

The outstanding balances of the Loans 005 and 007 at September 30, 2018 were as follows:

	<u>Loan 005</u>	<u>Loan 007</u>
Current maturity of long-term debt	\$ 57,917	\$ 57,332
Long-term portion	<u>1,712,015</u>	<u>1,770,822</u>
Total	<u><u>\$ 1,769,932</u></u>	<u><u>\$ 1,828,154</u></u>

The following is a summary of the expected future payments against all of the loans 004, 005 and 007 within the next five years and in the aggregate thereafter:

<u>Year ended September 30,</u>	<u>Amount</u>
2019	\$ 168,632
2020	165,526
2021	162,172
2022	168,868
Thereafter	<u>3,082,036</u>
	<u><u>\$ 3,747,234</u></u>

NOTE 4- COMMITMENTS AND CONTINGENCIES

Interest and Rental Assistance Agreement

Under an agreement with Rural Development, mortgage subsidy is provided which reduces the effective interest rate on the mortgage to approximately 1% over the life of the Loan Agreement. Rural Development may terminate the agreement if it determines that no subsidy is necessary or if the Project is determined to be in violation of the Loan Agreement or Rural Development rules or regulations.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018**

NOTE 4- COMMITMENTS AND CONTINGENCIES - (CONT'D)

Rental Assistance Agreement

The Project has entered into a Rental Assistance Agreement (the "Agreement") with Rural Development providing rental assistance for 112 units. Rental Assistance for 2018 was \$331,213.

NOTE 5- CONCENTRATION OF CREDIT RISK

The Project maintains its cash in financial institutions insured by Federal Deposit Insurance Corporation (FDIC). Deposit accounts, at times, may exceed federally insured limits. During the year, the balance was in excess of uninsured limits. This balance is collateralized with securities pledged and held by bank. The Project has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

NOTE 6- RESERVE FOR REPLACEMENTS

According to the Agreement, the Project's Reserve for Replacements balance is to be maintained at \$277,216. At September 30, 2018, the balance was \$281,226, hence the Project is in compliance with the reserve requirements.

NOTE 7- PENSION PLAN

The Project, an integral part of the Housing Authority of the County of Butte (the Authority), participates in the California Public Employees' Retirement System (PERS). The Authority's employees are included in plans the Authority has with CALPERS. The complete information and disclosure for the plan and funding policies can be found in the Authority's Comprehensive Annual Financial Report.

As summarized below, the Project recognized its proportionate share in the pension liability and related adjustments measured for the Authority as of June 30, 2017, in accordance with the requirements of GASB Statement No. 68 "Accounting and Financial Reporting for Pensions".

	<u>Debit (Credit)</u>
Net pension liability	\$ (25,677)
Deferred outflow of resources - current year contributions	(147)
Deferred inflow of resources - difference between actual and expected rate of return on investment of the pension plan	<u>32,741</u>
Pension expense	\$ <u>6,917</u>

* Most recent available information to the Authority.

NOTE -8 OTHER POST EMPLOYEE BENEFIT (OPEB)

The Project reported a net OPEB liability of \$16,812 for its proportionate share of the net OPEB liability.

SUPPLEMENTARY INFORMATION

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
SEPTEMBER 30, 2018**

1. Management Fee Calculation

None

2. Insurance Disclosure

The Project maintains insurance coverage as follows:

Bodily Injury & Property Damage	\$ 2,000,000
Personal Injury	2,000,000
Errors & Omissions	2,000,000
Employee Dishonesty	100,000
Forgery or Alteration	100,000
Theft of Money and Securities	10,000

3. Return of Owner

None

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

The Board of Commissioners
Housing Authority of the County of Butte
Gridley Farm Labor Housing
Chico, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project (Project), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's basic financial statements and have issued our report thereon dated January 30, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's internal control. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Housing Authority of the County of Butte's Gridley Farm Labor Housing Project's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Patel & Associates, LLP
Certified Public Accountants

Patel & Associates, LLP

Oakland, California
January 30, 2019

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
SEPTEMBER 30, 2018**

Reportable Conditions of Non-Compliance

September 30, 2018 – None Noted

Auditee's Comments on Prior Audit Resolution Matters Related to United States Department of Agriculture Rural Development Programs.

There were no significant unresolved findings from previous annual audits, physical inspections management review reports during our audit of the 2018 financial statements. There were no compliance findings noted during our audit of the 2018 financial statements relating to physical inspections or management reviews for which the Project has not taken corrective action.

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

To The Board of Commissioners
Housing Authority of the County of Butte
Gridley Farm Labor Housing
Chico, California

And

United States Department of Agriculture
Rural Development
Servicing Office
Redding, California

We have performed the procedures enumerated below, which were agreed to by the United States Department of Agriculture Rural Development and the Housing Authority of the County of Butte's Gridley Farm Labor Housing Project (Project) located in Gridley, California, solely to assist those parties in evaluating that the accompanying Form RD 3560-10, Multiple Family Housing Borrower Balance Sheet, Form RD 3560-7, Multiple Family Housing Project Budget ("Financial Reports") and Supporting Documentation are prepared in accordance with the criteria specified in Rural Development Regulations contained in 7 CFR 3560 section 303(b) and section 306 in accordance with the determinations noted in Attachment 4-D of RD Handbook HB-2-3560, for the year ended September 30, 2018. The owner is responsible for the presentation of the financial reports. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of Rural Development and the owner. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or any other purpose.

Our procedures and findings are as follows:

1. We examined selected receipts, invoices, and cancelled checks (or check imaging on original bank statement) that support administrative; and operating and maintenance expenses presented on Form RD 3560-7, Part II, line items 1-10 and 19-32 to determine they were incurred as part of the ongoing operations of the project. We selected a representative sample of invoices and supporting documentation, based on the sample size determined by RD in Attachment 4-D of RD Handbook HB-2-3560, for expenses included in Lines 1-10 and 19-32 of Form RD 3560-7 and determined that the services were eligible expenses, in accordance with Attachment 4-A of HB-2-3560, and the shipping address agreed to the project address. In addition, we confirmed a sample of the expenditures with the vendors to determine the invoice paid agreed to the vendor's records.

Findings:

Total Number of Invoices in Population:	114
Total Dollar Amount of Invoices in Population:	\$ 545,988
Total Number of Invoices Reviewed:	30
Total Dollar Amount of Invoices Reviewed:	\$ 412,060
Total Number of Deviations:	0
Total Dollar Amount of Deviations:	0

2. We confirmed the balance in the replacement reserve account presented on Form RD 3560-7, Part HI, and confirmed that no amounts were encumbered by the financial institution that holds the accounts. We determined that the balance was in excess of FDIC insurance limits. This balance is collateralized with securities pledged and held by bank. We determined no amount of reserve account withdrawals from the original bank statements and as result, no requirement to compare the withdrawals to the amounts approved by Rural Development on Form RD 3560-12. It is not applicable.
3. Form RD 3560-30: Certification of No Identity of Interest (101) is not applicable.

We were engaged to, and did not, conduct an audit of the subject matter, the objective of which would be the expression of an opinion on the agreed-upon procedures applied to the financial reports and supporting documentation of the project. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the owner and management agency of the Project, and Rural Development, and is not intended to be and should not be used by anyone other than these specified parties.

Patel & Associates, LLP
Certified Public Accountants

Patel & Associates, LLP

Oakland, California
January 30, 2019

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO AGREED UPON PROCEDURES
SEPTEMBER 30, 2018

1. Identity of Interest – not applicable
2. Funds paid to the management firm by Gridley Farm Labor Housing in excess of the approved management fees – not applicable
3. The following bank accounts are maintained by Gridley Farm Labor Housing at:

Umpqua Bank
Chico, California

<u>Account Name</u>	<u>Account No</u>	<u>Interest Rate</u>	<u>Balance</u>
General Operating Account	992-775890	0%	\$ 13,054
Taxes & Insurance Account	992-775866	Variable	\$ 17,621
Security Deposit Account	992-775882	Variable	\$ 32,801
Reserve Account	992-775858	Variable	\$ 281,226
Construction Account	4862686930	Variable	\$ 331,874

4. Changes to the Project entity – None

5. Reserve account reconciliation:

	Actual reserve balance at the fiscal year beginning	\$ 245,808
1.	Reserve balance required at fiscal year beginning (per RD agreements – may be obtained from RD servicing office)	\$ 242,716
2.	Required annual deposits to reserve account	\$ 34,500
3.	Actual annual deposit to reserve account	\$ 35,418
4.	Total all authorized regular reserve withdrawals (i.e., with RD countersignature)	\$
5a.	Total all authorized excess reserve withdrawals (i.e., with RD countersignature)	\$
5b.	Total all unauthorized reserve withdrawals	\$ 0
6.	Reserve balance required at fiscal year end (1+2-4)	\$ 277,216
7.	Verified reserve balance at fiscal year end	\$ 281,226
8.	Amount reserve is over funded (7-6)	\$ 4,010

6. Total cash paid to the owner – None

7. Return on Investment (ROI) – None

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
NOTES TO AGREED UPON PROCEDURES
SEPTEMBER 30, 2018**

8. Surplus Cash Calculation:

CASH AVAILABLE

Ending Cash Balance (Actual's - Part I, Line 33)	\$ 30,675
Subtract Tax & Insurance Escrow Amount (Escrow Analysis based on Proposed Budget)	(95,550)
Subtract 2% Remaining Initial Operating (Balance of MFIS 2% Tracked Account)	0
Subtract Accounts Payable (Balance Sheet - Line 22)	<u>(34,539)</u>
TOTAL CASH AVAILABLE	<u>\$ (99,414)</u>

* Calculate Proposed Budget's six month taxes(3560-7, Part II, lines 34, 35 & 36) + Proposed Budget's full year's insurance (3560-7, Part II, Lines 37 & 39)

CASH REQUIRED

Proposed O&M Expenses (Proposed - Part I, Line 16)	\$ 564,926
Subtract Annual Tax and Insurance (Proposed - Part II, Line 40)	<u>(104,050)</u>
	460,876
	<u>20 %</u>
TOTAL CASH REQUIRED	<u>\$ 92,175</u>

SURPLUS

Cash Available	\$ (99,414)
Subtract Cash Required	<u>(92,175)</u>
DETERMINED EXCESS CASH	<u>\$ 0</u>

* Determined Excess Cash amount required to be transferred to excess reserve account \$0

Form RD 3560-10
(02-05)

**MULTI-FAMILY HOUSING
BORROWER BALANCE SHEET**

FORM APPROVE
OMB NO.0575-011

PART I - BALANCE SHEET

PROJECT NAME FARM LABOR HOUSING	BORROWER NAME HOUSING AUTHORITY OF THE COUNTY OF BUTTE	BORROWER ID AND PROJECT NUMBER 04- 004- 826391452		
ASSETS		CURRENT YEAR (10 - 01 - 17)	PRIOR YEAR (10 - 01 - 16)	COMMENTS
BEGINNING DATES>		(09 - 30 - 18)	(09 - 30 - 17)	
ENDING DATES>				

CURRENT ASSETS

1. GENERAL OPERATING ACCOUNT		13,054	31,576	
2. R.E. TAX & INSURANCE ACCOUNT		17,621	17,560	
3. RESERVE ACCOUNT		281,226	245,808	
4. SECURITY DEPOSIT ACCOUNT		32,801	32,687	
5. OTHER CASH (<i>identify</i>) ...Grant/Loan Construction Fund		331,874	330,714	
6. OTHER (<i>identify</i>)		0	0	
7. TOTAL ACCOUNTS RECEIVABLE (<i>Attach list</i>)				
ACCTS RCVBL 0-30 DAYS \$ 36,339		39,121	37,958	
ACCTS RCVBL 30-60 DAYS \$ 68				
ACCTS RCVBL 60-90 DAYS \$ -				
ACCTS RCVBL OVER 90 DAYS \$ 2,714				
8. LESS: ALLOWANCE FOR DOUBTFUL ACCOUNTS.....		0	-2,672	
9. INVENTORIES (<i>supplies</i>)				
10. PREPAYMENTS.....		75,233	69,113	
11. ACCRUED INTEREST RECEIVABLE		0	0	
12. TOTAL CURRENT ASSETS (<i>Add 1 thru 11</i>)		790,930	762,744	

FIXED ASSETS

13. LAND.....		325,300	325,300	
14. BUILDINGS		11,665,151	11,665,151	
15. LESS: ACCUMULATED DEPRECIATION.....		(4,195,176)	(3,625,677)	
16. FURNITURE & EQUIPMENT		128,978	128,978	
17. LESS: ACCUMULATED DEPRECIATION.....		(712,450)	(567,043)	or Lines 16 & 18
18. <u>Infrastructure</u>		2,889,796	2,889,796	
19. TOTAL FIXED ASSETS (<i>Add 13 thru 18</i>)		10,101,599	10,816,505	

OTHER ASSETS

20. <u>Deferred Outflows</u> (<i>Pension-GASB 68</i>)		83,406	83,406	2017 restated
21. TOTAL ASSETS (<i>Add 12, 19, and 20</i>)		10,975,935	11,662,655	

LIABILITIES AND OWNERS EQUITY

CURRENT LIABILITIES

22. TOTAL ACCOUNTS PAYABLE (<i>Attach list</i>)		34,539	17,860	
ACCTS PAYABLE 0-30 DAYS \$ 34,539				
ACCTS PAYABLE 30-60 DAYS \$ -				
ACCTS PAYABLE 60-90 DAYS \$ -				
ACCTS PAYABLE OVER 90 DA' \$ -				
23. NOTES PAYABLE (<i>Attach list</i>) <u>Other Current liability</u>		37,802	76,426	2017 restated
24. SECURITY DEPOSITS		30,967	31,540	
25. TOTAL CURRENT LIABILITIES (<i>Add 22 thru 24</i>)		103,308	125,826	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

LONG-TERM LIABILITIES

26. NOTES PAYABLE RURAL DEVELOPMENT

3,747,234	3,915,970	
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27. OTHER (Identify) (GASB 68 Unfunded Pension/Def. Inflows)

322,284	305,474	2017 restated
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28. **TOTAL LONG-TERM LIABILITIES** (Add 26 and 27) .

4,069,518	4,221,444	
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29. **TOTAL LIABILITIES** (Add 25 and 28)

4,172,826	4,347,270	
-----------	-----------	--

30. **OWNER'S EQUITY** (Net Worth) (21 minus 29)

6,803,109	7,315,385	2017 restated
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31. **TOTAL LIABILITIES AND OWNER'S EQUITY**

10,975,935	11,662,655	
------------	------------	--

(Add 29 and 30)

Warning:

Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

01/31/2019
(Date)

[Signature]
ature of Borrower or Borrower's Representa

EXECUTIVE DIRECTOR
(Title)

PART II - THIRD PARTY VERIFICATION OF REVIEW

I/We have reviewed the borrower's records. The accompanying balance sheet, and statement of actual budget and income on Form

RD 3560-7, is a fair presentation of the borrower's records.

I/We certify that no identity of interest exists between me/us and any individual or organization doing business with the project or

borrower.

30 January, 2019
(Date)

Patel & Associates, LLP
(Signature)

Sanwar Harshwal, Managing Partner
(Name and Title)

7677 Oakport Street, Suite 460
Oakland, CA 94621
(Address)

☒ In lieu of the above verification and signature, a review completed, dated and signed by a person or firm qualified by license or certification is attached.

**MULTIPLE FAMILY HOUSING PROJECT BUDGET/
UTILITY ALLOWANCE**

PROJECT NAME Gridley Farm Labor Housing		BORROWER NAME HOUSING AUTHORITY OF THE COUNTY OF BUTTE		BORROWER ID AND PROJECT NO. 04- 004- 826391452	
Loan/Transfer Amount \$		Note Rate Payment \$		IC Payment \$	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input checked="" type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> H	Profit Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	These utilities are master metered: <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Trash <input type="checkbox"/> Other	<input type="checkbox"/> I hereby request ___ units of RA. Current Number of RA units: <u>112</u> Borrower Accounting Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual

PART I - CASH FLOW STATEMENT

	BEGINNING DATES > ENDING DATES >	CURRENT BUDGET (10-01-2017) (09-30-2018)	ACTUAL (10-01-2017) (09-30-2018)	PROPOSED BUDGET (10-01-2018) (09-30-2019)	COMMENTS or (YTD)
OPERATIONAL CASH SOURCES					
1. RENTAL INCOME		1,004,208	428,701	1,016,412	
2. RHS RENTAL ASSISTANCE RECEIVED			331,213		
3. APPLICATION FEES RECEIVED			0		
4. LAUNDRY AND VENDING		3,700	2,413	3,700	
5. INTEREST INCOME		200	1,094	200	
6. TENANT CHARGES		2,400	2,772	2,400	
7. OTHER - PROJECT SOURCES		0	0	0	
8. LESS (<i>Vacancy and Contingency Allowance</i>)		(180,757)		(217,500)	
9. LESS (<i>Agency Approved Incentive Allowance</i>)		0		0	
10. SUB-TOTAL [(1 THRU 7) - (8 & 9)]		829,751	766,193	805,212	
NON-OPERATIONAL CASH SOURCES					
11. CASH - NON PROJECT			0		
12. AUTHORIZED LOAN (<i>Non-RHS</i>)			0		
13. TRANSFER FROM RESERVE		5,800	0	5,800	
14. SUB-TOTAL (<i>11 THRU 13</i>)		5,800	0	5,800	
15. TOTAL CASH SOURCES (<i>10 + 14</i>)		835,551	766,193	811,012	
OPERATIONAL CASH USES					
16. TOTAL O & M EXPENSES (<i>From Part II</i>)		583,675	505,642	564,926	
17. RHS DEBT PAYMENT		209,621	206,816	205,332	
18. RHS PAYMENT (<i>Overage</i>)			0		
19. RHS PAYMENT (<i>Late Fee</i>)			0		
20. REDUCTION IN PRIOR YEAR PAYABLES			0		
21. TENANT UTILITY PAYMENTS			0		
22. TRANSFER TO RESERVE		34,500	35,418	34,500	
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE		0	0	0	
24. SUB-TOTAL (<i>16 thru 23</i>)		827,796	747,876	804,758	
NON-OPERATIONAL CASH USES					
25. AUTHORIZED DEBT PAYMENT (<i>Non-RHS</i>)					
26. ANNUAL CAPITAL BUDGET (<i>From Part III, lines 4-6</i>)		5,800	0	5,800	
27. MISCELLANEOUS			2,500		Insurance Deductible
28. SUB-TOTAL (<i>25 thru 27</i>)		5,800	2,500	5,800	
29. TOTAL CASH USES (<i>24+28</i>)		833,596	750,376	810,558	
30. NET CASH (DEFICIT) (<i>15-29</i>)		1,954	15,817	454	
CASH BALANCE					
31. BEGINNING CASH BALANCE		50,702	49,136	52,656	
32. ACCRUAL TO CASH ADJUSTMENT			(34,278)		
33. ENDING CASH BALANCE (<i>30+31+32</i>)		52,656	30,675	53,111	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	51,750	31,479	40,000	
2. MAINTENANCE & REPAIRS SUPPLY	8,350	7,489	9,300	
3. MAINTENANCE & REPAIRS CONTRACT	12,500	12,631	13,500	
4. PAINTING				
5. SNOW REMOVAL				
6. ELEVATOR MAINTENANCE/CONTRACT				
7. GROUNDS	59,500	56,434	59,500	
8. SERVICES	34,000	23,614	29,400	
9. ANNUAL CAPITAL BUDGET <i>(From Part V - Operating)</i>	650	15,257	650	
10. OTHER OPERATING EXPENSES <i>(Itemize)</i>	1,750	2,577	1,750	
11. SUB-TOTAL MAINT. & OPERATING <i>(1 thru 10)</i>	168,500	149,481	154,100	
12. ELECTRICITY <i>If master metered</i>	36,000	31,384	32,000	
13. WATER <i>check box on</i>	10,500	9,337	11,000	
14. SEWER <i>front.</i>	21,500	16,550	19,000	
15. FUEL <i>(Oil/Coal/Gas)</i>	7,500	6,039	7,500	
16. GARBAGE & TRASH REMOVAL	27,500	29,921	30,650	
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES <i>(12 thru 17)</i>	103,000	93,231	100,150	
19. SITE MANAGEMENT PAYROLL	96,500	78,092	94,000	
20. MANAGEMENT FEE				
21. PROJECT AUDITING EXPENSE	3,675	3,500	3,675	
22. PROJECT BOOKKEEPING/ACCOUNTING	8,500	8,209	8,500	
23. LEGAL EXPENSES	2,000	670	1,200	
24. ADVERTISING	2,400	2,538	2,400	
25. TELEPHONE & ANSWERING SERVICE	4,200	4,551	3,600	
26. OFFICE SUPPLIES	1,500	1,546	1,500	
27. OFFICE FURNITURE & EQUIPMENT				
28. TRAINING EXPENSE	2,500	1,102	1,250	
29. HEALTH INS. & OTHER EMP. BENEFITS	59,565	41,371	61,872	
30. PAYROLL TAXES	13,324	8,844	11,478	
31. WORKER'S COMPENSATION	9,795	3,993	6,297	
32. OTHER ADMINISTRATIVE EXPENSES <i>(Itemize)</i>	10,854	11,373	10,854	
33. SUB-TOTAL ADMINISTRATIVE <i>(19 thru 32)</i>	214,813	165,789	206,626	
34. REAL ESTATE TAXES				
35. SPECIAL ASSESSMENTS	18,600	16,714	17,000	
36. OTHER TAXES, LICENSES & PERMITS				
37. PROPERTY & LIABILITY INSURANCE	13,091	13,053	14,050	
38. FIDELITY COVERAGE INSURANCE				
39. OTHER INSURANCE	65,671	67,374	73,000	
40. SUB-TOTAL TAXES & INSURANCE <i>(34 thru 39)</i>	97,363	97,141	104,050	
41. TOTAL O & M EXPENSES <i>(11+18+33+40)</i>	583,675	505,642	564,926	

PART III - ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT:				
1. BEGINNING BALANCE	245,794	245,808	278,715	
2. TRANSFER TO RESERVE	34,500	35,418	34,500	
TRANSFER FROM RESERVE				
3. OPERATING DEFICIT				
4. ANNUAL CAPITAL BUDGET <i>(Part V - Reserve)</i>	(5,800)	0	(5,800)	
5. BUILDING & EQUIPMENT REPAIR				
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL <i>(3 thru 6)</i>	(5,800)	0	(5,800)	
8. ENDING BALANCE <i>[(1 + 2) - 7]</i>	274,494	281,226	307,415	

GENERAL OPERATING ACCOUNT:*

BEGINNING BALANCE	31,576	
ENDING BALANCE	13,054	

**REAL ESTATE TAX AND INSURANCE ESCROW
ACCOUNT:***

BEGINNING BALANCE	17,559	
ENDING BALANCE	17,621	

TENANT SECURITY DEPOSIT ACCOUNT:*

BEGINNING BALANCE	32,687	
ENDING BALANCE	32,801	

(Complete upon submission of actual expenses)*

NUMBER OF APPLICANTS ON THE WAITING LIST		RESERVE ACCT REQ. BALANCE	277,216
NUMBER OF APPLICANTS NEEDING RA		AMOUNT AHEAD/(BEHIND)	4,010

PART IV - RENT SCHEDULE AND UTILITY ALLOWANCE

A. CURRENT APPROVED RENTS/UTILITY ALLOWANCE

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
1 br	CB	4	\$710	\$710		\$34,080			\$74
2 br	CB/Wood	90	\$725	\$725		\$783,000			\$95
3 br	CB/Wood	8	\$1,344	\$1,344		\$129,024			\$122
4 br	CB	3	\$1,614	\$1,614		\$58,104			\$130
CURRENT RENT TOTALS:						\$1,004,208			
						BASIC	NOTE	HUD	

B. PROPOSED RENTS - Effective Date: 10/1/2018

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE		
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD
1 br	CB	4	\$710	\$710		\$34,080		
2 br	CB/Wood	90	\$725	\$725		\$783,000		
3 br	CB/Wood	8	\$1,443	\$1,443		\$138,528		
4 br	CB	3	\$1,689	\$1,689		\$60,804		
PROPOSED RENT TOTALS:						\$1,016,412		
						BASIC	NOTE	HUD

C. PROPOSED UTILITY ALLOWANCE - Effective Date:

MONTHLY DOLLAR ALLOWANCES

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL

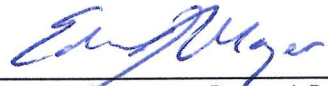
PART V - ANNUAL CAPITAL BUDGET							
	Proposed Number of Units/Items	Proposed From Reserve	Actual from Reserve	Proposed From Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
Appliances:							
Range	2	1,100					
Refrigerator							
Range Hood	2			300			
Washer & Dryers							
Other:							
Carpet and Vinyl:							
1 BR							
2 BR							
3 BR							
4 BR							
Other:							
Cabinets:							
Kitchens							
Bathroom							
Other:							
Doors:							
Exterior							
Interior							
Other:							
Window Coverings:							
List:							
Other:							
Heating and Air Conditioning:							
Heating							
Air conditioning							
Other: Evap. Coolers							
Plumbing:							
Water Heater	3	1,200					
Bath Sinks	1			50			
Kitchen Sinks	1			50			
Faucets	1			50			
Toilets	2			200	158	158	1
Other: tub/shower							
Major Electrical:							
List:							
Other:							
Structures:							
Windows	0			0	1,795	1,795	10
Screens							
Walls							
Roofing							
Siding							
Exterior Painting							
Other:							
Paving:							
Asphalt							
Concrete							
Seal & Stripe							
Other: Pot hole repair					10,420	10,420	
Landscape and grounds:							
Landscaping							
Lawn Equipment							
Fencing							
Recreation area							
Signs							
Other: emergency tree removal					2,400	2,400	
Accessibility features:							
List:							
Other:							
Automation equipment:							
Site management							
Common area							
Other:							
Other:							
List: Tree Removal		3,500					
List: street light repair					484	484	
List:							
TOTAL CAPITAL EXPENSES:	12	5,800	0	650	15,257	15,257	11

PART VI - SIGNATURES, DATES AND COMMENTS

Warning: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowing and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined under this title or imprisoned not more than five years, or both.

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

01/31/2019
(DATE)


(Signature of Borrower or Borrower's Representative)
EXECUTIVE DIRECTOR
(Title)

AGENCY APPROVAL *(Rural Development Approval Official)*

DATE:

COMMENTS: _____

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
SUPPORTING DOCUMENTATION TO FORMS RD 3560-10 AND 3560-7
SEPTEMBER 30, 2018

1. Accounts Receivable (3560-10, Part I, Line 7):

Accounts Receivable - USDA	\$ 27,415
Due from HARRP for Property Insurance claim	7,927
Account Receivable – Tenants	<u>3,779</u>
	<u><u>\$ 39,121</u></u>

2. Accounts Payable (3560-10, Part I, Line 22):

Payee	Date Incurred	Purpose	Date Paid	Amount
Advanced Document	9/30/2018	Copier Maintenance	10/5/2018	\$ 1
Advanced Document	9/30/2018	Copier Maintenance	10/5/2018	-
Asbestos Science Technology	9/25/2018	Lead & Asbestos Testing	10/4/2018	1,970
Basic Laboratory, Inc.	8/13/2018	Well Water Testing	11/2/2018	59
Benefit Resource, Inc.	9/30/2018	Employee FSA Plan Admin Fees	10/5/2018	13
CIC	9/28/2018	Background Checks	10/4/2018	224
CITY OF CHICO (22332)	9/26/2018	Vehicle Fuel	10/5/2018	48
CITY OF CHICO (22332)	9/30/2018	Vehicle Fuel	10/26/2018	9
D & S Asphalt Sealing Co., LLC	9/26/2018	Asphalt Repair	10/4/2018	10,420
David J. Murray, ESQ	9/30/2018	Legal	10/12/2018	150
EAGLE SECURITY SYSTEMS	9/24/2018	Security Camera Replacement	10/19/2018	8,995
Firestorm Wildland Fire Suppression, Inc	9/6/2018	Tree Removal	11/2/2018	2,025
Gregory P. Einhorn	9/30/2018	Legal	10/12/2018	250
HD Supply Facilities Maintenance, Ltd.	8/20/2018	Maintenance Materials	12/7/2018	(11)
MACS HARDWARE	9/30/2018	Maintenance Materials	10/5/2018	19
Messenger Publishing Group	9/30/2018	Advertising		125
MRI Software LLC	3/1/2018	Software Maintenance		85
OFFICE DEPOT INC	9/25/2018	Office Supplies	10/5/2018	18
P G & E	9/26/2018	Utilities	10/5/2018	62
P G & E	9/26/2018	Utilities	10/5/2018	923
P G & E	9/26/2018	Utilities	10/5/2018	129
P G & E	9/26/2018	Utilities	10/5/2018	344
P G & E	9/26/2018	Utilities	10/5/2018	8
S.E.C. 5 Private Security dba	9/30/2018	Security Patrol	10/5/2018	1,757
Staples Business Credit	9/25/2018	Office Supplies	10/5/2018	16
Trites Backflow Services, Inc.	9/27/2018	Irrigation Backflow Testing	10/4/2018	300
US Bank	9/26/2018	Copier Maintenance	10/5/2018	1
Valero Marketing & Supply	9/28/2018	Vehicle Fuel	10/12/2018	7
WASTE MANAGEMENT	9/30/2018	Trashe	10/5/2018	2,127
Work Training Center	9/30/2018	Grounds Maintenance	10/12/2018	<u>4,465</u>
Total				<u><u>\$ 34,539</u></u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY FARM LABOR HOUSING
SUPPORTING DOCUMENTATION TO FORMS RD 3560-10 AND 3560-7
SEPTEMBER 30, 2018**

3. Other Liabilities (3560-10, Part I, Line 27):

<u>Description</u>	<u>Amount</u>
Construction account interest earned (non-operating)	\$ 3,447
Prepaid rents - tenants	1,244
Due to HACB (reimburse for invoices paid)	2,128
Accrued interest payable - USDA	1,065
Accrued compensated absences	9,092
Accrued sewer expenses	4,112
PILOT payable	<u>16,714</u>
Total other liabilities	<u>\$ 37,802</u>

4. Other Administrative Expenses (3560-7, Part II, Line 32):

<u>Description</u>	<u>YTD Amount</u>
Copier maintenance	\$ 41
Credit and background checks	963
Postage meter and postage	1,098
Software maintenance	1,048
Utility Allowance Study	948
Tenant services	1,243
Miscellaneous	<u>6,032</u>
	<u>\$ 11,373</u>

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – Bond Portfolio (Series 2000A Bonds)

- Alamont Apartments, Chico (30 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Evanswood Estates, Oroville (27 units, family)
- Park Place Apartments, Oroville (40 units, senior)

For Alamont, Lincoln, Kathy Court, Evanswood Apartments and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo.

Alamont Apartments, Chico – As of March 1st there continues to be no vacancies. Work has been authorized to continue repair/replacement of the property's second story patios, with one tentatively planned before the end of the 2nd quarter of 2019. Exterior painting of all buildings is planned in 2019.

Evanswood Apartments, Oroville – This complex has no (0) vacancies and continues to perform as budgeted.

Kathy Court Apartments, Paradise – Kathy Court was burned to the ground in the Camp Fire. The insurance agent and adjuster have been notified, and just recently have gained access to the property. We are working closely with HARRP, our insurance company. Former residents have received their prorated rent and security deposits back. We have received lost rent and personal property funds from HARRP. The "EMMA" bond finance system has been provided notice of the loss of the complex, in accordance with the bond Indenture and Regulatory Agreement. Site clearance is being pursued on two counts, one using the FEMA/State/County system, and one using a private contractor. Insurance proceeds, net of site clearance, will go to the bond Trustee for bond defeasance. It is not anticipated that Bond indenture payments will be jeopardized by the loss of the property.

Lincoln Apartments, Chico – The Lincoln Apartments had zero (0) vacancy as of the 1st of March. Capital improvement work continues in upgrade of the patio railing assemblies. Exterior painting will follow the patio improvements, and parking lot repair is being planned.

Park Place Apartments, Oroville – The property currently has one (1) vacancy.

March 7, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 2000-A REVENUE BOND PROPERTIES

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended on February 28, 2019, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

1. Alamont Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.
2. Evanswood Estates
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.
3. Kathy Court Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement.
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.

4. Lincoln Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2018/2019 Performance Review.
- d. Capital Improvement Summary.

5. Park Place Apartments

- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
- b. 12 Month Income Statement.
- c. 2018/2019 Performance Review.
- d. Capital Improvement Summary.

ALAMONT APARTMENTS

Alamont Apartments ended the month of February with no vacant units as the property had no new move-ins or move-outs.

Total rental income for the month of February was \$23,413.00 which was \$1,484.00 more than was budgeted. This variance was due to the higher prepaid rents and no vacancy loss. Service income for the month came to \$342.27 and was below budget by \$96.73 due to no cleaning or repairs being collected. This brought the total income to \$23,755.27, which was higher than budget by \$1,387.27 due to the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses totaled \$8.50 which was under budget by \$124.50 due to no resident activities or office supplies being expensed. Total administrative expenses came to \$1,921.24 which was less than budget for the month by \$134.76. Total utility expenses were \$2,331.32 and under budget by \$143.68, due to lower water and sewer costs. There were no apartment turnover expenses, which was under budget by \$80.00, due to no turnover activity. Maintenance expenses for the month were \$2,234.24 which was below budget by \$994.76 as the property needed fewer repairs during the month than was budgeted. There were no capital improvements expenses for the month of February. After the total financial expenses of \$7,385.00, the net project cash flow came to \$9,874.97 which was \$6,714.97 over the budget for the reasons mentioned above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$71,673.80. This total consisted of \$3,000.00 in the

general checking account, \$43,312.91 in the general savings account, \$25,310.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

Evanswood Estates ended the month of February with no vacant units, as the property had no new move ins or move outs.

Total rental income for the month came to \$26,334.00 which was over budget by \$329.00. This variance was due to the higher rent potentials. Total service income collected was a negative balance of \$8.40 which was lower than the budget by \$118.40, due to an interest adjustment. This brought the total income to \$26,325.60, which was \$210.60 higher than what was budgeted for the reasons previously mentioned.

Moving on to the monthly expenses, the renting expenses totaled \$9.25 which was under budget by \$153.75 due to less office supplies being purchased. Total administrative expenses were \$6,487.35, which was \$462.65 lower than what was budgeted. The total utility expenses for the month came to \$1,601.34 which was over budget by \$141.34, due to the water costs. There were no apartment turnover expenses for February. Total maintenance expenses came to \$409.98, which was under budget by \$1,740.02, due to no servicing being done.

This brought the net operating income to \$17,817.68, which was \$2,425.68 over budget due to the reasons described above.

There were no capital improvements for the month. The total financial expenses for the month came in at \$10,947.00 which brought the net project cash flow to a balance of \$6,870.68. This brought the net project cash flow over the budgeted figure by \$2,425.68, since it was budgeted to have higher expenses.

As you review the Cash Balance Summary on the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$72,784.95 with \$3,000.00 in the general checking, \$27,158.01 in the general savings, and \$42,626.94 in the replacement reserve account.

KATHY COURT APARTMENTS

Kathy Court Apartments ended the month of February with no available units due to the Camp Fire.

There was no rental income for February due to the Camp Fire. There was no service income. There were no renting expenses. The total administrative expenses came to \$120.00, which was under budget by \$695.68, due to no management fees and legal expenses. The utility expenses came to \$1,420.66, which was over budget by \$670.66, due to the water expense. There were no apartment turnover expenses. There were no maintenance expenses, but \$3,000.25 was budgeted. The total operating expenses came to \$1,540.66, under budget by \$3,399.27, due the reasons described above. The net operating income had a negative balance of \$1,540.66, which was \$5,778.73 under budget due to the reasons stated.

As you can see on the Cash Flow statement, the property ended the month with cash on hand of \$94,101.95.

LINCOLN APARTMENTS

Lincoln Apartments ended the month of February with no vacant units.

The total rental income for the month of February came to \$11,471.68 and was more than budget by \$661.68, due to prepaid rents and no vacancy loss. Service income totaled \$192.38, which was less than budget by \$263.62, due to no cleaning or repairs being reimbursed. This brought the total income to \$11,664.06, more than what was budgeted by \$398.06, for the reasons previously mentioned.

Moving on to the February monthly expenses, the renting expenses came to \$138.42 and over budget by \$43.42 due to more office supplies being expensed. Total administrative expenses were \$1,195.09 and under budget for the month by \$267.91, due to no legal expenses. Utility expenses totaled \$1,653.46, which was more than what was budgeted by \$277.46, due to the higher pest control costs. There were no apartment turnover expenses for the month. The total maintenance expenses were \$1,325.17, which was under budget by \$227.83, mainly due to less repairs and on-site maintenance. This brought the net operating income to \$7,351.92 which was over budget by \$1,937.92 due to the reasons previously mentioned.

There were no capital improvements in the month of February. After the total financial expenses of \$1,692.00, the net project cash flow came to \$5,659.92, which was higher than the budget by \$2,537.92, for the reasons described above.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$33,225.14. This consisted of \$3,000.00 in the general checking account, \$20,794.14 in the general savings, \$9,331.00 in the financial reserve account, and \$100.00 in the petty cash account.

PARK PLACE APARTMENTS

Park Place Apartments ended the month of February with one vacant unit, #28, but a new tenant moved in on March 01, 2019.

Total rental income for the month of February was \$2,119.00 which was lower than the budget by \$116.00. This variance was due to the prepaid rents. Service income for the month totaled \$333.07, which was under budget by \$146.93 due to less maintenance costs. This brought the total income to \$22,452.07 and below the budget by \$262.93 for the reasons described above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$11.50 which was \$203.50 less than the budget. Total administrative expenses were \$2,120.64, which was over budget by \$77.64. Utility expenses totaled \$1,434.78 which was \$58.22 under budget. The apartment turnover expenses came to \$450.00, under budget by \$40.00 which was due to less cleaning costs. Maintenance expenses totaled \$3,714.57, over budget by \$914.57, due to more repairs and labor costs. This brought the net operating income to \$14,451.58, under budget by \$953.42 for the reasons previously mentioned. Capital improvements came in at \$429.29, which was under budget by \$420.71. This included a purchase of a range for Unit #9.

After the total financial expenses of \$9,688.00, the net project cash flow came to \$4,334.29, under budget by \$532.71, for the reasons previously mentioned.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand of \$71,087.66. This consisted of \$3,000.00 in the general checking account, \$22,757.66 in the general savings account, \$45,230.00 in the financial reserve account and \$100.00 in the petty cash account.

Ed Mayer, Executive Director
Chico, California

March 7, 2019
Page 6

Please give me a call if you have any questions regarding any of your properties. We will keep you apprised of any needs or concerns regarding each of the properties.

Sincerely yours,

RSC ASSOCIATES, INC.

Richard Gillaspie
Property Manager

RG:ph
Enclosures

ALAMONT APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

Performance Review 2018 - 19

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	19,374	17,217	18,227	18,999	18,927	19,071	18,800	20,176	18,211	18,369	19,012	18,077	224,459
TOTAL INCOME 2014/15	19,260	19,264	19,400	18,583	18,518	19,543	17,920	18,930	19,942	19,071	19,092	19,060	228,583
TOTAL INCOME 2015/16	19,094	18,781	20,358	19,663	19,667	20,674	20,112	20,031	20,112	20,304	18,897	20,922	238,614
TOTAL INCOME 2016/17	20,554	19,496	20,063	20,103	19,755	19,712	19,831	20,550	19,790	21,389	20,733	21,892	243,868
TOTAL INCOME 2017/18	21,116	20,232	21,376	22,180	21,356	21,815	20,840	21,521	20,783	25,254	21,031	26,876	264,379
TOTAL INCOME 2018/19	22,324	23,966	24,865	22,689	23,755								117,600
VARIANCE	1,208	3,735	3,489	509	2,399								11,340

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	0	-472	-765	-473	0	0	0	-563	-45	0	0	-710	-3,027
2014/15 VACANCY LOSS	-1,250	-217	-293	29	-685	0	-685	23	-92	82	0	0	-3,088
2015/16 VACANCY LOSS	0	0	0	-295	-245	-6	0	-308	-383	-745	-786	308	-2,459
2016/17 VACANCY LOSS	-1,009	-59	-143	-715	-715	-715	-715	-1,276	0	0	-623	-900	-6,870
2017/18 VACANCY LOSS	-900	-1,650	-692	0	-362	-630	0	0	0	0	-600	-510	-5,343
2018/19 VACANCY LOSS	0	0	-75	0	0								-75
VARIANCE	900	1,650	617	0	362								3,529

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	0	-924	190	819	196	0	0	-109	26	35	0	-286	-53
2014/15 UNPAID RENTS	147	-53	54	38	12	1	-579	-959	1,530	-81	2	0	112
2015/16 UNPAID RENTS	0	0	0	-6	25	18	38	17	18	-387	-10	-106	-393
2016/17 UNPAID RENTS	372	-701	-523	90	0	0	0	-82	-188	520	-5	5	-512
2017/18 UNPAID RENTS	0	0	0	-105	-388	435	-880	-905	-890	2,970	-1,330	2,258	1,165
2018/19 UNPAID RENTS	-763	651	161	20	10								79
VARIANCE	-763	651	161	125	398								572

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER EXP	6,122	6,240	8,860	7,334	5,592	4,028	6,996	4,926	7,660	6,587	5,815	5,859	76,018
2014/15 TOTAL OPER EXP	11,839	6,210	7,274	6,227	6,335	7,770	5,854	8,492	5,120	5,535	4,536	5,880	81,072
2015/16 TOTAL OPER EXP	7,727	5,984	6,690	6,298	7,919	7,167	7,624	6,575	11,218	14,315	11,245	7,644	100,405
2016/17 TOTAL OPER EXP	8,496	11,058	11,877	6,413	6,078	9,088	6,795	8,681	5,630	7,085	5,697	9,850	96,747
2017/18 TOTAL OPER EXP	6,106	5,187	9,864	6,020	7,929	9,337	6,550	5,796	6,207	8,438	7,682	8,730	87,846
2018/19 TOTAL OPER EXP	7,667	4,586	6,898	7,084	6,495								32,730
VARIANCE	1,561	-601	-2,966	1,064	-1,434								-2,376

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	13,252	10,977	9,368	11,665	13,335	15,043	11,804	15,250	10,550	11,782	13,197	12,218	148,441
2014/15 TOTAL NOI	7,421	13,054	12,126	12,357	12,183	11,772	12,066	10,439	14,822	13,536	14,556	13,180	147,511
2015/16 TOTAL NOI	11,367	12,797	13,668	13,365	11,748	13,508	12,488	13,456	8,894	5,989	7,652	13,277	138,209
2016/17 TOTAL NOI	12,058	8,438	8,186	13,690	13,677	10,624	13,036	11,869	14,160	14,304	15,036	12,043	147,121
2017/18 TOTAL NOI	15,009	15,045	11,512	16,160	13,427	12,477	14,290	15,725	14,576	16,816	13,349	18,145	176,533
2018/19 TOTAL NOI	14,657	19,380	17,967	15,605	17,260								84,870
VARIANCE	-353	4,335	6,455	-555	3,833	64							13,716

EVANSWOOD ESTATES
2018 - 2019 PERFORMANCE REVIEW

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/2014	25761	22166	21931	21631	22844	23897	25209	24634	24046	24708	24330	24920	286077
TOTAL INCOME 2014/2015	23371	21626	22118	22210	23141	25887	25234	23634	22078	24210	24226	24330	282065
TOTAL INCOME 2015/2016	24785	22727	24227	24736	24603	24193	23688	23949	24683	22273	25678	24151	289695
TOTAL INCOME 2016/2017	24015	25556	22288	22612	24826	25791	25401	24471	22296	28305	26950	27243	299754
TOTAL INCOME 2017/2018	22505	26517	25247	25129	28868	24735	27062	25902	25823	25872	26340	26061	310062
TOTAL INCOME 2018/2019	26346	23751	29950	26505	26326								132876
VARIANCE	3841	-2766	4703	1375	-2542								4610
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 VACANCY LOSS	-1532	-1929	-1317	-2000	-333	-1000	14	0	-115	-312	-433	-1999	-10958
2014/2015 VACANCY LOSS	-1000	52	-2425	-1833	-735	-1710	-932	-420	-2455	-897	-497	0	-12852
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406	0	0								-406
VARIANCE	1106	1073	988	0	0								3168
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 UNPAID RENTS	-206	-686	-463	-95	-1013	387	-841	1062	50	50	-924	880	-1801
2014/2015 UNPAID RENTS	414	-2017	-39	-1136	-125	2592	510	0	8	-153	-150	150	54
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195	1500	0								363
VARIANCE	2179	-5407	2195	1653	-89								530
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	15113	14863	21210	14447	10025	8427	9688	7856	11091	9785	8703	19982	151189
2014/15 TOTAL OPER. EXP.	13873	5115	9339	11278	14947	19366	10569	9790	10369	13440	10318	7565	135968
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864	9513	8508								69987
VARIANCE	15395	754	5869	-25265	-1194								-4441
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	10648	7303	720	7184	12820	15470	15522	16778	12955	14924	15627	4938	134888
2014/2015 TOTAL NOI	9498	16511	12780	10931	8193	6521	14665	13844	11709	10770	13908	16765	146096
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086	16992	17818								62889
VARIANCE	-11555	-3521	-1167	26641	-1348								9051

LINCOLN APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	9984	8941	8958	8848	8921	7950	7381	8331	10887	8617	10910	10575	110,304
TOTAL INCOME 2014/15	13248	8651	9633	9320	10482	10694	10223	10280	11197	9341	9899	10100	123,068
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	233,372
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618	11543	11664								
VARIANCE	2375	-1811	1290	374	1011								58,648
													3,239
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-953	-1143	-1270	-1270	-1503	-3175	-1964	-935	-1689	-43	0	0	-13,945
2014/15 VACANCY LOSS	-275	-793	-496	-635	0	0	-550	-635	-635	-635	-541	0	-5,196
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950	0	750								-775
VARIANCE	70	250	-950	405	1395								1,170
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-130	-390	-635	-635	-402	0	0	-215	616	-98	98	0	-1,791
2014/15 UNPAID RENTS	0	-139	0	0	0	0	0	0	0	0	139	-210	-210
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930	-425	-1103								-1,118
VARIANCE	880	-1375	930	-461	-948								-974
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	5141	7185	5516	4839	4861	7122	10793	3551	4965	3922	3041	3987	64,926
2014/15 TOTAL OPER. EXP.	3505	6870	9065	2413	4298	3164	2913	7161	2900	6531	3219	5215	57,253
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294	5598	4312								31,596
VARIANCE	-3710	-1311	-69	876	-2945								-7,160
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	4843	1757	3442	4009	4060	827	-3412	4780	5922	4696	7869	6588	45,379
2014/15 TOTAL NOI	9743	1781	568	6907	6184	7529	7310	3119	8297	2810	6679	4886	65,814
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324	5944	7352								27,052
VARIANCE	6085	-500	1360	-502	3956								10,399

PARK PLACE APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	20,544	23,038	21,677	21,020	22,621	22,271	21,238	22,432	20,618	195,459
TOTAL INCOME 2016/17	23,921	20,291	21,859	22,018	21,458	23,651	22,828	21,592	22,789	22,619	23,066	23,176	269,268
TOTAL INCOME 2017/18	23,042	23,159	23,269	22,999	21,955	23,234	22,807	22,349	22,435	23,485	24,434	22,630	275,796
TOTAL INCOME 2018/19	24,470	21,326	24,689	21,843	22,452								114,780
VARIANCE	1,428	-1,833	1,420	-1,156	497								357

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	-575	-875	-249	0	0	-616	-1,093	0	0	-3,408
2016/17 VACANCY LOSS	76	-520	-961	0	0	0	0	-1,305	-563	0	86	-106	-3,293
2017/18 VACANCY LOSS	140	0	0	0	-581	0	-527	-585	-585	-125	-94	359	-1,998
2018/19 VACANCY LOSS	0	0	-206	0	-608								-814
VARIANCE	-140	0	-206	0	-27								-373

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	-1,013	116	479	-956	-768	449	1,358	-147	-531	-1,012
2016/17 UNPAID RENTS	416	-423	-323	-423	-473	492	364	-216	-130	-861	77	157	-1,343
2017/18 UNPAID RENTS	-188	-130	-140	-134	-140	239	-189	-194	-179	-127	165	34	-982
2018/19 UNPAID RENTS	169	234	26	-209	199								419
VARIANCE	358	364	166	-75	339								1,151

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	3,245	10,075	8,771	6,127	7,110	9,934	10,250	7,232	7,759	70,504
2016/17 TOTAL OPER EXP	5,101	8,153	6,927	4,963	4,965	21,212	7,021	4,877	10,850	9,359	5,400	7,969	96,797
2017/18 TOTAL OPER EXP	8,271	5,281	5,674	24,723	6,670	5,230	6,863	6,936	5,510	8,447	7,194	5,975	96,775
2018/19 TOTAL OPER EXP	27,386	7,112	11,551	7,134	8,000								61,183
VARIANCE	19,114	1,831	5,877	-17,589	1,331								10,564

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	17,299	12,963	12,906	14,894	15,511	12,336	10,988	15,200	12,858	124,955
2016/17 TOTAL NOI	18,819	12,138	14,932	17,055	16,493	2,439	15,807	16,715	11,938	13,260	17,667	15,207	172,472
2017/18 TOTAL NOI	14,771	17,878	17,595	-1,724	15,285	18,004	15,945	15,413	16,924	15,037	17,240	16,654	179,021
2018/19 TOTAL NOI	-2,916	14,214	13,138	14,709	14,452								53,597
VARIANCE	-17,686	-3,664	-4,457	16,434	-833	67							-10,206

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties & Cordillera Apartments

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)
- Harvest Park Apartments, Chico (90 units, LIHTC, family)
- Gridley Springs I Apartments, Gridley (32 units, LIHTC, family)
- Cordillera Apartments, Chico (20 units, family)

For Chico Commons, Walker Commons Apartments, and 1200 Park Ave, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park; Sackett Corporation for Gridley Springs I; and RSC Associates for Cordillera Apartments.

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – We have two (2) vacancies as of March 1, 2019. The next phase of exterior siding replacements had been scheduled for 2018, but due to only one bid received we have delayed re-bidding until later in 2019. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-striping. Please find AWI’s narrative property report.

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property had zero (0) vacancy as of the first of the month. Clubhouse overhangs have been repaired for dry rot and re-painting by Steele’s Roofing. All work is complete with the exception of final paint touchup, which has been delayed due to the rains. The new maintenance person is Nicole Campbell hired by AWI. Please find the AWI monthly owners report following, as well as a brief property narrative by the AWI regional property manager.

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has one (1) vacancy with applications in the process. Roof repair is scheduled for this quarter to address selected flat-roof replacements due to age and deterioration. The cost will be approximately \$18,500.00; the work will be paid thru property reserves. A new access control system is being implemented at the property. The No Smoking

policy was implemented as of February 1, 2019. There is a plan for a Designated Smoking Area to be established within the exterior landscaped common area. The new on-site manager, Jasmine Quintanilla, has moved in and is settling into her new role. Please find the AWI's monthly financials and property manager monthly narrative for your review.

Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has zero (0) vacancy. The property continues operations per budget. Please find WINN Residential Owner's Report following.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There is one (1) vacancy at this time. The new on-site manager, "Devin", has moved in and the transition is going well. Dead trees on the property have been removed. Please find Sackett Corporation's Owner's report, following.

Cordillera Apartments, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has zero (0) vacancy. We will continue to make capital improvements as cash flow allows: replacement of patios railings has been completed with exterior painting being the last item to complete. Please find RSC's monthly Owner's report, following.

Chico Commons 549
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 57,762.00	\$ 55,451.25	\$ 2,310.75	\$ 115,530.00	\$ 110,902.50	\$ 4,627.50
Vacancies	(602.86)	(2,772.58)	2,169.72	(220.86)	(5,545.16)	5,324.30
Rent Adjustments	(347.19)	(519.75)	172.56	(193.19)	(1,039.50)	846.31
Manager's Unit	(771.00)	(771.00)	0.00	(1,542.00)	(1,542.00)	0.00
Total Tenant Rent	<u>\$ 56,040.95</u>	<u>\$ 51,387.92</u>	<u>\$ 4,653.03</u>	<u>\$ 113,573.95</u>	<u>\$ 102,775.84</u>	<u>\$ 10,798.11</u>
Other Project Income:						
Laundry Income	\$ 5,166.29	\$ 677.83	\$ 4,488.46	\$ 5,166.29	\$ 1,355.66	\$ 3,810.63
Interest Income	.47	0.00	.47	.85	0.00	.85
Restricted Reserve Interest Incom	19.19	0.00	19.19	37.83	0.00	37.83
Late Charges	342.00	216.67	125.33	715.00	433.34	281.66
Other Tenant Income	\$ 238.00	\$ 532.50	\$ (294.50)	\$ 1,248.00	\$ 1,065.00	\$ 183.00
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37.50	\$ 0.00	\$ 37.50
Other Project Income	<u>\$ 5,765.95</u>	<u>\$ 1,427.00</u>	<u>\$ 4,338.95</u>	<u>\$ 7,205.47</u>	<u>\$ 2,854.00</u>	<u>\$ 4,351.47</u>
Total Project Income	<u>\$ 61,806.90</u>	<u>\$ 52,814.92</u>	<u>\$ 8,991.98</u>	<u>\$ 120,779.42</u>	<u>\$ 105,629.84</u>	<u>\$ 15,149.58</u>
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 5,585.24	\$ 24,350.24	\$ (18,765.00)	\$ 15,226.21	\$ 48,700.48	\$ (33,474.27)
Utilities (From Pg 2)	6,695.16	6,685.66	9.50	12,556.53	13,371.32	(814.79)
Administrative (From Pg 2)	7,187.19	7,588.25	(401.06)	14,505.19	15,176.50	(671.31)
Taxes & Insurance (From Pg 2)	999.83	1,209.67	(209.84)	2,209.50	2,419.34	(209.84)
Other Taxes & Insurance (Fr Page	1,950.48	3,158.25	(1,207.77)	3,304.38	6,316.50	(3,012.12)
Other Project Expenses	588.53	870.08	(281.55)	1,164.75	1,740.16	(575.41)
Total O&M Expenses	<u>\$ 23,006.43</u>	<u>\$ 43,862.15</u>	<u>\$ (20,855.72)</u>	<u>\$ 48,966.56</u>	<u>\$ 87,724.30</u>	<u>\$ (38,757.74)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 5,208.34	\$ 5,208.34	\$ 0.00
Reporting / Partner Management F	1,080.00	1,080.00	0.00	2,160.00	2,160.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	5,000.00	5,000.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>	<u>\$ 12,368.34</u>	<u>\$ 12,368.34</u>	<u>\$ 0.00</u>
Total Project Expenses	<u>\$ 29,190.60</u>	<u>\$ 50,046.32</u>	<u>\$ (20,855.72)</u>	<u>\$ 61,334.90</u>	<u>\$ 100,092.64</u>	<u>\$ (38,757.74)</u>
Net Profit (Loss)	<u>\$ 32,616.30</u>	<u>\$ 2,768.60</u>	<u>\$ 29,847.70</u>	<u>\$ 59,444.52</u>	<u>\$ 5,537.20</u>	<u>\$ 53,907.32</u>

Other Cash Flow Items:

Chico Commons 549
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (19.19)	\$ 0.00	\$ (19.19)	\$ (37.83)	\$ 0.00	\$ (37.83)
T & I Transfers	(1,120.47)	0.00	(1,120.47)	(2,240.85)	0.00	(2,240.85)
Other Cash Changes	(1,399.00)	0.00	(1,399.00)	(1,399.00)	0.00	(1,399.00)
Security Deposits Held	(650.00)	0.00	(650.00)	(650.00)	0.00	(650.00)
Authorized Reserve - Other	0.00	(4,583.33)	4,583.33	0.00	(9,166.66)	9,166.66
Tenant Receivables	(2,288.00)	0.00	(2,288.00)	(5,559.29)	0.00	(5,559.29)
Other Receivables	1,624.83	0.00	1,624.83	(4,118.92)	0.00	(4,118.92)
Accounts Payable - Trade	(7,354.62)	0.00	(7,354.62)	(9,643.76)	0.00	(9,643.76)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	5,208.34	0.00	5,208.34
Accrued Property Taxes	0.00	0.00	0.00	78.42	0.00	78.42
Total Other Cash Flow Items	<u>\$ (8,602.28)</u>	<u>\$ (4,583.33)</u>	<u>\$ (4,018.95)</u>	<u>\$ (18,362.89)</u>	<u>\$ (9,166.66)</u>	<u>\$ (9,196.23)</u>
Net Operating Cash Change	<u>\$ 24,014.02</u>	<u>\$ (1,814.73)</u>	<u>\$ 25,828.75</u>	<u>\$ 41,081.63</u>	<u>\$ (3,629.46)</u>	<u>\$ 44,711.09</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 72,149.35	\$ 113,230.98	\$ 41,081.63
Cash Transfers	0.00	1,399.00	1,399.00
Tax & Insurance-FFB	4,989.05	7,229.90	2,240.85
Security Acct-FFB	42,985.00	42,985.00	0.00
Reserve Acct-FFB	89,138.42	44,176.25	(44,962.17)
Reserve Acct - MMKT - FFB*	0.00	50,000.00	50,000.00
Payables & Receivables:			
Accounts Payable - Trade	9,016.14	(627.62)	(9,643.76)
Rents Receivable - Current Tenants	10,662.52	14,923.17	4,260.65
Other Tenant Charges Receivable	349.98	1,648.62	1,298.64

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,390.15	\$ 3,832.67	\$ (1,442.52)	\$ 4,804.78	\$ 7,665.34	\$ (2,860.56)
Janitorial/Cleaning Supplies	0.00	33.33	(33.33)	45.78	66.66	(20.88)
Plumbing Repairs	0.00	83.33	(83.33)	202.70	166.66	36.04
Painting & Decorating	0.00	250.00	(250.00)	0.00	500.00	(500.00)
Repairs & Maintenance - Supply	916.73	2,500.00	(1,583.27)	1,504.40	5,000.00	(3,495.60)
Repairs & Maintenance - Contract	1,093.71	1,279.58	(185.87)	1,624.46	2,559.16	(934.70)
Grounds Maintenance	850.00	836.67	13.33	1,700.00	1,673.34	26.66
Pest Control Service	312.00	754.67	(442.67)	624.00	1,509.34	(885.34)

Chico Commons 549
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Fire/Alarm Services	\$ 0.00	\$ 125.00	\$ (125.00)	\$ 443.06	\$ 250.00	\$ 193.06
Capital Improvements - Other	0.00	7,962.50	(7,962.50)	605.66	15,925.00	(15,319.34)
Capital Improvements - Flooring	0.00	3,733.33	(3,733.33)	1,437.42	7,466.66	(6,029.24)
Capital Improvements - Appliance	0.00	1,045.83	(1,045.83)	0.00	2,091.66	(2,091.66)
Capital Improvements - HVAC Repl	0.00	333.33	(333.33)	0.00	666.66	(666.66)
Capital Improvements - Water Heat	0.00	583.33	(583.33)	0.00	1,166.66	(1,166.66)
Carpet Cleaning	0.00	35.00	(35.00)	0.00	70.00	(70.00)
HVAC Repairs	0.00	900.00	(900.00)	2,156.00	1,800.00	356.00
Cable Service	22.65	20.00	2.65	77.95	40.00	37.95
Tenant Services	0.00	41.67	(41.67)	0.00	83.34	(83.34)
Total Maint. & Operating Exp.	\$ 5,585.24	\$ 24,350.24	\$ (18,765.00)	\$ 15,226.21	\$ 48,700.48	\$ (33,474.27)
Utilities:						
Electricity	\$ 627.40	\$ 636.33	\$ (8.93)	\$ 1,188.32	\$ 1,272.66	\$ (84.34)
Water	1,222.51	1,949.33	(726.82)	2,287.53	3,898.66	(1,611.13)
Sewer	1,654.56	1,654.58	(.02)	3,309.12	3,309.16	(.04)
Heating Fuel/Other	2,039.42	1,491.67	547.75	3,749.87	2,983.34	766.53
Garbage & Trash Removal	1,151.27	953.75	197.52	2,021.69	1,907.50	114.19
Total Utilities	\$ 6,695.16	\$ 6,685.66	\$ 9.50	\$ 12,556.53	\$ 13,371.32	\$ (814.79)
Administrative:						
Manager's Salary	\$ 2,941.00	\$ 2,955.00	\$ (14.00)	\$ 5,916.30	\$ 5,910.00	\$ 6.30
Management Fees	2,952.00	2,952.00	0.00	5,904.00	5,904.00	0.00
Bad Debt Expense	(299.00)	625.00	(924.00)	(299.00)	1,250.00	(1,549.00)
Auditing	625.00	625.00	0.00	1,250.00	1,250.00	0.00
Legal	913.00	416.67	496.33	1,660.20	833.34	826.86
Other Administrative Expenses	55.19	14.58	40.61	73.69	29.16	44.53
Total Administrative Expense	\$ 7,187.19	\$ 7,588.25	\$ (401.06)	\$ 14,505.19	\$ 15,176.50	\$ (671.31)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 78.42	\$ (78.42)	\$ 78.42	\$ 156.84	\$ (78.42)
Property Insurance	999.83	1,131.25	(131.42)	2,131.08	2,262.50	(131.42)
Total Taxes & Insurance Expense	\$ 999.83	\$ 1,209.67	\$ (209.84)	\$ 2,209.50	\$ 2,419.34	\$ (209.84)
Other Taxes & Insurance:						
Payroll Taxes	\$ 799.25	\$ 691.42	\$ 107.83	\$ 1,606.74	\$ 1,382.84	\$ 223.90
Other Taxes, Fees & Permits	622.36	89.33	533.03	628.61	178.66	449.95
Bond Premiums	0.00	41.67	(41.67)	0.00	83.34	(83.34)
Worker's Compensation Insurance	396.48	680.25	(283.77)	794.71	1,360.50	(565.79)
Personnel Medical Insurance	132.39	1,655.58	(1,523.19)	274.32	3,311.16	(3,036.84)
Total Other Taxes & Insurance	\$ 1,950.48	\$ 3,158.25	\$ (1,207.77)	\$ 3,304.38	\$ 6,316.50	\$ (3,012.12)
Other Project Expenses						

Chico Commons 549
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Telephone & Answering Service	\$ 121.54	\$ 116.67	\$ 4.87	\$ 298.16	\$ 233.34	\$ 64.82
Internet Service	99.95	100.00	(.05)	239.85	200.00	39.85
Advertising	0.00	54.17	(54.17)	0.00	108.34	(108.34)
Water/Coffee Service	0.00	2.08	(2.08)	0.00	4.16	(4.16)
Office Supplies & Expense	297.94	183.33	114.61	346.58	366.66	(20.08)
Postage	26.10	79.00	(52.90)	51.29	158.00	(106.71)
Toner/Copier Expense	0.00	114.00	(114.00)	107.87	228.00	(120.13)
Travel & Promotion	0.00	100.00	(100.00)	10.00	200.00	(190.00)
Training Expense	0.00	20.83	(20.83)	45.00	41.66	3.34
Credit Checking	43.00	100.00	(57.00)	66.00	200.00	(134.00)
Total Other Project Expenses	<u>\$ 588.53</u>	<u>\$ 870.08</u>	<u>\$ (281.55)</u>	<u>\$ 1,164.75</u>	<u>\$ 1,740.16</u>	<u>\$ (575.41)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 5,208.34	\$ 5,208.34	\$ 0.00
Reporting / Partner Management F	1,080.00	1,080.00	0.00	2,160.00	2,160.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	5,000.00	5,000.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>	<u>\$ 12,368.34</u>	<u>\$ 12,368.34</u>	<u>\$ 0.00</u>
Total Expenses	<u>\$ 29,190.60</u>	<u>\$ 50,046.32</u>	<u>\$ (20,855.72)</u>	<u>\$ 61,334.90</u>	<u>\$ 100,092.64</u>	<u>\$ (38,757.74)</u>
Authorized Reserve - Other	\$ 0.00	\$ 4,583.33	\$ (4,583.33)	\$ 0.00	\$ 9,166.66	\$ (9,166.66)

Chico Commons February 2019

Variance report sent explaining budget differences and expenses.

Updates:

Chico Commons currently has two vacancies. Both units were recently vacated.

- #62 has an approved applicant for move in, once the unit turn is complete.
- #63 is market ready and has an applicant close to an approval.

Two upcoming vacancies:

- #49 has been sent to legal for non-payment and failure to recertify
- #67 eviction in process, with a judgment in our favor and pending lock out.

The cleaning of all dryer vents was completed in February.

The site staff is wrapping up the Spring Cleaning project, which also includes updating all SDS material, property guide book, inventory lists, etc.

With Spring just around the corner, we have begun to plan for seasonal outdoor curb appeal items. Initial agenda includes: curb painting, flower planting, pressure washing and porch clean up notices to the residents. The rainy season was long and heavy. It was a nice break to see a little sunshine recently.

All else is business as usual.



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Walker Commons 550
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 36,861.00	\$ 32,622.00	\$ 4,239.00	\$ 73,610.00	\$ 65,244.00	\$ 8,366.00
Vacancies	0.00	(326.25)	326.25	(349.00)	(652.50)	303.50
Rent Adjustments	36.00	(39.58)	75.58	(634.00)	(79.16)	(554.84)
Manager's Unit	(637.00)	(637.00)	0.00	(1,265.00)	(1,274.00)	9.00
Total Tenant Rent	\$ 36,260.00	\$ 31,619.17	\$ 4,640.83	\$ 71,362.00	\$ 63,238.34	\$ 8,123.66
Other Project Income:						
Laundry Income	\$ 128.40	\$ 134.42	\$ (6.02)	\$ 305.46	\$ 268.84	\$ 36.62
Restricted Reserve Interest Incom	0.00	0.00	0.00	21.26	0.00	21.26
Late Charges	0.00	12.50	(12.50)	0.00	25.00	(25.00)
Other Tenant Income	\$ 6.00	\$ 41.67	\$ (35.67)	\$ 351.00	\$ 83.34	\$ 267.66
Other Project Income	\$ 134.40	\$ 188.59	\$ (54.19)	\$ 677.72	\$ 377.18	\$ 300.54
Total Project Income	\$ 36,394.40	\$ 31,807.76	\$ 4,586.64	\$ 72,039.72	\$ 63,615.52	\$ 8,424.20
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 3,129.67	\$ 11,986.83	\$ (8,857.16)	\$ 11,148.65	\$ 23,973.66	\$ (12,825.01)
Utilities (From Pg 2)	2,844.62	3,003.00	(158.38)	5,719.98	6,006.00	(286.02)
Administrative (From Pg 2)	5,565.37	6,135.83	(570.46)	11,349.67	12,271.66	(921.99)
Taxes & Insurance (From Pg 2)	765.25	798.67	(33.42)	1,553.42	1,597.34	(43.92)
Other Taxes & Insurance (Fr Page	1,823.83	2,815.34	(991.51)	3,116.26	5,630.68	(2,514.42)
Other Project Expenses	1,008.71	755.25	253.46	1,547.50	1,510.50	37.00
Total O&M Expenses	\$ 15,137.45	\$ 25,494.92	\$ (10,357.47)	\$ 34,435.48	\$ 50,989.84	\$ (16,554.36)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	1,250.00	1,250.00	0.00
Transfer - Reserves	933.34	933.33	.01	1,866.68	1,866.66	.02
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.33	\$.01	\$ 5,616.68	\$ 5,616.66	\$.02
Total Project Expenses	\$ 17,945.79	\$ 28,303.25	\$ (10,357.46)	\$ 40,052.16	\$ 56,606.50	\$ (16,554.34)
Net Profit (Loss)	\$ 18,448.61	\$ 3,504.51	\$ 14,944.10	\$ 31,987.56	\$ 7,009.02	\$ 24,978.54
Other Cash Flow Items:						
Reserve Transfers	\$ (.13)	\$ 0.00	\$ (.13)	\$ (21.39)	\$ 0.00	\$ (21.39)

Walker Commons 550
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Acct-FFB	\$ 600.00	\$ 0.00	\$ 600.00	\$ 600.00	\$ 0.00	\$ 600.00
Security Deposits Held	0.00	0.00	0.00	170.00	0.00	170.00
Authorized Reserve - Other	0.00	(13,333.33)	13,333.33	0.00	(26,666.66)	26,666.66
Tenant Receivables	1,053.67	0.00	1,053.67	531.67	0.00	531.67
Other Receivables	1,390.25	0.00	1,390.25	(4,696.58)	0.00	(4,696.58)
Accounts Payable - Trade	(12,209.10)	0.00	(12,209.10)	(9,909.38)	0.00	(9,909.38)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	2,500.00	0.00	2,500.00
Other Notes Payable	625.00	0.00	625.00	1,250.00	0.00	1,250.00
Total Other Cash Flow Items	<u>\$ (7,290.31)</u>	<u>\$ (13,333.33)</u>	<u>\$ 6,043.02</u>	<u>\$ (9,575.68)</u>	<u>\$ (26,666.66)</u>	<u>\$ 17,090.98</u>
Net Operating Cash Change	<u>\$ 11,158.30</u>	<u>\$ (9,828.82)</u>	<u>\$ 20,987.12</u>	<u>\$ 22,411.88</u>	<u>\$ (19,657.64)</u>	<u>\$ 42,069.52</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 143,613.49	\$ 166,025.37	\$ 22,411.88
Security Acct-FFB	22,990.00	22,390.00	(600.00)
Reserve Acct-FFB	2,133.84	4,000.65	1,866.81
Reserve Acct MMKT-FFB*	125,210.51	125,231.77	21.26
Owner Held Reserves CD	150,000.00	150,000.00	0.00
Payables & Receivables:			
Accounts Payable - Trade	9,669.78	(239.60)	(9,909.38)
Rents Receivable - Current Tenants	559.00	39.33	(519.67)
Other Tenant Charges Receivable	137.00	125.00	(12.00)
Prepaid Rents	(3,986.75)	(3,986.75)	0.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 580.50	\$ 2,775.58	\$ (2,195.08)	\$ 692.50	\$ 5,551.16	\$ (4,858.66)
Janitorial/Cleaning Supplies	42.60	66.67	(24.07)	42.60	133.34	(90.74)
Plumbing Repairs	0.00	62.50	(62.50)	0.00	125.00	(125.00)
Painting & Decorating	278.31	83.33	194.98	347.23	166.66	180.57
Repairs & Maintenance - Supply	478.40	625.00	(146.60)	1,039.13	1,250.00	(210.87)
Repairs & Maintenance - Contract	242.86	625.00	(382.14)	1,292.86	1,250.00	42.86
Grounds Maintenance	1,045.00	1,025.00	20.00	1,945.00	2,050.00	(105.00)
Pest Control Service	192.00	333.00	(141.00)	384.00	666.00	(282.00)
Fire/Alarm Services	0.00	160.00	(160.00)	75.00	320.00	(245.00)
Capital Improvements - Other	0.00	3,786.67	(3,786.67)	0.00	7,573.34	(7,573.34)
Capital Improvements - Flooring	0.00	1,155.83	(1,155.83)	3,762.60	2,311.66	1,450.94

Walker Commons 550
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - Appliance	\$ 0.00	\$ 208.33	\$ (208.33)	\$ 0.00	\$ 416.66	\$ (416.66)
Capital Improvements - HVAC Repl	0.00	458.33	(458.33)	0.00	916.66	(916.66)
Capital Improvements - Water Heat	0.00	266.67	(266.67)	0.00	533.34	(533.34)
Carpet Cleaning	0.00	33.33	(33.33)	125.00	66.66	58.34
HVAC Repairs	270.00	141.67	128.33	940.00	283.34	656.66
Cable Service	0.00	29.92	(29.92)	65.30	59.84	5.46
Tenant Services	0.00	150.00	(150.00)	437.43	300.00	137.43
Total Maint. & Operating Exp.	\$ 3,129.67	\$ 11,986.83	\$ (8,857.16)	\$ 11,148.65	\$ 23,973.66	\$ (12,825.01)
Utilities:						
Electricity	\$ 388.30	\$ 551.83	\$ (163.53)	\$ 997.89	\$ 1,103.66	\$ (105.77)
Water	638.27	727.83	(89.56)	1,236.31	1,455.66	(219.35)
Sewer	1,286.88	1,286.92	(.04)	2,573.76	2,573.84	(.08)
Heating Fuel/Other	219.77	125.00	94.77	289.22	250.00	39.22
Garbage & Trash Removal	311.40	311.42	(.02)	622.80	622.84	(.04)
Total Utilities	\$ 2,844.62	\$ 3,003.00	\$ (158.38)	\$ 5,719.98	\$ 6,006.00	\$ (286.02)
Administrative:						
Manager's Salary	\$ 2,614.18	\$ 2,864.83	\$ (250.65)	\$ 5,483.98	\$ 5,729.66	\$ (245.68)
Management Fees	2,296.00	2,296.00	0.00	4,592.00	4,592.00	0.00
Bad Debt Expense	(25.00)	208.33	(233.33)	(50.00)	416.66	(466.66)
Auditing	625.00	625.00	0.00	1,250.00	1,250.00	0.00
Legal	0.00	125.00	(125.00)	0.00	250.00	(250.00)
Other Administrative Expenses	55.19	16.67	38.52	73.69	33.34	40.35
Total Administrative Expense	\$ 5,565.37	\$ 6,135.83	\$ (570.46)	\$ 11,349.67	\$ 12,271.66	\$ (921.99)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 10.50	\$ (10.50)	\$ 0.00	\$ 21.00	\$ (21.00)
Property Insurance	765.25	788.17	(22.92)	1,553.42	1,576.34	(22.92)
Total Taxes & Insurance Expense	\$ 765.25	\$ 798.67	\$ (33.42)	\$ 1,553.42	\$ 1,597.34	\$ (43.92)
Other Taxes & Insurance:						
Payroll Taxes	\$ 414.77	\$ 590.17	\$ (175.40)	\$ 800.61	\$ 1,180.34	\$ (379.73)
Other Taxes, Fees & Permits	484.07	91.67	392.40	484.07	183.34	300.73
Bond Premiums	0.00	43.50	(43.50)	0.00	87.00	(87.00)
Worker's Compensation Insurance	147.94	564.17	(416.23)	279.88	1,128.34	(848.46)
Personnel Medical Insurance	777.05	1,525.83	(748.78)	1,551.70	3,051.66	(1,499.96)
Total Other Taxes & Insurance	\$ 1,823.83	\$ 2,815.34	\$ (991.51)	\$ 3,116.26	\$ 5,630.68	\$ (2,514.42)
Other Project Expenses						
Telephone & Answering Service	\$ (3.11)	\$ 122.00	\$ (125.11)	\$ 213.78	\$ 244.00	\$ (30.22)
Internet Service	0.00	69.92	(69.92)	119.90	139.84	(19.94)
Advertising	15.00	16.67	(1.67)	15.00	33.34	(18.34)

Walker Commons 550
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Water/Coffee Service	\$ 0.00	\$ 2.08	\$ (2.08)	\$ 0.00	\$ 4.16	\$ (4.16)
Office Supplies & Expense	530.67	291.67	239.00	583.81	583.34	.47
Postage	0.00	68.25	(68.25)	63.86	136.50	(72.64)
Toner/Copier Expense	445.65	97.83	347.82	445.65	195.66	249.99
Travel & Promotion	0.00	33.33	(33.33)	40.00	66.66	(26.66)
Training Expense	0.00	11.83	(11.83)	45.00	23.66	21.34
Credit Checking	20.50	41.67	(21.17)	20.50	83.34	(62.84)
Total Other Project Expenses	<u>\$ 1,008.71</u>	<u>\$ 755.25</u>	<u>\$ 253.46</u>	<u>\$ 1,547.50</u>	<u>\$ 1,510.50</u>	<u>\$ 37.00</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	1,250.00	1,250.00	0.00
Transfer - Reserves	933.34	933.33	.01	1,866.68	1,866.66	.02
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.33</u>	<u>\$.01</u>	<u>\$ 5,616.68</u>	<u>\$ 5,616.66</u>	<u>\$.02</u>
Total Expenses	<u>\$ 17,945.79</u>	<u>\$ 28,303.25</u>	<u>\$ (10,357.46)</u>	<u>\$ 40,052.16</u>	<u>\$ 56,606.50</u>	<u>\$ (16,554.34)</u>
Authorized Reserve - Other	\$ 0.00	\$ 13,333.33	\$ (13,333.33)	\$ 0.00	\$ 26,666.66	\$ (26,666.66)

**Walker Commons
February 2019**

Variance report sent explaining budget differences and expenditures.

Updates:

Walker Commons is currently 100% occupied with no notices to vacate or evictions in process.

A new maintenance technician, Nicole Campbell, joined the team during the first week of March. She has a background in housekeeping and maintenance. She jumped right in cleaning and organizing the maintenance room during the first two days, including painting the walls and deep cleaning the community room, bathrooms and laundry room. She is completing work orders and tending the grounds. She is a welcome addition to the staffing.

The Property Manager, Nancy, and Nicole will work together to begin preparing the community garden for spring planting.

The cleaning of all dryer vents was completed in February.

It is time for an irrigation check to ensure all is in working order before the weather warms up. Staff will coordinate the work with the landscape vendor.

A new printer has been ordered for the community computers.

Menu plans are all set for the next community luncheon. Yum!



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Park Avenue 569
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 66,505.00	\$ 66,372.00	\$ 133.00	\$ 133,111.00	\$ 132,744.00	\$ 367.00
Vacancies	(865.00)	(1,327.42)	462.42	(3,055.16)	(2,654.84)	(400.32)
Manager's Unit	(781.00)	(780.00)	(1.00)	(1,562.00)	(1,560.00)	(2.00)
Total Tenant Rent	\$ 64,859.00	\$ 64,264.58	\$ 594.42	\$ 128,493.84	\$ 128,529.16	\$ (35.32)
Other Project Income:						
Laundry Income	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00	\$ 2,000.00	\$ 500.00
Interest Income	7.90	0.00	7.90	15.69	0.00	15.69
Restricted Reserve Interest Income	10.47	7.25	3.22	21.19	14.50	6.69
Late Charges	212.00	41.67	170.33	224.00	83.34	140.66
Other Tenant Income	\$ 30.00	\$ 365.41	\$ (335.41)	\$ 641.50	\$ 730.82	\$ (89.32)
Miscellaneous Income	\$ 1,784.93	\$ 12.50	\$ 1,772.43	\$ 1,855.84	\$ 25.00	\$ 1,830.84
Other Project Income	\$ 4,545.30	\$ 1,426.83	\$ 3,118.47	\$ 5,258.22	\$ 2,853.66	\$ 2,404.56
Total Project Income	\$ 69,404.30	\$ 65,691.41	\$ 3,712.89	\$ 133,752.06	\$ 131,382.82	\$ 2,369.24
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 10,973.49	\$ 10,225.57	\$ 747.92	\$ 21,711.35	\$ 20,451.14	\$ 1,260.21
Utilities (From Pg 2)	4,414.89	8,736.82	(4,321.93)	12,670.48	17,473.64	(4,803.16)
Administrative (From Pg 2)	8,476.18	8,437.25	38.93	14,588.60	16,874.50	(2,285.90)
Taxes & Insurance (From Pg 2)	1,814.92	1,891.00	(76.08)	3,629.84	3,782.00	(152.16)
Other Taxes & Insurance (Fr Page	3,843.64	4,107.75	(264.11)	6,535.85	8,215.50	(1,679.65)
Other Project Expenses	1,588.55	1,680.59	(92.04)	3,105.77	3,361.18	(255.41)
Total O&M Expenses	\$ 31,111.67	\$ 35,078.98	\$ (3,967.31)	\$ 62,241.89	\$ 70,157.96	\$ (7,916.07)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 25,956.27	\$ 26,010.84	\$ (54.57)	\$ 51,912.54	\$ 52,021.68	\$ (109.14)
Managing General Partner Fees	\$ 1,047.08	\$ 1,047.08	\$ 0.00	\$ 2,094.16	\$ 2,094.16	\$ 0.00
Transfer - Reserves	2,675.00	2,675.00	0.00	5,350.00	5,350.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,678.35	\$ 29,732.92	\$ (54.57)	\$ 59,356.70	\$ 59,465.84	\$ (109.14)
Total Project Expenses	\$ 60,790.02	\$ 64,811.90	\$ (4,021.88)	\$ 121,598.59	\$ 129,623.80	\$ (8,025.21)
Net Profit (Loss)	\$ 8,614.28	\$ 879.51	\$ 7,734.77	\$ 12,153.47	\$ 1,759.02	\$ 10,394.45
Other Cash Flow Items:						
Reserve Transfers	\$ (10.47)	\$ 0.00	\$ (10.47)	\$ (21.19)	\$ 0.00	\$ (21.19)

Park Avenue 569
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
T & I Transfers	\$ (1,306.11)	\$ 0.00	\$ (1,306.11)	\$ (2,612.11)	\$ 0.00	\$ (2,612.11)
Operating Acct MMKT-FFB*	(6.79)	0.00	(6.79)	(13.58)	0.00	(13.58)
Security Deposits Held	600.00	0.00	600.00	35.00	0.00	35.00
Authorized Reserve - Other	0.00	(5,316.67)	5,316.67	0.00	(10,633.34)	10,633.34
Tenant Receivables	1,319.00	0.00	1,319.00	1,193.00	0.00	1,193.00
Other Receivables	2,439.92	0.00	2,439.92	(2,620.16)	0.00	(2,620.16)
Accounts Payable - Trade	(13,287.04)	0.00	(13,287.04)	(15,659.28)	0.00	(15,659.28)
Accrued Expenses	3,038.83	0.00	3,038.83	(78.58)	0.00	(78.58)
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	12,250.00	0.00	12,250.00
Other Notes Payable	5,683.71	0.00	5,683.71	11,367.42	0.00	11,367.42
Total Other Cash Flow Items	\$ 4,596.05	\$ (5,316.67)	\$ 9,912.72	\$ 3,840.52	\$ (10,633.34)	\$ 14,473.86
Net Operating Cash Change	<u>\$ 13,210.33</u>	<u>\$ (4,437.16)</u>	<u>\$ 17,647.49</u>	<u>\$ 15,993.99</u>	<u>\$ (8,874.32)</u>	<u>\$ 24,868.31</u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 166,334.85	\$ 182,328.84	\$ 15,993.99
Operating Acct MMKT-FFB*	40,077.80	40,091.38	13.58
Tax & Insurance-FFB	12,482.60	15,094.71	2,612.11
Security Acct-FFB	35,603.00	35,603.00	0.00
Repl Reserve-Berkadia Bank-IMP	293,169.85	298,541.04	5,371.19
Payables & Receivables:			
Accounts Payable - Trade	13,840.33	(1,818.95)	(15,659.28)
Rents Receivable - Current Tenants	1,827.00	459.00	(1,368.00)
Other Tenant Charges Receivable	575.00	750.00	175.00

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,149.38	\$ 4,040.58	\$ (891.20)	\$ 6,149.81	\$ 8,081.16	\$ (1,931.35)
Janitorial/Cleaning Supplies	1,255.55	183.33	1,072.22	1,265.25	366.66	898.59
Plumbing Repairs	61.55	83.33	(21.78)	335.77	166.66	169.11
Painting & Decorating	610.00	125.00	485.00	770.00	250.00	520.00
Repairs & Maintenance - Supply	2,676.46	750.00	1,926.46	2,688.74	1,500.00	1,188.74
Repairs & Maintenance - Contract	1,973.61	416.67	1,556.94	2,237.96	833.34	1,404.62
Grounds Maintenance	0.00	1,015.00	(1,015.00)	1,780.00	2,030.00	(250.00)
Elevator Maintenance & Contract	0.00	706.50	(706.50)	0.00	1,413.00	(1,413.00)
Pest Control Service	0.00	958.33	(958.33)	640.00	1,916.66	(1,276.66)
Fire/Alarm Services	406.90	438.50	(31.60)	1,249.82	877.00	372.82

Park Avenue 569
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Security Service	\$ 0.00	\$ 450.00	\$ (450.00)	\$ 360.00	\$ 900.00	\$ (540.00)
Capital Improvements - Other	217.31	333.33	(116.02)	335.39	666.66	(331.27)
Capital Improvements - Flooring	0.00	0.00	0.00	1,852.00	0.00	1,852.00
Capital Improvements - Appliance	507.24	0.00	507.24	944.81	0.00	944.81
Capital Improvements - Water Heat	535.99	0.00	535.99	1,025.91	0.00	1,025.91
Carpet Cleaning	392.00	333.33	58.67	642.00	666.66	(24.66)
HVAC Repairs	(812.50)	225.00	(1,037.50)	(542.50)	450.00	(992.50)
Tenant Services	0.00	166.67	(166.67)	(23.61)	333.34	(356.95)
Total Maint. & Operating Exp.	\$ 10,973.49	\$ 10,225.57	\$ 747.92	\$ 21,711.35	\$ 20,451.14	\$ 1,260.21
Utilities:						
Electricity	\$ 0.00	\$ 4,198.50	\$ (4,198.50)	\$ 3,700.77	\$ 8,397.00	\$ (4,696.23)
Water	580.00	1,170.58	(590.58)	1,264.44	2,341.16	(1,076.72)
Sewer	2,458.83	2,458.83	0.00	4,917.69	4,917.66	.03
Heating Fuel/Other	0.00	316.83	(316.83)	849.13	633.66	215.47
Garbage & Trash Removal	1,376.06	592.08	783.98	1,938.45	1,184.16	754.29
Total Utilities	\$ 4,414.89	\$ 8,736.82	\$ (4,321.93)	\$ 12,670.48	\$ 17,473.64	\$ (4,803.16)
Administrative:						
Manager's Salary	\$ 4,016.00	\$ 3,626.00	\$ 390.00	\$ 8,937.52	\$ 7,252.00	\$ 1,685.52
Management Fees	3,217.39	3,284.58	(67.19)	3,217.55	6,569.16	(3,351.61)
Bad Debt Expense	0.00	175.00	(175.00)	3.00	350.00	(347.00)
Auditing	625.00	625.00	0.00	1,250.00	1,250.00	0.00
Bookkeeping Fees	535.00	535.00	0.00	1,070.00	1,070.00	0.00
Legal	0.00	100.00	(100.00)	0.00	200.00	(200.00)
Other Administrative Expenses	82.79	91.67	(8.88)	110.53	183.34	(72.81)
Total Administrative Expense	\$ 8,476.18	\$ 8,437.25	\$ 38.93	\$ 14,588.60	\$ 16,874.50	\$ (2,285.90)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 25.67	\$ (25.67)	\$ 0.00	\$ 51.34	\$ (51.34)
Property Insurance	1,814.92	1,768.08	46.84	3,629.84	3,536.16	93.68
Other Insurance	0.00	97.25	(97.25)	0.00	194.50	(194.50)
Total Taxes & Insurance Expense	\$ 1,814.92	\$ 1,891.00	\$ (76.08)	\$ 3,629.84	\$ 3,782.00	\$ (152.16)
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,036.10	\$ 903.83	\$ 132.27	\$ 2,181.01	\$ 1,807.66	\$ 373.35
Other Taxes, Fees & Permits	1,724.90	166.67	1,558.23	2,125.22	333.34	1,791.88
Bond Premiums	0.00	83.25	(83.25)	0.00	166.50	(166.50)
Worker's Compensation Insurance	440.12	760.17	(320.05)	951.25	1,520.34	(569.09)
Personnel Medical Insurance	642.52	2,193.83	(1,551.31)	1,278.37	4,387.66	(3,109.29)
Total Other Taxes & Insurance	\$ 3,843.64	\$ 4,107.75	\$ (264.11)	\$ 6,535.85	\$ 8,215.50	\$ (1,679.65)
Other Project Expenses						

Park Avenue 569
For the Month Ended February 28, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Telephone & Answering Service	\$ 479.29	\$ 480.00	\$ (.71)	\$ 882.51	\$ 960.00	\$ (77.49)
Internet Service	259.64	251.00	8.64	524.03	502.00	22.03
Advertising	0.00	16.67	(16.67)	0.00	33.34	(33.34)
Water/Coffee Service	51.49	41.67	9.82	92.49	83.34	9.15
Office Supplies & Expense	348.80	385.83	(37.03)	674.47	771.66	(97.19)
Postage	46.18	84.58	(38.40)	177.41	169.16	8.25
Toner/Copier Expense	257.26	158.33	98.93	468.47	316.66	151.81
Office Furniture & Equipment Expe	85.79	141.67	(55.88)	85.79	283.34	(197.55)
Travel & Promotion	6.10	41.67	(35.57)	6.10	83.34	(77.24)
Training Expense	0.00	41.67	(41.67)	123.00	83.34	39.66
Credit Checking	54.00	29.17	24.83	71.50	58.34	13.16
Employee Meals	0.00	8.33	(8.33)	0.00	16.66	(16.66)
Total Other Project Expenses	<u>\$ 1,588.55</u>	<u>\$ 1,680.59</u>	<u>\$ (92.04)</u>	<u>\$ 3,105.77</u>	<u>\$ 3,361.18</u>	<u>\$ (255.41)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 21,319.64	\$ 26,010.84	\$ (4,691.20)	\$ 42,639.28	\$ 52,021.68	\$ (9,382.40)
Managing General Partner Fees	\$ 1,047.08	\$ 1,047.08	\$ 0.00	\$ 2,094.16	\$ 2,094.16	\$ 0.00
Transfer - Reserves	2,675.00	2,675.00	0.00	5,350.00	5,350.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 25,041.72</u>	<u>\$ 29,732.92</u>	<u>\$ (4,691.20)</u>	<u>\$ 50,083.44</u>	<u>\$ 59,465.84</u>	<u>\$ (9,382.40)</u>
Total Expenses	<u>\$ 56,153.39</u>	<u>\$ 64,811.90</u>	<u>\$ (8,658.51)</u>	<u>\$ 112,325.33</u>	<u>\$ 129,623.80</u>	<u>\$ (17,298.47)</u>
Authorized Reserve - Other	\$ 0.00	\$ 5,316.67	\$ (5,316.67)	\$ 0.00	\$ 10,633.34	\$ (10,633.34)

1200 Park Avenue
February 2019



Variance report sent explaining budget differences and expenses.

Updates:

There is currently one vacancy at 1200 Park Avenue. The community enjoyed a brief period of 100% occupancy prior to the recent move out.

#260 unit turn in process, with three applications processing. Move in expected by the end of March.

The HOME monitoring was completed on March 7th and went well. The results letter is pending.

Dry weather cannot come soon enough. The flat roof section at the front of the property has continued to present issues during the heavy rains. The roof replacement has been approved and will be completed as soon as weather permits.

All dryer vents were cleaned in February.

The access control system went down and requires a substantial upgrade. A vendor change and leased equipment vs. purchasing will save the community a significant amount of money, approx. \$14,000. The contract has been signed and the new equipment is on order. It will be a bit of an undertaking as all keycards will need to be reprogrammed to the new equipment. The residents will be notified of the importance of meeting the transition timelines.

The residents are planning an April potluck. The theme is Spring Fling. Management has created the flyer and will provide the main course. Residents will bring side dishes to share.



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AWI Management Corporation
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Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

Monthly Property Summary Report

75 Harvest Park Court

February 2019



HARVEST
P A R K

CHICO, CA.

90 UNITS

TAX CREDIT

INCOME AND EXPENSE SUMMARY

Total Operating Income Actual/Month: \$68,504.00

Total Operating Income Budget/Month: \$68,960.63
Total Operating Income Actual/YTD: \$138,366.80
Total Operating Income Budget/YTD: \$139,943.83
Total Operating Expenses Actual/Month: \$31,248.33
Total Operating Expenses Budget/Month: \$42,872.41
Total Operating Expenses Actual/YTD: \$21,047.52
Total Operating Expenses Budget/YTD: \$52,195.20
Total Net Operating Income Actual/Month: \$37,288.67
Total Net Operating Income Budget/Month: \$26,088.22
Total Net Operating Income Actual/YTD: \$86,171.60
Total Net Operating Income Budget/YTD: \$63,397.05

BUDGET VARIANCE REPORT

(Line Item Variance Report: Expenses Exceeding 10% of budget or \$500 minimum variance.)

6330-0000 Managers Payroll Variance due to having property manager out on maternity leave, have part time coverage for office.

6541-0000 Maintenance supplies – Variance of \$540 due to some invoices from previous periods

6581-0000 Appliance Repair – Variance of \$1,354.92 due to replacement of two washers, will re class both washers to replacements.

6532-0000 Cleaning Contract - \$549 Variance – replaced living room carpet, will re class to replacements.

6316-0000 Training - \$597 Variance due to first half training

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: \$4,450

YTD Actual Capital Improvements / Cash Flow: \$ \$423.69

YTD Budgeted Capital Improvements / RR: * See Below

YTD Actual Capital Improvements / RR: * See Below

NOTE: CAPITAL EXPENSE GL CODE IS BEING CHANGED. 1499.0002 IS NO LONGER BEING USED.

Description of Capital Improvements YTD:

Carpet Replacement: Unit

Washer replaced in unit 109 and 218

Fridge replaced in unit

Dishwasher Replaced in unit

GENERAL PROPERTY ISSUES and HIGHLIGHTS

Property Manager is out on maternity leave and is scheduled to return full time mid-March, in February we had one vacancy and unit has been rented, no other vacancies for the month.

Budget Comparison

Period = Feb 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
	INCOME									
	RENTAL INCOME									
5120-0000	Rental Income	58,903.00	70,679.00	-11,776.00	-16.66	118,162.71	141,358.00	-23,195.29	-16.41	848,148.00
5150-0000	Rental Assistance	11,245.00	0.00	11,245.00	N/A	22,529.29	0.00	22,529.29	N/A	0.00
	TOTAL RENTAL INCOME	70,148.00	70,679.00	-531.00	-0.75	140,692.00	141,358.00	-666.00	-0.47	848,148.00
	MISC. INCOME									
5332-0000	Application Fees	0.00	105.00	-105.00	-100.00	140.00	210.00	-70.00	-33.33	1,260.00
5385-0000	Late/Term Fees	0.00	200.00	-200.00	-100.00	250.00	400.00	-150.00	-37.50	2,400.00
5390-0002	Damages	0.00	450.00	-450.00	-100.00	760.00	900.00	-140.00	-15.56	5,400.00
	Cable Revenue	0.00	0.00	0.00	N/A	0.00	672.57	-672.57	-100.00	2,690.28
	TOTAL MISC. INCOME	0.00	755.00	-755.00	-100.00	1,150.00	2,182.57	-1,032.57	-47.31	11,750.28
	OTHER INCOME									
5493-0000	Int on Replacement Reserve	0.00	2.05	-2.05	-100.00	0.00	4.10	-4.10	-100.00	24.60
	TOTAL OTHER INCOME	0.00	2.05	-2.05	-100.00	0.00	4.10	-4.10	-100.00	24.60
	VACANCY LOSS/RENTAL LOSS/BAD DEBT									
5218-0000	Free Rent-Marketing Concession	-50.00	-50.00	0.00	0.00	-100.00	-100.00	0.00	0.00	-600.00
5220-0000	Vacancies - Apartment	-687.00	-1,525.42	838.42	54.96	-1,390.71	-3,050.84	1,660.13	54.42	-18,305.04
6539-0002	Maintenance Staff Rent Free Unit	-907.00	-900.00	-7.00	-0.78	-1,814.00	-1,800.00	-14.00	-0.78	-10,800.00
6370-0000	Bad Debt Expense	0.00	0.00	0.00	N/A	0.00	-900.00	900.00	100.00	-3,600.00
6370-0004	Bad Debt-Miscellaneous	0.00	0.00	0.00	N/A	0.00	-750.00	750.00	100.00	-3,000.00
6371-0000	Bad Debt Recovery - Resident Rent	0.00	0.00	0.00	N/A	-170.49	0.00	-170.49	N/A	0.00
	TOTAL VACANCY	-1,644.00	-2,475.42	831.42	33.59	-3,475.20	-6,600.84	3,125.64	47.35	-36,305.04
	TOTAL INCOME	68,504.00	68,960.63	-456.63	-0.66	138,366.80	136,943.83	1,422.97	1.04	823,617.84
	EXPENSES									
	MANAGEMENT FEES									
6320-0000	Management Fee	3,532.57	3,425.53	-107.04	-3.12	7,093.05	6,768.56	-324.49	-4.79	40,776.36
	TOTAL MANAGEMENT FEES	3,532.57	3,425.53	-107.04	-3.12	7,093.05	6,768.56	-324.49	-4.79	40,776.36
	REAL ESTATE TAXES									
6710-0000	Taxes - Real Estate	13.41	13.00	-0.41	-3.15	26.82	26.00	-0.82	-3.15	162.00
6712-0000	Taxes - Other	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	365.00
	TOTAL REAL ESTATE TAXES	13.41	13.00	-0.41	-3.15	26.82	26.00	-0.82	-3.15	527.00
	INSURANCE									
6720-0000	Insurance - Property	2,638.35	2,638.00	-0.35	-0.01	5,276.70	5,276.00	-0.70	-0.01	32,844.00

Budget Comparison

Period = Feb 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6720-0002	Franchise Tax - Calif Pnps	800.00	800.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00
	TOTAL INSURANCE	3,438.35	3,438.00	-0.35	-0.01	6,076.70	6,076.00	-0.70	-0.01	33,644.00
	UTILITIES EXPENSE									
6430-0000	Electricity Vacant	0.00	38.00	38.00	100.00	0.00	76.00	76.00	100.00	456.00
6430-0001	Employee Unit Utility	70.16	77.00	6.84	8.88	140.32	154.00	13.68	8.88	924.00
6440-0000	Gas/Oil Heat Vacant	0.00	10.00	10.00	100.00	0.00	20.00	20.00	100.00	120.00
6450-0000	Electricity	1,534.35	1,350.00	-184.35	-13.66	3,032.92	2,800.00	-232.92	-8.32	17,050.00
6451-0000	Water & Sewer	3,821.39	3,900.00	78.61	2.02	7,579.82	7,400.00	-179.82	-2.43	49,400.00
6452-0000	Natural Gas Heat	398.16	250.00	-148.16	-59.26	844.58	450.00	-394.58	-87.68	1,500.00
6454-0000	Utility Processing	44.88	55.00	10.12	18.40	97.92	110.00	12.08	10.98	1,260.00
6470-0000	Rubbish Removal	969.13	915.00	-54.13	-5.92	1,882.09	1,905.00	22.91	1.20	11,430.00
	TOTAL UTILITY EXPENSE	6,838.07	6,595.00	-243.07	-3.69	13,577.65	12,915.00	-662.65	-5.13	82,140.00
	PAYROLL									
6310-0000	Office Payroll	349.60	0.00	-349.60	N/A	589.66	0.00	-589.66	N/A	0.00
6330-0000	Manager's Payroll	2,383.46	5,134.80	2,751.34	53.58	4,906.38	8,306.80	3,400.42	40.94	45,787.36
6539-0000	Maintenance Payroll - General	2,171.80	2,581.68	409.88	15.88	4,286.59	5,163.36	876.77	16.98	34,218.72
6714-0001	Taxes-Payroll Administrative	339.22	687.91	348.69	50.69	703.78	1,168.47	464.69	39.77	4,035.73
6714-0002	Taxes-Payroll Maintenance	297.39	391.12	93.73	23.96	586.49	782.24	195.75	25.02	3,150.71
6724-0001	Workers Compensation-Payroll Admin	311.71	316.82	5.11	1.61	623.42	512.53	-110.89	-21.64	2,825.07
6724-0002	Workers Compensation-Payroll Maintenance	241.95	159.29	-82.66	-51.89	483.90	318.58	-165.32	-51.89	2,111.28
6726-0001	Health Ins & Other Benefits-Payroll Admin	285.07	1,018.48	733.41	72.01	484.81	1,978.08	1,493.27	75.49	11,885.90
6726-0002	Health Ins & Other Benefits-Payroll Maint.	481.09	937.64	456.55	48.69	969.57	1,875.28	905.71	48.30	11,482.46
	TOTAL PAYROLL	6,861.29	11,227.74	4,366.45	38.89	13,634.60	20,105.34	6,470.74	32.18	115,497.23
	OPERATING & MAINTENANCE EXPENSE									
6462-0000	Exterminating Contract	780.00	360.00	-420.00	-116.67	520.00	1,220.00	700.00	57.38	6,320.00
6511-0000	Security Contract & Repairs	125.00	0.00	-125.00	N/A	704.00	579.00	-125.00	-21.59	4,816.00
6521-0000	Grounds Supplies	0.00	75.00	75.00	100.00	0.00	860.00	860.00	100.00	5,890.00
6522-0000	Grounds Contract	1,650.00	1,650.00	0.00	0.00	3,300.00	3,300.00	0.00	0.00	19,800.00
6522-0001	Landscaping	710.00	0.00	-710.00	N/A	710.00	0.00	-710.00	N/A	0.00
6541-0000	Maintenance Supplies	990.44	450.00	-540.44	-120.10	1,402.30	900.00	-502.30	-55.81	5,400.00
6545-0000	Repairs - Contract - General	791.80	500.00	-291.80	-58.36	-56.94	1,000.00	1,056.94	105.69	6,000.00
6546-0000	Repairs - Contract - Electric	130.00	0.00	-130.00	N/A	535.11	250.00	-285.11	-114.04	1,000.00
6547-0000	Repairs - Contract - HVAC	220.00	0.00	-220.00	N/A	440.00	0.00	-440.00	N/A	2,000.00
6548-0000	Repairs - Contract - Plumbing	0.00	241.67	241.67	100.00	0.00	483.34	483.34	100.00	3,180.04
6552-0000	Uniforms	0.00	67.00	67.00	100.00	0.00	134.00	134.00	100.00	804.00
6580-0000	Maintenance Equipment Expense	0.00	200.00	200.00	100.00	0.00	200.00	200.00	100.00	600.00
6581-0000	Appliance Repair	1,688.25	333.33	-1,354.92	-406.48	1,688.25	666.66	-1,021.59	-153.24	3,999.96

Budget Comparison

Period = Feb 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6582-0000	Lock & Key Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	300.00
6590-0000	Miscellaneous Maintenance	0.00	0.00	0.00	N/A	0.00	250.00	250.00	100.00	1,000.00
6991-0000	Pool Supplies	22.13	35.00	12.87	36.77	22.13	70.00	47.87	68.39	1,140.00
6992-0000	Pool Contract	450.00	236.25	-213.75	-90.48	450.00	472.50	22.50	4.76	2,835.00
	TOTAL OPERATING & MAINT. EXPS.	7,557.62	4,148.25	-3,409.37	-82.19	9,714.85	10,385.50	670.65	6.46	65,085.00
	TURNOVER COSTS									
6531-0000	Cleaning Supplies	0.00	0.00	0.00	N/A	0.00	100.00	100.00	100.00	400.00
6532-0000	Cleaning Contract	549.81	0.00	-549.81	N/A	16.81	750.00	733.19	97.76	3,000.00
6544-0000	Turnover- Maintenance/Repairs	0.00	0.00	0.00	N/A	151.76	0.00	-151.76	N/A	0.00
6561-0000	Decorator Supplies	0.00	0.00	0.00	N/A	-271.93	250.00	521.93	208.77	1,000.00
6562-0000	Decorator Contract Services	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	600.00
	TOTAL TURNOVER COSTS	549.81	0.00	-549.81	N/A	-103.36	1,100.00	1,203.36	109.40	5,000.00
	MARKETING									
6210-0000	Rental Advertising	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	400.00
6212-0000	Collateral Materials/Brand Identity	404.01	1,373.00	968.99	70.57	491.51	1,468.00	976.49	66.52	2,768.00
6216-0000	Promotions & Promotional Items	0.00	0.00	0.00	N/A	0.00	156.00	156.00	100.00	312.00
6290-0000	Miscellaneous Renting Expense	206.00	116.00	-90.00	-77.59	261.25	267.00	5.75	2.15	1,532.00
6981-0000	Resident Supplies	0.00	75.00	75.00	100.00	0.00	150.00	150.00	100.00	1,408.00
	TOTAL MARKETING	610.01	1,564.00	953.99	61.00	752.76	2,041.00	1,288.24	63.12	6,420.00
	ADMINISTRATIVE EXPENSES									
6280-0000	Credit Reports & Fees	0.00	10.60	10.60	100.00	0.00	21.20	21.20	100.00	127.20
6311-0000	Office Expenses	429.98	2,993.00	2,563.02	85.63	615.63	3,170.00	2,554.37	80.58	9,002.10
6312-0000	Copy Machine	169.80	131.50	-38.30	-29.13	369.70	263.00	-106.70	-40.57	1,578.00
6313-0000	Postage	6.00	33.33	27.33	82.00	85.51	66.66	-18.85	-28.28	399.96
6316-0000	Travel/Mileage	69.06	100.00	30.94	30.94	-440.15	200.00	640.15	320.08	975.00
6316-0003	Training	836.22	238.90	-597.32	-250.03	889.29	301.40	-587.89	-195.05	2,468.80
6316-0004	Training - New Employee Orientation	0.00	0.00	0.00	N/A	175.00	0.00	-175.00	N/A	0.00
6340-0000	Legal Expense	0.00	900.00	900.00	100.00	-1,122.50	900.00	2,022.50	224.72	1,800.00
6350-0000	Auditing	0.00	4,650.00	4,650.00	100.00	0.00	4,650.00	4,650.00	100.00	11,750.00
6355-0001	Administrative Fees	0.00	2,250.00	2,250.00	100.00	0.00	2,250.00	2,250.00	100.00	2,250.00
6360-0000	Telephone	300.64	1,110.00	809.36	72.92	910.39	2,220.00	1,309.61	58.99	13,320.00
6385-0000	Dues and Memberships	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	450.00
6390-0000	Miscellaneous	0.00	0.00	0.00	N/A	-94.25	0.00	94.25	N/A	740.00
6391-0000	Licenses	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	278.00
6392-0000	Bank Charges	35.50	43.56	8.06	18.50	33.51	87.12	53.61	61.54	522.72
	TOTAL ADMINISTRATIVE EXPENSES	1,847.20	12,460.89	10,613.69	85.18	1,422.13	14,129.38	12,707.25	89.93	45,661.78

Budget Comparison

Period = Feb 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
	TOTAL EXPENSES	31,248.33	42,872.41	11,624.08	27.11	52,195.20	73,546.78	21,351.58	29.03	394,751.37
	NET OPERATING INCOME	37,255.67	26,088.22	11,167.45	42.81	86,171.60	63,397.05	22,774.55	35.92	428,866.47
	REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000	Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	4,665.00	4,666.00	1.00	0.02	27,996.00
	TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	4,665.00	4,666.00	1.00	0.02	27,996.00
	DEBT SERVICE									
2320-0000	Mortgage Payable -1st Mortgage	5,000.00	5,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	60,000.00
6820-0000	Interest on Mortgage	11,145.00	11,145.00	0.00	0.00	22,349.38	22,349.38	0.00	0.00	133,502.48
6824-0000	Interest on Mortgage - 4th	1,297.17	1,198.71	-98.46	-8.21	2,594.34	2,525.85	-68.49	-2.71	15,941.79
6828-0000	Service Fee	6,187.33	6,168.33	-19.00	-0.31	12,397.33	12,336.66	-60.67	-0.49	74,019.96
	TOTAL DEBT SERVICE	23,629.50	23,512.04	-117.46	-0.50	47,341.05	47,211.89	-129.16	-0.27	283,464.23
	MISCELLANEOUS									
6890-0000	Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	833.34	833.34	0.00	0.00	5,000.04
6892-0000	Trustee Fees	283.33	325.00	41.67	12.82	566.66	650.00	83.34	12.82	3,900.00
	TOTAL MISCELLANEOUS	700.00	741.67	41.67	5.62	1,400.00	1,483.34	83.34	5.62	8,900.04
	CAPITAL EXPENDITURES									
1415-0002	Landscape & Land Improvements	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	12,140.00
1440-0002	Carpet/Flooring	0.00	1,800.00	1,800.00	100.00	-2,068.33	3,600.00	5,668.33	157.45	24,168.00
1486-0000	Appliances	0.00	0.00	0.00	N/A	423.69	850.00	426.31	50.15	5,900.00
	TOTAL CAPITAL EXPENDITURES	0.00	1,800.00	1,800.00	100.00	-1,644.64	4,450.00	6,094.64	136.96	42,208.00
	MORTGAGOR EXPENSES									
7115-0000	Non Profit Fee	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	20,000.00
7135-0000	Asset Management Fee Paid from Surplus	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	11,255.00
7153-0000	Administration Fee Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	8,955.00
	TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	40,210.00
	PROFIT / LOSS	10,593.67	-2,298.49	12,892.16	560.90	34,410.19	5,585.82	28,824.37	516.03	26,088.20
	ADDITIONAL ADJUSTMENTS TO CASH FLOW									
	Cash - Other	-553.66	0.00	-553.66	N/A	-1,107.32	0.00	-1,107.32	N/A	0.00

Budget Comparison

Period = Feb 2019

Book = Accrual ; Tree = is ahdc

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Construction In Progress	227.43	0.00	227.43	N/A	0.00	0.00	0.00	N/A	0.00
Accounts Payable	2,998.72	0.00	2,998.72	N/A	-4,630.55	0.00	-4,630.55	N/A	0.00
Net A/R	-665.31	0.00	-665.31	N/A	-545.47	0.00	-545.47	N/A	0.00
Net Prepays	-2,958.39	0.00	-2,958.39	N/A	-1,504.18	0.00	-1,504.18	N/A	0.00
Net Accruals	1,850.83	-1,198.71	3,049.54	254.40	-3,872.31	-2,525.85	-1,346.46	-53.31	-15,941.79
Net Real Estate Tax	-1,289.09	-13.00	-1,276.09	-9,816.08	-2,578.18	-26.00	-2,552.18	-9,816.08	-162.00
Net Insurance	-689.26	-2,638.00	1,948.74	73.87	-1,378.52	-5,276.00	3,897.48	73.87	-32,844.00
Escrows - Other	0.00	-2.05	2.05	100.00	0.00	-4.10	4.10	100.00	-24.60
TOTAL CASH FLOW ADJUSTMENTS	-1,078.73	-3,851.76	2,773.03	71.99	-15,616.53	-7,831.95	-7,784.58	-99.40	-48,972.39
NET ADJUSTED CASH FLOW	9,514.94	-6,150.25	15,665.19	254.71	18,793.66	-2,246.13	21,039.79	936.71	-22,884.19
Net Change in Cash from TB	9,514.94	0.00	-9,514.94	N/A	18,793.66	0.00	-18,793.66	N/A	0.00

Income Statement
DHI GRIDLEY SPRINGS I
As of
February 28, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	10,800.00	24,214.00	(13,414.00)	21,550.38	48,428.00	(26,877.62)
Tenant Assistance Payments	25,112.00	0.00	25,112.00	25,112.00	0.00	25,112.00
Total Revenue	35,912.00	24,214.00	11,698.00	46,662.38	48,428.00	(1,765.62)
Apartment Vacancies	(54.00)	(484.00)	430.00	(54.00)	(968.50)	914.50
Total Vacancies	(54.00)	(484.00)	430.00	(54.00)	(968.50)	914.50
NET RENTAL REVENUE	35,858.00	23,730.00	12,128.00	46,608.38	47,459.50	(851.12)
Interest Income-Other Cash	5.41	8.00	(2.59)	11.54	16.00	(4.46)
Interest Income-Sec Deposits	0.20	4.00	(3.80)	0.42	8.00	(7.58)
Total Financial Revenue	5.61	12.00	(6.39)	11.96	24.00	(12.04)
Misc Tenant Charges/Damages & Cleaning	0.00	0.00	0.00	0.00	0.00	0.00
NSF and Late Fee Income	0.00	5.00	(5.00)	0.00	10.00	(10.00)
Laundry Revenue	231.81	161.00	70.81	231.81	321.00	(89.19)
Other Income/Application Fee	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	231.81	166.00	65.81	231.81	331.00	(99.19)
TOTAL REVENUE	36,095.42	23,908.00	12,187.42	46,852.15	47,814.50	(962.35)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	25.00	(25.00)	0.00	50.00	(50.00)
Credit Reports	0.00	0.00	0.00	0.00	0.00	0.00
Rent Concessions	88.00	0.00	88.00	176.00	0.00	176.00
IT Support Services	2,542.00	0.00	2,542.00	2,542.00	0.00	2,542.00
Telephone & Answering Service	50.36	108.00	(57.64)	148.05	217.00	(68.95)
Consulting/Purchased Services	5,113.96	0.00	5,113.96	5,113.96	0.00	5,113.96
Postage and Mailing	0.00	0.00	0.00	(29.71)	0.00	(29.71)
Administrative Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies/Expenses	182.07	150.00	32.07	140.10	300.00	(159.90)
Rental Housing Fee	0.00	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
Management Fee	2,080.00	2,015.00	65.00	4,160.00	4,030.00	130.00
Manager Salaries	1,682.20	1,775.00	(92.80)	3,071.84	3,550.00	(478.16)
Education/Registration Fees	54.28	83.00	(28.72)	425.69	133.00	292.69
Legal Expense	0.00	67.00	(67.00)	0.00	167.00	(167.00)
Auditing Fees	7,160.00	0.00	7,160.00	7,160.00	0.00	7,160.00
Other Administrative Costs	0.00	250.00	(250.00)	0.00	500.00	(500.00)
Total Administrative Expenses	18,952.87	4,473.00	14,479.87	22,907.93	8,947.00	13,960.93
Utility Expenses						
Electricity	0.00	586.00	(586.00)	152.32	1,171.00	(1,018.68)
Water	627.98	525.00	102.98	2,446.80	1,050.00	1,396.80
Gas	437.93	63.00	374.93	437.93	125.00	312.93
Sewer	0.00	496.00	(496.00)	0.00	991.00	(991.00)
Garbage and Trash Removal	508.74	533.00	(24.26)	998.92	1,067.00	(68.08)
Total Utility Expenses	1,574.65	2,203.00	(628.35)	4,035.97	4,404.00	(368.03)
Operating & Maintenance Expense						
Rec Room Cleaning & Supplies	0.00	233.00	(233.00)	0.00	467.00	(467.00)
Clean and Repair Apartment	0.00	0.00	0.00	0.00	0.00	0.00
Exterminating Contract	100.00	0.00	100.00	200.00	0.00	200.00
Tree Service	800.00	0.00	800.00	800.00	0.00	800.00
Grounds Contract	0.00	1,167.00	(1,167.00)	0.00	2,333.00	(2,333.00)
Grounds Maintenance and Supplies	1,000.00	208.00	792.00	1,000.00	417.00	583.00
Maintenance Personnel	1,165.66	1,775.00	(609.34)	2,288.47	3,550.00	(1,261.53)
Repair Materials	962.38	225.00	737.38	2,008.80	450.00	1,558.80
Repair Contract/Vendor Labor	0.00	150.00	(150.00)	0.00	300.00	(300.00)
Electrical Repair and Supplies	0.00	0.00	0.00	0.00	0.00	0.00
HVAC Repair/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Repair and Maintenance	0.00	0.00	0.00	64.03	0.00	64.03
Plumbing Repair and Supplies	357.78	0.00	357.78	357.78	0.00	357.78
Interior Painting and Supplies	0.00	83.00	(83.00)	158.99	167.00	(8.01)
Gas, Oil and Mileage	23.06	0.00	23.06	72.10	0.00	72.10
Total Operating & Maint Expenses	4,408.88	3,841.00	567.88	6,950.17	7,684.00	(733.83)

Income Statement
DHI GRIDLEY SPRINGS I
As of
February 28, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	505.81	292.00	213.81	962.75	583.00	379.75
Misc Taxes & Licenses	0.00	761.00	(761.00)	0.00	1,522.00	(1,522.00)
Property & Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Worker's Compensation	193.65	258.00	(64.35)	366.15	517.00	(150.85)
Health/Dental Insurance	(27.79)	467.00	(494.79)	(27.79)	933.00	(960.79)
Other Insurance	0.00	149.00	(149.00)	0.00	297.00	(297.00)
Total Taxes & Insurance Expenses	671.67	1,927.00	(1,255.33)	1,301.11	3,852.00	(2,550.89)
TOTAL EXPENSES	25,608.07	12,444.00	13,164.07	35,195.18	24,887.00	10,308.18
NET OPERATING INCOME (LOSS)	10,487.35	11,464.00	(976.65)	11,656.97	22,927.50	(11,270.53)
Interest & Finance Expense						
Mortgage Interest	1,307.36	0.00	1,307.36	2,615.87	0.00	2,615.87
Bank Fees	20.00	0.00	20.00	40.00	0.00	40.00
Total Interest & Finance Expense	1,327.36	0.00	1,327.36	2,655.87	0.00	2,655.87
OPERATING PROFIT (LOSS)	9,159.99	11,464.00	(2,304.01)	9,001.10	22,927.50	(13,926.40)
Replacements						
Roofing/Paving/Exterior	0.00	643.00	(643.00)	0.00	1,286.00	(1,286.00)
Appliance Replacement	0.00	199.00	(199.00)	427.93	398.00	29.93
Drapery and Blind Replacement	0.00	52.00	(52.00)	0.00	104.00	(104.00)
Carpet/ Flooring Replacement	0.00	668.00	(668.00)	0.00	1,335.00	(1,335.00)
HVAC Replacement	0.00	458.00	(458.00)	0.00	917.00	(917.00)
Plumbing Replacement	509.00	167.00	342.00	509.00	333.00	176.00
Glass Replacement	0.00	375.00	(375.00)	0.00	750.00	(750.00)
Furniture and Equipment Replacement	0.00	50.00	(50.00)	0.00	100.00	(100.00)
Door & Screen Repair/ Replacement	0.00	8.00	(8.00)	0.00	15.00	(15.00)
Total Cost of Replacements	509.00	2,620.00	(2,111.00)	936.93	5,238.00	(4,301.07)
NET CASH FLOW FROM OPERATIONS	8,650.99	8,844.00	(193.01)	8,064.17	17,689.50	(9,625.33)



GRIDLEY SPRINGS

February 2019

Property Status:

1. All continues to go well at Gridley Springs. We did have 1 move out and have already filled that vacancy so we are back to 100% occupied with no notices to vacate.
2. Unit Inspections are on-going. Some residents have some housekeeping issues which we are working on to get rectified.
3. Gridley Springs I had a file audit and physical inspection conducted by the City of Gridley HOME Investment Partnership program. The auditor who has performed the audit for the past few years said that the property looked great. We are still waiting on the final report.
4. The feral cats are almost completely gone from the property. Devin and Kevin have done a great job enforcing the rules of residents not feeding them which has significantly cleared up the problem
5. Kevin did a great job repairing all of the holes in the chain link fencing that people had created to walk through the property which was creating a vagrancy problem from the empty fields adjacent.

Thank you!
Mac Upshaw



March 7, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: CORDILLERA APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended February 28, 2019. This statement is accompanied by the following financial reports for the Cordillera Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

Cordillera Apartments ended the month of February with one vacant unit, #53-4.

The total rental income for the month of February came to \$12,761.12 which was below budget by \$658.88. This variance was due to unpaid rents and vacancy loss. Total service income for the month came to \$836.61 and was over budget by \$335.61 as the property collected more in late fees, laundry income, and maintenance income. This brought the total February income to \$13,597.73 and \$323.27 lower than what was budgeted for the reasons stated above.

Moving on to the monthly expenses, you will see that the renting expenses came to \$10.00, which was under the budget by \$117.00, due to less office supplies/forms being purchased and no advertising expenses. Total administrative expenses for the month were higher than budgeted at \$2,316.04, over budget by \$469.04 due to higher manager expenses. Total utility expenses came to \$2,373.39, which was over budget by \$46.39. The apartment turnover expenses were just over the budget by \$5.65.

Mr. Ed Mayer, Executive Director
Chico, California

March 07, 2019
Page 2

The total maintenance expenses of \$2,979.78 were higher than budget by \$1,264.78 due to labor and service costs. This brought the net operating income in lower than what was budgeted by \$1,992.13 at a total of \$5,582.87 for the reasons described above.

There were no capital improvement costs for the month of February.

As you review the Cash Balance Summary on the Cash Flow Statement for February, you will see that the property ended the month with total cash on hand of \$22,603.46. Of that amount, \$3,000.00 is in the general checking account, \$19,593.15 in the general savings account and \$10.31 in the replacement reserve account.

Please give me a call if you have any questions regarding the Cordillera Apartments.

Sincerely yours,

CORDILLERA APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

CORDILLERA APARTMENTS
2018 - 2019 PERFORMANCE REVIEW

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	12142	11712	11065	11430	14576	11920	11848	11872	12906	12019	11183	11554	144,226
TOTAL INCOME 2014/15	13264	11964	11308	10500	9853	9942	10261	11854	13959	13236	12927	11227	140,293
TOTAL INCOME 2015/16	10964	11839	12711	13063	13605	13294	11700	11879	13338	12835	13897	12887	152,013
TOTAL INCOME 2016/17	12897	13454	13984	13050	14438	13207	12429	13965	13308	12985	13292	13451	160,459
TOTAL INCOME 2017/18	12573	11906	12640	13899	12945	12516	11735	13266	13415	12226	13295	11688	152,105
TOTAL INCOME 2018/19	13197	12635	11399	12360	13598								63,190
VARIANCE	624	728	-1241	-1538	653								-774
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-685	-1085	-685	-228	-128	-93	-1357	-731	-55	-685	-685	-685	-7,102
2014/15 VACANCY LOSS	-732	-376	0	-2,509	-3677	-2737	-2550	-1370	-611	0	0	1225	-13,337
2015/16 VACANCY LOSS	0	-695	-400	23	0	0	-348	-118	-701	-303	0	-45	-2,584
2016/17 VACANCY LOSS	0	0	0	0	0	0	0	0	0	0	0	0	0
2017/18 VACANCY LOSS	0	-1377	28	0	0	0	-660	-732	55	0	0	0	-2,687
2018/19 VACANCY LOSS	0	0	0	0	-1600								-1,600
VARIANCE	0	1377	-28	0	-1600								-250
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-1762	-188	-179	-1539	1407	-637	598	0	-250	0	0	-420	-2,971
2014/15 UNPAID RENTS	493	-1190	-2278	588	1301	1	-11	-554	85	475	432	-2162	-2,822
2015/16 UNPAID RENTS	-1094	-302	205	-16	823	-1640	-142	-1307	1698	-66	-430	135	-2,137
2016/17 UNPAID RENTS	-275	-550	-95	512	1220	-18	-755	605	-83	-305	-522	55	-211
2017/18 UNPAID RENTS	-911	-840	-2043	1030	-665	-910	-860	-433	-406	-956	-1112	-2161	-10,267
2018/19 UNPAID RENTS	-1260	-1267	-2794	-1815	5969								-1,167
VARIANCE	-349	-426	-751	-2845	6634								2,263
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	10653	11934	13419	6836	6025	5393	8312	8774	12084	5946	11078	5747	106,201
2014/15 TOTAL OPER. EXP.	9777	7662	8765	7841	8345	13740	6859	6171	14768	7212	6035	10136	107,310
2015/16 TOTAL OPER. EXP.	7689	6815	13468	10215	5574	8094	11930	9206	11314	8233	7254	8134	107,925
2016/17 TOTAL OPER. EXP.	6951	6078	7857	6823	6924	6880	11809	5761	4565	6685	7877	5482	83,693
2017/18 TOTAL OPER. EXP.	4727	8499	10532	8417	6199	4874	12195	9040	6518	6729	7753	6972	92,454
2018/19 TOTAL OPER. EXP.	8341	6123	7404	7912	8015								37,795
VARIANCE	3614	-2375	-3128	-505	1816								-579
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	1489	-222	-2354	4595	8551	6527	3535	3098	822	6073	104	5766	37,985
2014/15 TOTAL NOI	3487	4302	2543	2659	1508	-3798	3402	5682	-810	6024	6893	1090	32,983
2015/16 TOTAL NOI	3275	5025	-757	2848	8031	5201	-230	2673	2023	4601	6643	4753	44,087
2016/17 TOTAL NOI	5946	7376	6127	6227	7514	6328	619	8204	8743	6300	5414	7969	76,767
2017/18 TOTAL NOI	7846	3408	2108	5482	6746	7643	-460	4226	6897	5497	5542	4716	59,650
2018/19 TOTAL NOI	4857	6512	3995	4448	5583								25,395
VARIANCE	-2990	3104	1887	-1033	-1163								-195

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

- Locust Apartments, Chico (10 units, family)
- #29 Evanswood Estates, Oroville (1 unit, family)
- Gridley Springs II, Gridley (24 units, family)
- 2131 Fogg Ave, (1 single family house) Demo

For Locust Apartments and #29 Evanswood Estates, please find the monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation’s financials for Gridley Springs II.

Locust Apartments, Chico (12 units, Family, Owner: HACB, PM: RSC Assoc.) The property has no vacancies. Please find the RSC monthly owners report.

#29 Evanswood Estates, Oroville (1 unit, Family, Owner: HACB, PM: RSC Assoc.) This unit continues to be occupied.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. Sacramento-based Sackett Corporation has assumed responsibility for property management, replacing the outgoing CBM Group. Please find the Sackett Corporation’s Owner’s report following.

2131 Fogg Ave, Oroville – (1 unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Tree trimming and removals are scheduled for the second quarter of 2019. The septic system is in the process of be emptied by Roto Rooter and hopefully there will not be any negative findings.



March 7, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 1519 LOCUST STREET APARTMENTS

Dear Ed:

Please find enclosed for your review the following financial information for the month that ended February 28, 2019. This statement is accompanied by the following financial reports for the 1519 Locust Street Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

1519 Locust Street Apartments ended the month of February with no vacant units as the property had no move-outs or move-ins.

The total rental income for the month of February came to \$6,242.00 which was higher than the budgeted figure of \$6,167.00 by \$75.00 due to the lower unpaid rents. Service income totaled \$68.94, which was lower than the budget of \$77.00, due to lower laundry income. This brought the February total income to \$6,310.94 and \$66.94 higher than what was budgeted, for the reasons previously mentioned.

Moving on to the monthly expenses, you will see that the renting expenses came to \$23.43 which was less than budget by \$6.57 as the property had lower than expected office supplies expenses. Total administrative expenses were \$510.21, less than budget by \$110.79, with most line items at or below budget. The utility expenses for the month came to \$200.74, which was \$394.26 under

Mr. Ed Mayer, Executive Director
Chico, California

March 7, 2019
Page 2

budget as there were no sewer or water expenses. There were no apartment turnover expenses for the month. Total maintenance expenses for the month came to \$1,618.71, which was \$274.71 over budget due to higher maintenance costs. After the monthly insurance cost of \$75.00, the net operating income came to \$3,852.85 which was \$608.85 higher than the budget. There were no capital improvement costs for the month. This brought your net project cash flow to \$3,852.85, over the budget by \$1,708.85.

As you review the Cash Balance Summary on the Cash Flow, you will see that the property ended the month with total cash on hand of \$26,269.49. Of that amount, \$3,000.00 is in the general checking account with \$20,437.49 in the general savings and \$2,832.00 in the financial reserve account.

Please give me a call if you have any questions regarding the 1519 Locust Street Apartments.

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

1519 LOCUST STREET APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	6,215	6,181	6,498	6,031	5,352	6,473	5,776	6,011	5,205	53,742
TOTAL INCOME 2016/17	6,708	6,552	6,060	6,007	6,085	6,166	6,468	6,166	6,169	6,183	6,182	6,230	74,976
TOTAL INCOME 2017/18	6,139	6,177	6,145	6,069	6,161	5,936	6,206	6,650	6,294	6,267	6,293	5,888	74,226
TOTAL INCOME 2018/19	6,321	5,992	6,325	7,771	6,311								
VARIANCE	182	-186	180	1,702	150								2,028

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	0	0	0	-523	0	0	0	0	-600	-1,123
2016/17 VACANCY LOSS	-195	0	0	0	0	0	0	0	0	0	0	0	-195
2017/18 VACANCY LOSS	0	0	0	0	0	-73	0	0	0	0	0	0	-73
2018/19 VACANCY LOSS	0	0	0	0	0								
VARIANCE	0	0	0	0	0								0

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	311	136	-23	238	-43	43	-455	-35	-321	-149
2016/17 UNPAID RENTS	504	301	6	0	0	0	0	0	0	0	0	0	811
2017/18 UNPAID RENTS	0	-60	-20	5	5	-93	32	20	0	0	-148	-44	-303
2018/19 UNPAID RENTS	-345	0	0	345	0								0
VARIANCE	-345	60	20	340	-5	93							163

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	552	1,444	2,164	4,819	4,493	3,884	1,941	2,557	4,255	26,108
2016/17 TOTAL OPER EXP	6,072	2,818	2,359	2,261	2,052	2,026	2,099	1,980	1,832	2,748	2,594	1,958	30,800
2017/18 TOTAL OPER EXP	2,251	2,172	1,985	2,643	2,801	3,822	3,739	2,498	2,428	2,161	3,326	1,757	31,581
2018/19 TOTAL OPER EXP	2,381	2,216	3,041	2,264	2,458								12,360
													0
													0
VARIANCE	129	44	1,056	-379	-342								508

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	5,663	4,737	4,334	1,212	859	2,589	3,835	3,454	950	27,634
2016/17 TOTAL NOI	636	3,734	3,701	3,746	4,034	4,140	4,369	4,186	4,336	3,435	3,588	4,272	44,176
2017/18 TOTAL NOI	3,888	4,005	4,160	3,427	3,360	2,114	2,467	4,152	3,867	4,106	2,967	4,132	42,645
2018/19 TOTAL NOI	3,940	3,776	3,284	5,508	3,853								20,360
													0
													0
VARIANCE	53	-230	-876	2,081	492	102							1,520

March 7, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 29 EVANSWOOD CIRCLE, OROVILLE

Dear Ed:

Please find enclosed for your review the following financial information for the month ending February 28, 2019, for 29 Evanswood Circle.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. Capital Improvement Summary.

29 Evanswood Circle remained fully occupied for the month of February with no move-outs, move-ins, or tenant notices. The total income for the month was \$950.00 with no unpaid rent.

Moving on to the expenses, the total renting expenses came in at \$2.75 for the month which was under budget by \$2.25. The total administrative expenses were \$240.00, meeting budget. Administrative expenses included \$95.00 for the management fee and \$145.00 in homeowner association dues. Utility expenses for the month were \$55.60, under the budget by \$448.40, due to there being on sewer expense. The property had no maintenance expenses in February. This brought the net operating income to \$651.65, over budget by \$450.65. There were no capital improvements this month.

As you review the Cash Balance Summary on the bottom of Page 1 of the Cash Flow Statement for February, you will note that the property ended the month with total cash on hand of \$30,720.54. Of that amount, \$29,820.54 is in the general checking account and \$900.00 in the deposit checking account.

Mr. Ed Mayer, Executive Director
Chico, Ca

March 7, 2019
Page 2

Please give me a call if you have any questions regarding the information enclosed or the unit.

Sincerely yours,

29 EVANSWOOD CIRCLE

A handwritten signature in black ink, appearing to read 'RW' or 'RG', written in a cursive style.

Richard Gillaspie
Property Manager

RG:ph
Enclosures

Income Statement
HACB GRIDLEY SPRINGS II
As of
February 28, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	13,842.00	15,806.00	(1,964.00)	65,981.20	79,030.00	(13,048.80)
Tenant Assistance Payments	1,189.00	0.00	1,189.00	8,203.00	0.00	8,203.00
Total Revenue	15,031.00	15,806.00	(775.00)	74,184.20	79,030.00	(4,845.80)
Apartment Vacancies	0.00	(316.00)	316.00	(1,956.00)	(1,580.60)	(375.40)
Total Vacancies	0.00	(316.00)	316.00	(1,956.00)	(1,580.60)	(375.40)
NET RENTAL REVENUE	15,031.00	15,490.00	(459.00)	72,228.20	77,449.40	(5,221.20)
Interest Income-Other Cash	1.74	0.00	1.74	8.16	0.00	8.16
Interest Income-Sec Deposits	0.23	0.00	0.23	1.09	0.00	1.09
Total Financial Revenue	1.97	0.00	1.97	9.25	0.00	9.25
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	625.00	(625.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	42.00	(42.00)	0.00	208.33	(208.33)
Laundry Revenue	91.25	17.00	74.25	459.89	83.33	376.56
Total Other Revenue	91.25	184.00	(92.75)	459.89	916.66	(456.77)
TOTAL REVENUE	15,124.22	15,674.00	(549.78)	72,697.34	78,366.06	(5,668.72)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	6.43	104.17	(97.74)
Credit Reports	0.00	0.00	0.00	23.05	0.00	23.05
IT Support Services	2,456.00	0.00	2,456.00	2,456.00	0.00	2,456.00
Telephone/Answering Service	37.77	0.00	37.77	366.12	0.00	366.12
Postage and Mailing	0.00	0.00	0.00	29.71	0.00	29.71
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.15	0.00	32.15
Office Supplies/Expenses	58.50	292.00	(233.50)	528.85	1,458.33	(929.48)
Management Fee	1,080.00	960.00	120.00	4,185.00	4,800.00	(615.00)
Manager Salaries	1,261.80	1,342.00	(80.20)	5,321.51	6,708.00	(1,386.49)
Education/Registration fees	40.72	0.00	40.72	319.31	0.00	319.31
Legal Expense	0.00	42.00	(42.00)	0.00	208.00	(208.00)
Auditing Fees	3,500.00	0.00	3,500.00	3,500.00	3,500.00	0.00
Other Administrative Costs	0.00	67.00	(67.00)	0.00	333.33	(333.33)
Total Administrative Expenses	8,434.79	2,724.00	5,710.79	16,768.13	17,111.83	(343.70)
Utility Expenses						
Electricity	0.00	250.00	(250.00)	427.96	1,250.00	(822.04)
Water	0.00	375.00	(375.00)	1,923.90	1,875.00	48.90
Gas	96.61	83.00	13.61	309.67	416.67	(107.00)
Sewer	0.00	808.00	(808.00)	1,614.57	4,041.67	(2,427.10)
Garbage and Trash Removal	429.30	458.00	(28.70)	2,442.14	2,291.67	150.47
Total Utility Expenses	525.91	1,974.00	(1,448.09)	6,718.24	9,875.01	(3,156.77)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	590.00	0.00	590.00
Exterminating Contract	0.00	0.00	0.00	800.00	0.00	800.00
Tree Service	500.00	0.00	500.00	500.00	0.00	500.00
Grounds Contract	950.00	0.00	950.00	3,800.00	0.00	3,800.00
Grounds Maintenance and Supplies	0.00	0.00	0.00	151.69	0.00	151.69
Maintenance Personnel	874.34	1,358.00	(483.66)	3,574.63	6,791.67	(3,217.04)
Repair Materials	824.01	2,450.00	(1,625.99)	2,166.31	12,250.00	(10,083.69)
Repair Contract/Vendor Labor	0.00	2,517.00	(2,517.00)	2,830.00	12,583.33	(9,753.33)
Electrical Repair and Supplies	0.00	0.00	0.00	71.47	0.00	71.47
HVAC Repair/Maintenance	426.60	458.00	(31.40)	426.60	2,291.67	(1,865.07)
Appliance Repair and Maintenance	52.53	0.00	52.53	176.58	0.00	176.58
Plumbing Repair and Supplies	0.00	0.00	0.00	7.49	0.00	7.49
Interior Painting and Supplies	0.00	0.00	0.00	1,338.12	0.00	1,338.12
Gas, Oil and Mileage	77.84	0.00	77.84	454.13	0.00	454.13
Total Operating & Maint Expenses	3,705.32	6,783.00	(3,077.68)	16,887.02	33,916.67	(17,029.65)

Income Statement
HACB GRIDLEY SPRINGS II
As of
February 28, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	379.41	318.00	61.41	1,427.83	1,591.00	(163.17)
Property & Liability Insurance	0.00	150.00	(150.00)	1,540.51	750.00	790.51
Worker's Compensation	145.25	384.00	(238.75)	633.10	1,918.00	(1,284.90)
Health/Dental Insurance	(20.84)	686.00	(706.84)	(20.84)	3,430.00	(3,450.84)
Other Insurance	0.00	8.00	(8.00)	0.00	41.67	(41.67)
Total Taxes & Insurance Expenses	503.82	1,546.00	(1,042.18)	3,580.60	7,730.67	(4,150.07)
TOTAL EXPENSES	13,169.84	13,027.00	142.84	43,953.99	68,634.18	(24,680.19)
NET OPERATING INCOME (LOSS)	1,954.38	2,647.00	(692.62)	28,743.35	9,731.88	19,011.47
Interest & Finance Expense						
Mortgage Interest	1,090.16	0.00	1,090.16	3,270.48	0.00	3,270.48
Bank Fees	20.00	0.00	20.00	115.00	0.00	115.00
Total Interest & Finance Expense	1,110.16	0.00	1,110.16	3,385.48	0.00	3,385.48
OPERATING PROFIT (LOSS)	844.22	2,647.00	(1,802.78)	25,357.87	9,731.88	15,625.99
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Carpet/Flooring Replacement	1,173.00	0.00	1,173.00	2,801.15	0.00	2,801.15
Total Cost of Replacements	1,173.00	0.00	1,173.00	2,801.15	0.00	2,801.15
NET CASH FLOW FROM OPERATIONS	(328.78)	2,647.00	(2,975.78)	22,556.72	9,731.88	12,824.84



GRIDLEY SPRINGS

February 2019

Property Status:

1. All continues to go well at Gridley Springs. We did have 1 move out and have already filled that vacancy so we are back to 100% occupied with no notices to vacate.
2. Unit Inspections are on-going. Some residents have some housekeeping issues which we are working on to get rectified.
3. Gridley Springs I had a file audit and physical inspection conducted by the City of Gridley HOME Investment Partnership program. The auditor who has performed the audit for the past few years said that the property looked great. We are still waiting on the final report.
4. The feral cats are almost completely gone from the property. Devin and Kevin have done a great job enforcing the rules of residents not feeding them which has significantly cleared up the problem
5. Kevin did a great job repairing all of the holes in the chain link fencing that people had created to walk through the property which was creating a vagrancy problem from the empty fields adjacent.

Thank you!
Mac Upshaw

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD CONTRACT NO. 91-RHCP-089
FINANCIAL STATEMENTS
SEPTEMBER 30, 2018**

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089**

TABLE OF CONTENTS

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	1 - 3
FINANCIAL STATEMENTS:	
Statement of Net Position	4
Statement of Revenues, Expenses and Changes in Net Position	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 12
SUPPLEMENTARY INFORMATION REQUIRED BY HCD	13 - 17
MANAGEMENT AGENT'S CERTIFICATION	18
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	19 - 20
CURRENT YEAR FINDINGS AND RECOMMENDATIONS	21
STATUS OF PRIOR YEAR AUDIT FINDINGS AND RECOMMENDATIONS	21



INDEPENDENT AUDITOR'S REPORT

The Board of Commissioners
Housing Authority of the County of Butte
Gridley Springs II Project
Chico, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the County of Butte's Gridley Springs II Project (the "Project"), HCD Contract No. 91-RHCP-089, as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Project as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the requirements of the *Audited Financial Statement Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Project, as of September 30, 2018, and the changes in net position and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 2, the financial statements present only financial position, changes in financial position, and cash flows of the Gridley Springs II Project, which is accounted for within an enterprise fund of the Housing Authority of the County of Butte, and do not purport to, and do not, present fairly the financial position, or, its cash flows for the year then ended of Housing Authority of the County of Butte in accordance with accounting principles generally accepted in the United States of America. The purpose of these financial statements is solely to address a regulatory requirement imposed by the California Department of Housing and Community Development.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a required part of the basic financial statements, is required by the *Government Accounting Standards Board*, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplementary information shown on pages 13-17, as required by the California Department of Housing and Community Development and the California Housing Finance Agency, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Management Agent's Certification on page 18 is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information and reconciling such formation directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information (Management Agent's Certification on page 18) is fairly stated in all material respects in relation to the financial statements as a whole.

The accompanying supplementary information shown on pages 13-17 have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Report on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards* and the requirements of the *Audited Financial Statement Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency*, we have also issued our report dated **January 30, 2019** on our consideration of the Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the requirements of *Audited Financial Statement Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency*, in considering the Project's internal control over financial reporting and compliance.

This report is intended solely for the information and use of the Housing Authority of the County of Butte and the California Department of Housing and Community Development and should not be used for any other purpose.

Harshwal & Company, LLP
Certified Public Accountants

Harshwal & Company LLP

Oakland, California
January 30, 2019

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089
STATEMENT OF NET POSITION
SEPTEMBER 30, 2018

ASSETS

Current Assets:	
Cash	\$ 64,168
Prepaid expenses	1,541
Rent receivable	<u>855</u>
Total current assets	<u>66,564</u>
Restricted deposit	
Tenant security deposits	14,405
Operating reserve	32,199
Replacement reserve	<u>72,158</u>
Total restricted deposit	<u>118,762</u>
Rental property	
Land	55,276
Buildings and improvements	911,234
Accumulated depreciation	<u>(139,667)</u>
Total rental property	<u>826,843</u>
Total assets	<u><u>1,012,169</u></u>

LIABILITIES AND NET POSITION

Current liabilities:	
Accounts payable and accrued expenses	3,536
Deposit liabilities:	
Tenant security deposits	12,559
Long-term liabilities:	
Accrued interest payable	150,117
Mortgage payable	<u>218,032</u>
Total liabilities	<u>384,244</u>
Net position:	
Net investment in capital assets	608,811
Restricted	118,762
Unrestricted	<u>(99,648)</u>
Total net position	<u>627,925</u>
Total liabilities and net position	<u><u>\$ 1,012,169</u></u>

The accompanying notes are an integral part of this financial statement.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED SEPTEMBER 30, 2018

OPERATING INCOME

Gross potential rent	\$ 190,364
Vacancies and concessions	(5,010)
Other income:	
Laundry and vending	692
Tenant charges	<u>1,712</u>
Total operating revenues	<u>187,758</u>

OPERATING EXPENSES

Administrative expenses	34,800
Utilities expenses	16,217
Operating and maintenance expenses	67,084
Taxes and insurance	<u>1,437</u>
Total operating expenses	<u>119,538</u>
Net operating income	68,220

NON OPERATING INCOME (EXPENSES)

Interest income	86
Depreciation	(40,020)
Sponsor distribution	(31,204)
Interest on mortgage payable	<u>(6,541)</u>
Total non operating income (expenses)	<u>(77,679)</u>
Change in net position	(9,459)
Balance, beginning of year	<u>637,384</u>
Balance, end of year	<u><u>\$ 627,925</u></u>

The accompanying notes are an integral part of this financial statement.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from tenants for rent	\$ 184,499
Miscellaneous cash received	2,299
Cash paid to supplies and employees	<u>(120,365)</u>
Net cash provided by operating activities	<u>66,433</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Net change in tenant security deposits	(1,845)
Deposits to the operating reserve	(3,216)
Deposits to the reserve for replacements	(9,102)
Interest received	<u>86</u>
Net cash used in investing activities	<u>(14,077)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Mortgage interest paid	<u>(5,626)</u>
Net cash provided by financing activities	<u>(5,626)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Sponsor distribution	<u>(31,204)</u>
Net cash provided by non capital financing activities	<u>(31,204)</u>
Net change in cash and cash equivalents	15,526
Cash and cash equivalents, beginning of year	<u>48,642</u>
Cash and cash equivalents, end of year	<u><u>\$ 64,168</u></u>

Reconciliation of change in net position to net cash provided by operating activities:

Change in net position	\$ (9,459)
Adjustments to reconcile change in net position to net cash provided by operating activities:	
Interest income	(86)
Sponsor distribution	31,204
Depreciation	40,020
Mortgage interest paid	5,626
Change in operating assets and liabilities:	
Account receivable	(855)
Prepaid expenses	(103)
Accounts payable and accrued expenses	(736)
Prepaid rent	(93)
Accrued interest payable	<u>915</u>
Net cash provided by operating activities	<u><u>\$ 66,433</u></u>

The accompanying notes are an integral part of this financial statement.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 1 - ORGANIZATION

Housing Authority of the County of Butte, acquired GRIDLEY SPRINGS II PROJECT (“the Project”) a 24-unit apartment complex in Gridley, California on June 28, 2013. The Project is accounted for in an enterprise fund of the Housing Authority of the County of Butte.

The Project has contracted with California Department of Housing and Community Development (HCD), Rental Housing Construction Program, to provide low-cost housing to low-income residents. Under this contract, the Project recovers the lower rental charges and expenses related to these contracted units by receiving a subsidy from the Rental Housing Construction Program.

The management services were provided by U.S. Residential Group, LLC. and CBM Group. Compensation for such services is as determined under the management agreements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared to present the assets, liabilities, net position, revenues and expenses, and cash flows of the Project, which is owned and operated by the Housing Authority of the County of Butte. Accordingly, the accompanying financial statements do not provide a complete presentation of the Housing Authority of the County of Butte’s assets, liabilities, net position, revenues and expenses, and cash flows.

The financial statements of the Project are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The Project applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Proprietary funds apply Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

Basis of Accounting

The financial statements of the Project are prepared on the accrual basis method of accounting in accordance with generally accepted accounting principles as applicable to governmental units.

The Handbook for Multifamily Rental Housing issued by California Department of Housing and Community Development and California Housing Finance Agency requires the basic financial statements to be presented in comparative format. The current financial statements are for twelve months ended September 30, 2018.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

All activities of the Project are accounted for within a single enterprise fund. Enterprise funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the Project. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Nonexchange transactions, in which the Project gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. In accordance with GASB No. 33, Accounting and Reporting for Nonexchange Transactions, revenues from grants and donations are recognized in the fiscal year in which all eligible requirements have been satisfied and the resources are available.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Revenue Recognition

Rental income is shown at its maximum gross potential. Vacancy loss is shown as a reduction in rental income. Rental units occupied by employees are included in rental income and as an expense of operations.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Cash and Concentrations of Credit Risk

Cash and cash equivalents consist of short-term investments with an original maturity of three months or less, cash on deposit, money market funds and/or certificates of deposit, as well as cash on hand. Not included as cash are funds restricted as to their use, regardless of liquidity, such as tenant security deposits, replacement reserve, and operating reserve. The Project maintains its cash in financial institutions insured by Federal Deposit Insurance Corporation (FDIC). Deposit accounts, at times, may exceed federally insured limits. The Project's cash did not exceed federally insured limits as of September 30, 2018. The Project has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

Tenant Receivable and Bad Debt Policy

Tenant rent charges for the current month are due on the first of the month. Tenants who are evicted or move out are charged with damages or cleaning fees, if applicable.

The Project has not established an allowance for doubtful accounts and does not use the reserve method for recognizing bad debts. Bad debts are treated as direct write-offs in the period management determines that collection is not probable.

Rental Property

Rental property is recorded at cost. Improvements are capitalized, while expenditures for maintenance and repairs are expenses as incurred. The rental property is depreciated over estimated service lives and methods as follows:

Buildings and improvements	40 years	Straight-line
Land improvements	40 years	Straight-line

The Project reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property including the low-income housing tax credits and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. There were no impairment losses recognized in 2018.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Net Position

The Project's financial statements utilize a net position presentation. Net position comprises the various net earnings from operating and non-operating revenues, expenses and contributions of capital. Net position is classified in the following three components: invested capital assets (net of related debt), restricted (spendable and unspendable), and unrestricted.

- *Net Investment in Capital Assets, Net of Related Debt* – This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation and the outstanding balances of debt that is attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted Net Position* – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The Project's restricted net position consists of cash balances restricted by external sources.
- *Unrestricted Net Position* – This category represents net assets of the Project, not restricted for any project or other purpose.

When both restricted and unrestricted net position is available, restricted resources are used only after the unrestricted resources are depleted.

Subsequent Events

In preparing the financial statements, management has evaluated events and transactions for potential recognition or disclosure through January 30, 2019, the date that the financial statements were available to be issued.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 3 - RESTRICTED DEPOSITS

Replacement Reserve

The Project is required to maintain a reserve for replacement and repair of property and equipment in accordance with the lender's regulatory agreements. The reserve is required to be funded in an annual amount of \$5,400, however only \$4,669 was funded for a shortfall of \$731. An additional \$4,433 was funded per HCD request from prior year cash flow.

Tenant Security Deposits

The Project is required to hold security deposits in a separate bank account in the name of the Project.

Operating Reserves

The lender required \$3,760 operating reserves to be set aside in the fiscal year 2018, however, only \$3,216 was funded for shortfall of \$544.

NOTE 4 - RELATED PARTY TRANSACTIONS

Management Fee

The management services were provided by U.S. Residential Group, LLC in October 2017. Property management fees expensed were \$1,720. CBM Group provided MGT services from November 2017 to September 2018 for an additional \$7,720 expensed for management fees for a total of \$9,430 for the year.

Management Services

The management agent provides administrative services to the Project. The management agent was reimbursed for the cost of site employee payroll and benefits, and other operating expenses during 2018. At September 30, 2018, amounts to be reimbursed may be included in accounts payable.

NOTE 5 - MORTGAGE PAYABLE

HCD Mortgage

A note payable of \$218,032 at September 30, 2018, is payable to the Department of Housing and Community Development (HCD). To obtain financing, Gridley Springs II entered into a Regulatory Agreement with the HCD to provide housing for low-income tenants whose income is at or below 60% of area median gross income. The loan, secured by a deed of trust on the land and building, is due to mature in March 2048. Interest accrues at 3% per annum. The lesser of interest accrued at the end of the year or an amount that equals the net cash flow available as of September 30, as described in the Regulatory Agreement, is due and payable at the end of the year. Any interest remaining will carry over to the next year until all principal and interest is paid. Beginning March 2023, principal is due in an amount equal to one-half of net cash flow remaining after all interest is paid, until paid in full. Accrued interest payable was \$150,117 at September 30, 2018.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

NOTE 6 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Project's operations are concentrated in the affordable housing real estate market. In addition, the Project operates in a heavily regulated environment. The operations of the Project are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to, HCD. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by HCD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089
SCHEDULES OF OPERATING REVENUES
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	Rent revenue	
5120	Rent revenue - gross potential	\$ <u>190,364</u>
5100T	Total rent revenue	<u>190,364</u>
	Vacancies	
5220	Apartments	(5,010)
5250	Rental concessions	<u> </u>
5200T	Total vacancies	<u>(5,010)</u>
5152N	Net rental revenue (rent revenue less vacancies)	<u>185,354</u>
	Other revenue	
5910	Laundry and vending revenue	692
5910	Interest income	86
5920	Tenant charges	<u>1,712</u>
5900T	Total other revenue	<u>2,490</u>
5000T	Total revenue	\$ <u><u>187,844</u></u>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089
SCHEDULES OF OPERATING EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2018

	Administrative expenses	
6310	Office salaries	\$ 11,890
6311	Office expenses	4,130
6320	Management fee	9,430
6351	Bookkeeping fees/accounting services	3,500
6370	Bad debts	<u>57</u>
6263T	Total administrative expenses	<u>29,007</u>
	Utilities expenses	
6450	Electricity	2,373
6451	Water	3,832
6452	Gas	355
6453	Sewer	<u>9,657</u>
6400T	Total utilities expenses	<u>16,217</u>
	Operating and maintenance expenses	
6510	Payroll	7,187
6515	Supplies	4,824
6520	Contracts	31,111
6525	Garbage and trash removal	4,037
6546	Heating/cooling, repairs and maintenance	<u>19,600</u>
6500T	Total operating and maintenance expenses	<u>66,759</u>
	Taxes and insurance expenses	
6711	Payroll taxes	2,045
6720	Property and liability insurance	1,437
6722	Workmen's compensation insurance	3,557
6723	Health insurance and other employee benefits	<u>516</u>
6700T	Total taxes and insurance	<u>7,555</u>
6000T	Total cost of operations	<u>119,538</u>
	Financial expenses	
6820	Interest on mortgage (or bonds) payable	<u>6,541</u>
6890	Total financial expenses	<u>6,541</u>
6000T	Total cost of operation before depreciation	126,080
5060T	Profit (loss) before depreciation	61,765
6600	Depreciation	<u>40,020</u>
5060N	Operating profit or (loss)	<u>21,745</u>
3250	Change in total net position from operations	<u>21,745</u>
6800T	Reserve Deposits:	
1330	Operating Reserve - Deposit	3,216
1330	Other Reserve - Deposit	<u>4,669</u>
1330	Total Reserve Deposit	<u>7,885</u>
1330T	Project Cash Flow	<u>60,421</u>
	Project Cash Flow including financial expenses	<u>\$ 53,880</u>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089

CASH ON HAND AND IN BANKS

Unrestricted accounts:	
Checking account - operations	64,168
Total	<u>64,168</u>
Restricted accounts:	
Replacement reserve	72,158
Operating reserve	32,199
Tenant security deposits	14,405
Total	<u>\$ 118,762</u>

Tenant security deposits are maintained in a separate account and non-interest bearing.

RESERVES FOR REPLACEMENTS AND OPERATING EXPENSES

In accordance with the provisions of the regulatory agreement, restricted cash is held by management to be used for replacements of property or other reserve requirements with the approval of HCD as follows:

	<u>Replacement Reserve</u>	<u>Operating Reserve</u>
Balance at beginning of year	63,056	28,983
Monthly deposits	4,500	3,133
Other deposits		
Interest earned	86	
Deposit slip fee	(17)	(17)
Transfers	4,533	100
Balance at end of year	<u>\$ 72,158</u>	<u>\$ 32,199</u>

PROPERTY, EQUIPMENT AND IMPROVEMENTS

Following are the details of property, equipment and improvements:

	<u>Land</u>	<u>Building and Improvements</u>	<u>Total</u>
Property, equipment and improvements at cost			
Balance, October 1, 2017	\$ 55,276	\$ 911,234	\$ 966,510
	55,276	911,234	966,510
Less: Accumulated depreciation	<u> </u>	<u>(139,667)</u>	<u>(139,667)</u>
Balance, September 30, 2018	<u>\$ 55,276</u>	<u>\$ 771,567</u>	<u>\$ 826,843</u>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089

ACCRUED EXPENSES

Accrued expenses are payable to vendors and are being paid on a current basis. Detail follows:

Accounts payable and accrued expenses - trade	<u><u>\$3,536</u></u>
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GROSS POTENTIAL RENTS

Tenant rental payments	\$ 190,364
Vacancy loss and concessions	<u>(5,010)</u>
Total gross potential rents	<u><u>\$ 185,354</u></u>

MANAGEMENT FEE

Property management fees of \$9,430 was incurred during 2018 for the property management services provided by U.S. Residential Group for October 2017 and CBM Group for the remainder of the year.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089

Operating cash flow/surplus cash - per HCD/CalHFA Regulatory Agreements

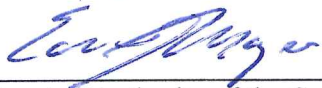
Operating cash flow/surplus cash will be distributed according to the HCD method:

Operating income	
Total income	\$ 187,758
Interest earned on restricted reserve accounts	
Adjusted operating income	187,758
Operating expenses	119,538
Adjusted net income	<u>68,220</u>
Other activity	
Deposits into operating reserve account	(3,216)
Deposits into replacement reserve account (not including interest)	<u>(4,581)</u>
Total other activity	<u>(7,799)</u>
Operating cash flow/surplus cash	\$ <u><u>60,421</u></u>

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD Contract No. 91-RHCP-089**

**MANAGING AGENT'S CERTIFICATION
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

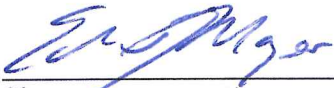
We hereby certify that we have examined the accompanying financial statements and supplemental information of Gridley Springs II, as of and for the year then ended September 30, 2018, and to the best of our knowledge and belief, the same is complete and accurate.



Housing Authority of the County of Butte
Edward S. Mayer, Executive Director

**CERTIFICATION OF OFFICERS
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

We, as officers of Housing Authority of the County of Butte, hereby certify that we have examined the accompanying financial statements and supplemental data of Gridley Springs II, as of and for the year then ended September 30, 2018, and to the best of our knowledge and belief, these financial statements and data are complete and accurate.



Signature



Title



Date

Owner's Tax Identification Number: 94-60000745



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

The Board of Commissioners
Housing Authority of the County of Butte
Gridley Springs II Project
Chico, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Housing Authority of the County of Butte's Gridley Springs II Project (the Project), which comprise the statement of net position as of September 30, 2018, and the related revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated January 30, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Project's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we do not express an opinion on the effectiveness of the Project's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Project's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Project's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Project's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Harshwal & Company, LLP
Certified Public Accountants

Harshwal & Company LLP

Oakland, California
January 30, 2019

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
GRIDLEY SPRINGS II PROJECT
HCD CONTRACT NO. 91-RHCP-089
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

Current Year Findings and Recommendations:

Our audit disclosed no findings that are required to be reported under the *Audited Financial Statements Handbook for Multifamily Rental Housing of the California Department of Housing and Community Development and the California Housing Finance Agency*.

Status of Prior Audit Findings and Recommendations:

There were no findings and Recommendations reported in the September 30, 2017 financial statements.

Date: 3/4/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for February 2019

Program Statistics for Period Ending	2/1/2019	2/1/2018
Number of participants as of last day of the month	38	43
Number of Orientation Briefings	1	0
Number of signed contracts	1	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	2	1
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	1	9
Number of participants with new employment (YTD)	0	6
Number of participants with escrow accounts	27	31
Number of participants currently escrowing	22	28
Amount disbursed from escrow account	\$18,029.75	\$1,442.40
Balance of Escrow Account	\$111,024.67	\$93,477.39

FSS FY 2018 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2019)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	38
Number of FSS participants identified as a person with disabilities	7
Number of FSS participants employed	28
Number of FSS participants enrolled in higher/adult education	4
Number of FSS participants enrolled in school and employed	4
Number of FSS families receiving cash assistance	6
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	0
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of March 2019

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	3/19 Enrollment	3/19 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/18 - 9/30/19	\$39,360.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	4	\$3,288.00	\$25,693.00
SEARCH Samaritan Bonus	7/1/18 - 6/30/19	\$34,992.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$1,598.00	\$19,332.00
SEARCH II - SHP	7/1/18 - 6/30/19	\$43,740.00	BCBH	BCBH	5	Unaccompanied adults with serious mental health disability	Chico	3	\$2,110.00	\$18,933.00
SEARCH III- SHP	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	3	\$1,721.00	\$10,530.00
LINK PHB	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24, chronically homeless with SMI	Chico	2	\$1,166.00	\$14,020.00
SEARCH II - PHB	7/1/18- 6/30/19	\$26,244.00	BCBH	BCBH	3	Unaccompanied adults, chronically homeless with SMI	Chico	3	\$1,607.00	\$11,288.00
City of Chico - LGP	7/1/18 - 6/30/19	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	1	\$1,500.00	\$7,500.00
City of Chico - TBRA	7/1/18 - 6/30/19	\$115,000.00	City of Chico	SSA	35	Low-income, under case management with self-sufficiency plan	Chico	9	\$5,018.00	\$58,193.00
BHHAP/Security Deposit	7/1/18 - 6/30/19	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$2,225.00
BHHAP/ASOC	7/1/18 - 6/30/19	\$10,434.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$620.00	\$3,916.00
Landing Place	5/1/18 - 4/30/19	\$25,632.00	HACB	YFC	4	Transitional Age Youth with homelessness eligibility	Chico	4	\$1,199.00	\$11,099.00
Totals		\$359,115.00			85			34	\$19,827.00	\$182,729.00

Acronym Legend

*BCBH: Butte County Department of Behavioral Health | *BHHAP: Behavioral Health Housing Assistance Program | *SHP: Supportive Housing Program | *PHB: Permanent Housing Bonus Program
 *TBRA: Tenant Based Rental Assistance | *LGP: Lease Guarantee Program | *SSA: Supportive Service Agency | *SMI: Serious Mental Health Disability

Last update: 3-4-2019

Path: Z:\Boutique Programs\Special Programs Budget and Reports



Butte Countywide Homeless Continuum of Care

March 15, 2019

CoC Coordinator Monthly Report

In February, we started the final wrap up of work with Camp Fire Survivors staying at the Red Cross Shelter. The statistics from that work are:

- 113 unduplicated persons were entered into the HMIS Camp Fire Agency and were case worked
- Less than half of the people we worked with self-identified as being homeless
- Over half of the people live below the 2018 poverty line in income
- 11 people self-disclosed as veterans
- We assisted 18 people in finding permanent housing
- We assisted other with transportation to other locations and some helping them choose a shelter.

February was also about prepping for the Homeless Point in Time Count (PIT), which is happening on March 28th. The focus was in securing locations, survey leads, and firming up the questions for the PIT survey. We could still use some volunteers for the day, in all of the Butte County Areas.

February also started engagement with TA (Technical Assistance) from State HCD for the CoC. We had the first series of meetings, and this assistance continuing into April and May. The goal to is to work on all things related to CoC capacity.

The highlight for February and March was the success for Camp Fire Resource Round Up. At the CoC's Households with Children Committee meeting in Feb, we recognized the need to have all service providers in one place at one time, to address day care/food/housing/counseling, etc. Event planning started on March 1; the event was held on March 12th. The Boys and Girls Club offered their gym, paid for food, and had one of their Case Managers, Erin, as a lead. We had about 30 vendors show and 61 families attend. It was well received by both the vendor and the families.

Temporary HACB employee, Javier Pinedo, Housing Navigator, has been invaluable in helping identify housing opportunity for those displaced by the disaster, assisting some of the 113 people seen at the shelter with their housing plan, and assisting me with various related tasks. Javi is an asset to our cause.

These next two weeks are all about the PIT survey. The goal is to have preliminary data to the public by April 16th.



Housing Authority Of The County Of Butte, CA, 'A+' ICR Affirmed, Removed From CreditWatch

Primary Credit Analyst:

Joan H Monaghan, Centennial + 1 (303) 721 4401; Joan.Monaghan@spglobal.com

Secondary Contact:

Ki Beom K Park, New York (1) 212-438-8493; kib.park@spglobal.com

CENTENNIAL (S&P Global Ratings) March 14, 2019--S&P Global Ratings affirmed its 'A+' issuer credit rating (ICR) on the Housing Authority of the County of Butte (HACB), Calif. At the same time, we removed the rating from CreditWatch, where it had been placed with negative implications on Sept. 28, 2018 and later extended on Dec. 17, 2018. The outlook is negative.

The rating was originally placed on CreditWatch with negative implications on Sept. 28, 2018 (see our report on RatingsDirect) due to insufficient information related to the authority's unfunded pension liability and liquidity position, both of which we viewed to be material in reviewing and maintaining the rating.

"In our opinion, the concerns about the authority's unfunded pension liability and liquidity position have been adequately addressed and we believe the authority has taken prudent and effective steps to mitigate the risk of credit quality deterioration related to these factors," said S&P Global Ratings credit analyst Joan Monaghan.

The watch was extended on Dec. 17, 2018 (see our report) after the Camp Fire wildfire, which started in northern California on Nov. 8, 2018, destroyed over 95% of the towns of Paradise and Concow and caused significant damage to the communities of Magalia, Pulga, Yankee Hill, and Butte Creek Canyon. HACB was also directly affected.

HACB, located in Chico, is a nonprofit public agency incorporated in 1946. The

authority serves more than 3,200 households in Butte and Glenn counties through a mix of rental assistance programs and affordable housing properties.

The negative outlook is due to the extent of the negative effects of the Camp Fire on the authority being greatly unknown at this time. While we believe the authority has gone to great lengths to prepare for the worst and could come out of the disaster in a stable financial position, we believe there is a realistic, rather than remote, potential for negative rating action during the two-year outlook period.

Should the authority's financial position be materially affected through declines in HAP revenues and other stresses of the Camp Fire, as evidenced by declines in the EBITDA to revenues ratio, to the extent that performance is no longer in-line with the current rating, we could take negative rating action. Further, if HACB's liquidity assessment worsens to less-than-adequate as a result of the ratio dropping below 1.05x, from the current 1.20x, the rating will be capped at 'A-'.

However, should the authority prove to be financially resilient and not realize material declines in key financial and profitability ratios from the effects and aftermath of the Camp Fire, we could revise the outlook to stable. Additionally, if HACB improves its profitability assessment by increasing EBITDA-to-revenues to over 20%, from the current 13%, while also improving its liquidity assessment, we could take positive rating action.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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March 15, 2019

MEMO

To: HACB Board of Commissioners

From: Bow Lee, Special Programs Coordinator

Subject: Resolution No. 4729
Section 8 FSS Graduate – Samantha Hon

Samantha Hon enrolled into the FSS program 03-01-2014. During her time in the program she increased her earned income; she currently works for Oroville School District. Despite her completion of some major goals in the FSS program, her motivation to pursue her goals outside of FSS will continue after graduation. One of her aspirations is to become a nurse. Currently, Samantha is working towards this goal, waiting to hear back about her admissions status.

Recommendation: motion to approve Resolution No. 4729

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4729

RECOGNITION OF FSS GRADUATE

SAMNANTHA HON

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, SAMANTHA HON entered the FSS program in March 2014; and

WHEREAS, SAMANTHA HON successfully completed her FSS Contract of Participation, effective February 28, 2019, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, SAMANTHA HON obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, SAMANTHA HON, in completing her Contract of Participation, has accrued an FSS escrow balance of \$7,887.82;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of SAMANTHA HON's successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: March 21, 2019

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

March 15, 2019

MEMO

To: HACB Board of Commissioners

From: Bow Lee, Special Programs Coordinator

Subject: Resolution No. 4730
Section 8 FSS Graduate – Sonada Tavizon

Sonata Tavion enrolled into the FSS program on March 1, 2016. One of her aspirations is to become a nurse. During her time in the FSS program, she managed to complete essential skills towards her ultimate goal. For example, she completed her CNA program, and started working as a CNA. She also applied and was accepted into the RN program. Unfortunately, the Camp Fire impacted her and her family. Despite this challenge, she plans on pursuing her goals outside of the FSS program.

Recommendation: motion to approve Resolution No. 4730

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4730

RECOGNITION OF FSS GRADUATE

SONADA TAVIZON

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, SONADA TAVIZON entered the FSS program in October 2018; and

WHEREAS, SONADA TAVIZON successfully completed her FSS Contract of Participation, effective October 31, 2018, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, SONADA TAVIZON obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, SONADA TAVIZON, in completing her Contract of Participation, has accrued an FSS escrow balance of \$10,141.93;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of SONADA TAVIZON's successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: March 21, 2019

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4731

FUNDING AGREEMENT WITH THE
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
FOR PROVISION OF WATER AT THE GRIDLEY FARM LABOR PROPERTY

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates the Gridley Farm Labor Housing property located at 815 East Gridley Road, Gridley (Property); and

WHEREAS, it has been determined there may be 1-2-3 Trichloropropane in the water supply to the property, such chemical a regulated substance by the State of California requiring provision of alternate drinking and cooking water sources to property occupants; and

WHEREAS, HACB has submitted an application to the California State Water Resources Control Board for funding for emergency drinking water financial assistance at the Property (Project);

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the Housing Authority of the County of Butte (HACB) to enter into an Agreement with the California State Water Resources Control Board (SWRCB) for use of SWRCB Cleanup and Abatement Account (CAA) funds for emergency drinking water financial assistance at the Property; and

BE IT FURTHER RESOLVED that its Executive Director, or designee, be authorized to sign the Agreement and any amendments thereto; and to approve and sign requests for reimbursement of claims for project costs in carrying out the Project.

Kate Anderson, Board Chair

CERTIFICATION

I hereby certify that the foregoing Resolution No. 4731 was duly and regularly adopted by the Board of Commissioners of Housing Authority of the County of Butte at the meeting thereof held on the 21st day of March, 2019, motion by _____ and seconded by _____, motion passed by the following roll call vote.

Ayes: _____
Noes: _____
Abstained: _____
Absent: _____

ATTEST:

Edward S. Mayer, Secretary

MEMO

Date: March 15, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Resolution No. 4732
Kathy Court Apartments - Alternative Fire Debris Removal Contract

- This project was developed to complete required fire debris removal at the Kathy Court Apartments project site due to the total loss of the 12 unit apartment complex during the November 2018 Camp Fire Disaster.
- It is recommended work be performed by a HACB contractor per the Butte County Environmental Health Division, Alternative Fire Debris Removal Program requirements.
- HACB will be withdrawing from the CalOES Government Sponsored Fire Debris Removal Program. By withdrawing from the Cal OES Government Sponsored Program and participating in the Alternative Fire Debris Removal Program, actual project costs are better known and controlled, the project will be completed in a timely manner, existing site improvements such as the septic tank and parking lot will be better protected, and damaged trees and property fencing that would otherwise not be included in the Cal OES Program can be properly removed for health and safety reasons.
- Two (2) contractor bids were received for this project. Alliance Environmental Services, Inc. provided the Lowest Responsive and Responsible bid for this project:

Alliance Environmental Services, Inc.	\$69,645.00
Excel Site Services, Inc.	\$87,950.00

Recommendation: Motion to approve entering into a construction contract with Alliance Environmental Services, Inc. for the Kathy Court Fire Debris Removal for a total of \$69,645.00.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4732

AUTHORIZATION TO ENTER INTO CONTRACT WITH
ALLIANCE ENVIRONMENTAL SERVICES, INC.
FOR KATHY COURT APARTMENTS FIRE DEBRIS REMOVAL

WHEREAS, the Housing Authority of the County of Butte (HACB) owns and operates the 12-unit multifamily Kathy Court Apartments, located at 1561 – 1565 Kay Court, Paradise (Property); and

WHEREAS, the Property and adjacent site fencing and trees were completely destroyed by the November 2018 Camp Fire Disaster; and

WHEREAS, for public health and safety reasons the HACB must remove remaining debris, electing to participate in the Government Sponsored CalOES Fire Debris Removal Program, or perform fire debris removal through private contracting that follows requirements of the Butte County Environmental Health Division, Alternative Fire Debris Removal Program; and

WHEREAS, the HACB has determined that participation in the Alternative Fire Debris Removal Program is in the best interests of HACB, for reasons of improved cost control, better protection of remaining site improvements such as fencing, pavement areas, and septic systems, expedited scheduling of work, and inclusion of additional fire damage cleanup of site trees and fencing; and

WHEREAS, the bid received from Alliance Environmental Services, Inc. in the amount of Sixty-Nine Thousand, Six Hundred and Forty-Five Dollars and No Cents (\$69,645.00) has been determined to be the lowest responsive qualified bid received and to be in the best interest of the HACB; and

WHEREAS, insurance proceeds are sufficient to provide for contract compensation; and

WHEREAS, the HACB Board of Commissioners has established procurement policy such that contracts greater than Fifty Thousand Dollars (\$50,000.00) be authorized by resolution of the Board;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to authorize the entering into of a contract with Alliance Environmental Services, Inc. in the amount of Sixty-Nine Thousand, Six Hundred and Forty-Five Dollars and No Cents (\$69,645.00), for purposes of Fire Debris Removal at its Kathy Court Apartments property, such contract compensation to be paid for with property insurance proceeds.

Dated: March 21, 2019

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4733

PERSONNEL COMPENSATION ADJUSTMENT
INTAKE SPECIALIST – SECTION 8

WHEREAS, the Housing Authority of the County of Butte (HACB) retains personnel to administer its programs and conduct its business; and

WHEREAS, in accordance with Chapter 4 of the HACB Personnel Policy, addressing “Allocation of Positions”, the Board of Commissioners of the HACB approves by resolution the number and description of all permanent positions, including the setting of compensation; and

WHEREAS, the HACB seeks to compensate employees in such manner as to facilitate employee recruitment and retention in a competitive marketplace for labor; and

WHEREAS, HACB retains two (2) Intake Specialists, one for Public Housing and one for Section 8; and

WHEREAS, per industry standard and practice, the Intake Specialist – Public Housing has historically been compensated 5% higher than the Intake Specialist – Section 8 due landlord/tenant considerations in lease up; and

WHEREAS, after review of job duties the HACB has determined that compensation of the Intake Specialist – Section 8 should match the compensation of the Intake Specialist – Public Housing due to the sheer volume of Section 8 applicant processing and associated organizational requirements; and

WHEREAS, HACB has determined that increasing the Intake Specialist – Section 8 position compensation from Salary Range 87 to Salary Range 92 (5% increase) is in the best interest of the HACB, its employees, and its Personnel Policy;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to revise its Job Description for the Intake Specialist - Section 8 position, setting compensation at Salary Range 92, effective the first complete Pay Period following this action, such Job Description attached to and made a part of this Resolution.

Dated: March 21, 2019.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

INTAKE SPECIALIST (Section 8 Department)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of tasks in support of Section 8 and low rent housing programs; to conduct eligibility interviews and process applications; to generate and process a variety of correspondence, applications and documents; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Section 8 Housing Manager.

None Exercised.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Review, receive, and process applications for Section 8 Housing Choice Voucher, Public Housing, Tax Credit, and Farm Labor Housing programs; determine eligibility within Authority and/or mandated guidelines; document and verify client information.

Establish and maintain waiting lists for housing program services; notify applicants of housing availability; update system data.

Interview prospective clients to determine eligibility for housing programs; and review and assess financial eligibility for income, deductions and family situation.

Coordinate and conduct Section 8 Housing Choice Voucher and Public Housing program group briefing sessions; explain program rules, regulations and requirements to applicants.

Explain rental agreements, payments, housekeeping standards and other program rules, regulations and requirements to tenants and landlords; resolve any issues or concerns on program requirements and utility allowances.

Provide referral services to tenants regarding available community resources and available housing; work with other agencies to obtain assistance for families.

Generate a variety of reports and records, as needed.
Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of assisted housing programs.
Methods and techniques of conducting interviews with program applicants.
Methods and techniques of conducting reference checks.
Methods and techniques of conflict resolution.
Community resources available to low income clients.
Rules and regulations governing public housing programs as they relate to program eligibility.
Modern office equipment, including computers and supporting applications.
Principles and practices of customer service.
Principles and procedures of record keeping.
English usage; spelling, grammar, and punctuation.
Mathematical principles.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Interpret and explain Authority program rules, regulations, policies and procedures to applicants.
Interpret and apply eligibility criteria.
Deal effectively with a wide variety of people.
Monitor and maintain housing and client status.
Generate a variety of reports.
Conduct briefing sessions and individual interviews to communicate programs.
Monitor Applicant changes, moves, and access to other public housing programs.
Respond to inquiries from applicants and the general public.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Type and enter data accurately at a speed of 35 wpm or faster.
Must be able to work overtime if required.
Must comply with drug/alcohol free workplace requirements.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible assisted housing eligibility program experience.

Education/Training:

High school diploma or GED; supplemented by additional training in business administration, housing program administration or a related field.

License or Certificate:

Requires a valid California driver's license and can qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

ADA COMPLIANCE

Environmental Factors:

Office environment; exposure to computer screens.

Physical Ability:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds.

Employee Signature

Housing Director

Date

Date

The Housing Authority of the County of Butte is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority of the County of Butte will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

March 15, 2019

To: Board of Commissioners

From: Tamra C. Young, Administrative Operations Director

Subject: Section 8 Housing Choice Voucher (S8) Wait List Opening
Displaced by Government Action – Camp Fire Survivors Only

In response to the Camp Fire, the HACB Section 8 Housing Choice Voucher department implemented a three-step process to assist the community.

- **Step 1 – Assist S8 participants.** Assist the three hundred eighteen (318) households, who lost their homes in the fire with securing new housing as quickly as possible. Vouchers were issued immediately in November 2018, while residency requirements and other barriers to portability were waived. To date, twenty-nine (29) households have re-populated Magalia and other areas not destroyed by the fire; twenty-five (25) have been re-housed in HACB’s jurisdiction; twenty (20) have ported to other jurisdictions; five (5) are deceased; and four (4) have voluntarily exited. This leaves two hundred thirty-five (235) households of the original three hundred eighteen (318) still searching for housing.
- **Step 2 – Assist S8 applicants currently on the Section 8 Wait List.** In February 2019, HACB implemented a preference for “Lease in Place”, to raise HACB utilization numbers, and a preference for “Displaced by Government Action – Camp Fire Survivors”, to move families affected by the Camp Fire to the top of the wait list. HACB is currently in the process of conducting Eligibility Interviews and Voucher Briefings with those households.
- **Step 3 – Open Wait List for Camp Fire Survivors only.** Residents displaced by the Camp Fire will be able to apply for rental assistance to secure affordable housing through the HACB Section 8 Housing Choice Voucher Program from April 1 – 30, 2019. Verification that the household was displaced by the Camp Fire will be required in order to be placed on the wait list. Applications will be online only. Applicants will have an equal opportunity for placement on the Wait List; placement on the list will be determined by means of a random lottery. Therefore, there will be no rush to apply on the first day. In addition, HACB has created a list of computer centers and will have an in-house computer lab from during the month of April from 12:00p – 4:00p Mondays through Thursdays to assist clients with completing applications, if needed. Advertising will start on March 24th.

***Basis:** the 2018 Administrative Plan for the Section 8 Housing Choice Voucher Program, effective October 1, 2018, provides guidance for the above Steps 2 and 3, as follows:*

- *Section 4-IIB - Organization of the Waiting List, “The HACB allows the following Local Preferences for the HCV waiting list for Butte County jurisdiction: Government Displacement - Local individuals or families displaced by government action (i.e., required to move by any level of government: federal, state or local).” The Camp Fire is a Presidentially declared federal Disaster.*
- *Under Section 4-IIC - Opening and Closing the Waiting List, “Alternatively, the PHA may elect to continue to accept applications from or to reopen the waiting list to certain categories of families that meet particular preferences or funding criteria.”*



HOUSING AUTHORITY of the County of Butte

(530) 895-4474
FAX (530) 895-4459
TDD/TTY (800) 735-2929
(800) 564-2999 Butte County Only
WEBSITE: www.butte-housing.com
2039 Forest Avenue • Chico, CA 95928

March 11, 2019

Update to Camp Fire Disaster, Butte County, CA

Below is summary data for our Section 8 HCV program. Of the 321 Section 8 Housing Choice Voucher households displaced by the Camp Fire:

	03/11/19	03/04/19
Repopulated:	29	29
Housed in new unit:	25	21
Port Out:	94 (11 bill, 9 absorb, 74 looking)	91 (10 bill, 9 absorb, 72 looking)
Deceased:	5 (3 Camp Fire, 2 post Camp Fire)	5 (3 Camp Fire, 2 post Camp Fire)
Voluntary exit:	4	4
Unaccounted for:	0	1
Still searching:	164	169
Total:	321 households	320 households

The number of total displaced households increased by one (1) from 320 to 321. One of the displaced households from Yankee Hill (who had received a voucher) had inadvertently been left off of the “master list”.

All households are finally accounted for!

Since last week, we’ve had 5 households that found new units (4 in HACB jurisdiction and 1 port that we are being billed for).

We have leased up one (1) HUD-VASH program participant in Butte County. Also on Thursday, March 7th, HACB staff and Rob Nelson, HUD Disaster Team member, met with Reed Walker, a HUD-VASH Supervisor from Martinez who is temporarily stepping in to assist the Chico VA office. We formulated an Action List to improve our collaboration efforts in housing homeless veterans under the HUD-VASH program.

HACB will be opening the Section 8 wait list to Camp Fire Survivors only starting April 1st through April 30th.

Respectfully submitted,

Tamra C. Young, Administrative Operations Director,
(530) 895-4474 Ext. 214, tamray@butte-housing.com



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Marriott Hotel
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[Advocacy](#) | [Local Area Information](#)

Register for the Washington Conference!

Welcome to the first of our three CONNECT events for 2019! As housers and community builders, it is vital that we continue to collaborate with our residents, business partners, and fellow practitioners and also forge new partnerships as opportunities arise. This inaugural CONNECT conference brings our purpose as affordable housing and community development practitioners to our elected officials in Washington, D.C.

As the country begins to recover from the extended government shutdown, there's no better time to storm Capitol Hill and let your legislators know how vital your work is to your communities. Join us for the latest news and updates from HUD, the White House and the Hill; advocacy how-tos; and of course for our critical Capitol Hill Day, when you and hundreds of your colleagues educate your members of Congress on the vital roles that housing and community development programs play in their districts. We'll also be honoring the grand prize winner of our 2019 Housing America calendar contest! There will also be a session for agencies interested in the Moving to Work demonstration program.

The 2019 Washington Conference: CONNECT to Purpose will be held from April 7-9 at the [Crystal Gateway Marriott Hotel](#) in Arlington, VA, just minutes outside downtown Washington, D.C. [Register](#) now and take advantage of our special early-bird rate!

For more information/to register, visit: www.nahro.org/washingtonconference

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National Association of Housing and Redevelopment Officials

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