

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

**MEETING AGENDA**

October 22, 2026  
2:00 p.m.

*Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom's Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.*

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners 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 Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

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Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

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NEXT RESOLUTION NO. 5009

ITEMS OF BUSINESS

1. ROLL CALL

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2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

- 3.1 Minutes for the meeting of September 17, 2026  
Minutes for the special meeting of October 8, 2026

3.2 Checks written for:

|       |                              |                |
|-------|------------------------------|----------------|
| 3.2.1 | Accounts Payable (General) – | \$970,750.83   |
| 3.2.2 | Landlords –                  | \$2,177,390.78 |
| 3.2.3 | Payroll –                    | \$174,546.20   |

3.3 Finance Update

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

3.10 HACB Owned Properties

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

4. CORRESPONDENCE

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Housing Choice Voucher Program - Housing Authority of the County of Butte (CA043) – Response to SEMAP On-Site Assessment and Corrective Action Plan

Recommendation:

Information/Discussion

5.2 Housing Authority of the County of Butte – Proposed PHAS Corrective Action Plan, Response to HUD - Butte 2025 PHARS Substandard Take Action Letter and PHARS Substandard Score

Recommendation:

Information/Discussion

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

8.1 NAHRO National Conference, October 15 -17, 2026 Denver Colorado – Report from Executive Director Larry Guanzon.

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

12. COMMISSIONERS' CALENDAR

- **NAHRO Distance Learning Opportunity: Commissioners' Fundamentals October 27 – October 29, 2026**
- **Next Meeting: November 19, 2026**

13. ADJOURNMENT

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

**MEETING MINUTES OF  
September 17, 2026**

*The meeting was conducted via teleconference, web-conference and in person, as noticed.*

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Bob Crowe, Laurel Faulk, Tim Merrill, Rich Ober, David Pittman, Sarah Richter and Jean Snow; all attended in person with the exception of Laurel Faulk who attended via web conference.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Marysol Perez, Executive Assistant; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager, Taylor Gonzalez, Project Manager; Karen Wells, Finance Director and Marco Cruz, CFO Consultant, all attended in person.

Others Present: Tiffany Lee, Special Programs Coordinator; Sharon Maalis, Family Self Sufficiency Graduate and Roxanne Taylor, Family Self Sufficiency Graduate; attended in person.

Special Introduction: The Board welcomed Karen Wells, the new Finance Director to her first Board meeting.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

- 3.4 Section 8 Housing Choice Voucher (HCV) Program Report: Angie Little Rental Assistance Programs Manager reviewed the monthly analysis report with the Board. Voucher utilization stands at 96.18%, but budget utilization is over 100%,

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There are currently 88-port out households in higher cost jurisdictions currently billed to the HACB.

- 3.5 Property Vacancy Report: Juan Meza, Public Housing Manager also reviewed the monthly analysis report with the Board and staff. Public Housing occupancy remains stable at 98.8% with only 4 vacant units out of 345 total units.

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

#### 4. CORRESPONDENCE

- 4.1 CY2026 HAP Shortfall Letter – Deputy Executive Director Tamra Young Cameron explained that HUD issued a shortfall letter because HACB is running at approximately \$2.2 million per month and is projected to be \$90,419 short for December 2026. Staff is managing the shortfall through natural program attrition. HACB has suspended issuing new tenant-based vouchers, stopped absorbing incoming port-ins, and frozen new Project-Based Voucher (PBV) proposals. Emergency Housing Voucher (EHV) households will transition to standard HCVs on January 1, 2027. To clarify what portability is to newer Board members, Chair Pittman asked Deputy Executive Director Young to define and explain what portability or a “port” means in the context of the HCV program. She explained that when a voucher is issued, the recipient must initially stay within HACB's jurisdiction (Butte or Glenn County) for one year. After that year, the "choice" component of the Housing Choice Voucher program allows them to legally move anywhere in the United States that has a housing authority, additionally she noted that many applicants engage in "waitlist shopping" meaning they apply to HACB because the waitlist is easier to get onto, wait out their required year, and then immediately "port out" back to the higher-cost cities they originally came from. Under HUD's current shortfall instructions, HACB was strictly forbidden from absorbing any incoming vouchers (which would make them HACB's financial responsibility). Instead, HACB is required to continuously bill the originating agencies to ensure HACB does not take on extra costs while navigating their own deficit.

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## 5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS Graduate) – FSS Coordinator Tiffany presented Sharon’s journey, describing her as an "absolute delight" and an inspiring role model. Despite being a senior citizen and legally blind, Sharon consistently refused to let her circumstances become barriers to achieving her life and career goals. Over the course of her time in the program, Sharon earned an impressive array of credentials, including two Bachelor's degrees (one in Psychology and one in Child Development) and two Associate's degrees (one in Fine Arts and one in Social Science). At the time of graduation, she was actively working toward a certificate in Sustainable Studies and completing her final classes for an additional Associate's degree in Child Development. Throughout her studies, she maintained consistent employment, often juggling multiple part-time positions as an In-Home Supportive Services (IHSS) worker caring for multiple clients with disabilities. Sharon’s ultimate ambition is to look beyond her own accomplishments and avoid solely relying on Social Security. Her goal is to enter graduate school and become a community mentor, explicitly using her education and personal resilience to guide and support others. Sharon personally thanked Tiffany and the Board, stating that having an authority team that truly believes in her dreams made it much easier to wake up and push through the days when she felt exhausted.

### **\* RESOLUTION NO. 5002 \***

Commissioner Ober moved that Resolution No. 5002 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE SHARON MAALIS”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency (FSS Graduate) – Roxanne originally enrolled in the FSS program in May 2020 and graduated from her first round on April 30, 2025. Following subsequent updates to HUD rules that allowed for program reentry, she re-enrolled in October 2025 to pursue advanced financial goals. For many years, Roxanne maintained stable employment as an In-Home Supportive Services (IHSS) worker, demonstrating a strong, long-term commitment to her career and community. Utilizing the stability gained from the program and structural updates via the Housing Opportunity Through Modernization Act (HOTMA) regulations, Roxanne partnered with her mother to purchase a home in the Town of Paradise. Because she successfully moved into her new home, Roxanne achieved complete independence, simultaneously exiting both the FSS program and the Section 8 Housing Choice Voucher program. Commissioner Richter noted that she had

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actually met Roxanne earlier in the year when Roxanne took her first-time homebuyer class in Paradise. Tiffany and Sarah used this moment to highlight their ongoing efforts to get local jurisdictions to commit a set percentage of local homebuyer funds specifically to FSS graduates, noting that Roxanne proved the concept works perfectly. Roxanne personally thanked the Board, stating that no words could adequately describe how rewarding it felt to see her hard work culminate in owning a home.

Commissioner Merrill asked about the wide variance between Roxanne's final escrow payout and fellow graduate Sharon's payout. Staff explained that Roxanne's escrow balance for this period was smaller because she was only re-enrolled for a short time before her income grew so high that she phased out of subsidized housing. Furthermore, her largest escrow accumulation had already been paid out during her first successful graduation circle in April 2025.

**\*RESOLUTION NO. 5003\***

Commissioner Richter moved that Resolution No. 5003 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ROXANNE TAYLOR”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3     Section 8 Housing Choice Voucher (HCV) – Deputy Executive Director Young presented a mandatory corrective amendment to Chapter 17 (Project-Based Vouchers) of the Section 8 Administrative Plan. The item was brought forward after a recent federal SEMAP (Section 8 Management Assessment Program) audit conducted by HUD discovered a critical text error in the agency's primary governance document. HACB uses a standard industry framework (the Nan McKay template) for its thousand-page Administrative Plan, fine-tuning it over the years to reflect local operations. During the text integration, Chapter 17 mistakenly cross-referenced Chapter 3's selection rules. This error accidentally stated that Project-Based Voucher (PBV) waitlists operated under a randomized lottery system, rather than a chronological date and time system. Deputy Executive Director Young admitted that she would have "lost a hundred-dollar bet" believing the document was already correct, but reassured the Board that staff had always been administering the program correctly in practice. The revision was purely an administrative fix to make the official plan match actual agency behavior.

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**\*RESOLUTION NO. 5004\***

Commissioner Ober moved that Resolution No. 5004 be adopted by reading of title only: “ADOPTION OF REVISED SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.4 HACB Write-Offs – Marco Cruz, CFO Consultant presented the write-offs explaining that it is standard policy and practice to clear uncollectible balances off the internal financial books. Any outstanding debt—either from tenants who moved out owing back rent or from landlords who were accidentally overpaid and failed to return the funds—is brought to the Board for a formal write-off once it has been outstanding for over 90 days and internal collection efforts have been completely exhausted. Clearing these balances is essential for the agency’s standing with HUD. HACB’s internal financial performance is actively scored based on the volume of outstanding receivables it carries; removing them protects the agency's official grading metrics. Marco noted that last year was a major "catch-up year" where write-offs peaked north of \$200,000 due to older data being migrated into a new software system. While this year's total was still slightly higher than management preferred, it represented a return to a much lower, more predictable baseline. Chair Pittman and the commissioners questioned whether landlords or tenants faced ongoing repercussions once an account was internally written off. Marco and Chair Pittman emphasized that a write-off does not mean the debt is forgiven: Written-off accounts are immediately forwarded to a third-party collection agency to continue aggressive recovery efforts. Per federal regulations, these debts are flagged directly in HUD's system. If a delinquent tenant or landlord attempts to participate in any HUD housing choice program anywhere else in the United States, they are completely barred from renting or collecting federal subsidies until they pay their debt in full or set up a binding repayment agreement. In addition, Rental Assistance Programs Manager Angie Little and CFO Consultant Marco clarified that landlords who owe money are rarely an ongoing issue. If an overpaid landlord has multiple active Section 8 tenants with the agency, HACB doesn't wait for a check; they simply claw back the overpayment directly from the landlord’s next monthly overall subsidy check. The accounts that actually end up requiring a formal Board write-off are almost exclusively public housing tenants who have vacated or landlords who no longer have any active tenants on the program.

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**\*RESOLUTION NO. 5005\***

Commissioner Crowe moved that Resolution No. 5005 be adopted by reading of title only: "WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE". Commissioner Richter seconded. The vote in favor was unanimous.

- 5.5 HACB Consolidated Budget - The budget was thoroughly vetted the prior week by the Budget Committee, which consisted of Executive Director Larry Guanzon, CFO Consultant Marco Cruz, Deputy Executive Director Tamra Young, Senior Accountant Ginny Riley, Commissioner Ober, and Commissioner Crowe. Marco noted that this budget was vastly superior to the prior year's, which he had been forced to assemble in just a week and a half right after starting his role. He candidly rated the current budget process at a "60% situation" compared to where a flawless process should be, adding that it takes multiple years to perfect department-head integration. However, he expressed total confidence that under the incoming leadership of Finance Director Karen Wells, the process would reach the "99th percentile." Agency Totals: The consolidated budget projected \$37,523,502 in revenues and \$35,604,000 in expenses, leaving a positive agency-wide cash change of \$142,000. Salaries & Benefits: The budget baked in a 3.5% Cost of Living Adjustment (COLA) for staff based on the San Francisco CPI guidelines. However, Marco noted that the CPI data just came in slightly higher at 3.8%, meaning expenditures might face subtle upward pressure. He also noted that employee benefits reliably track at 50% of base salaries when accounting for Workers' Comp, health insurance, and employer taxes. Insurance Drop: In a rare positive turn for the current inflationary environment, the agency's property insurance premium actually dropped by 12%, while general liability remained static. Public Housing Deficit: Public housing operations projected a deficit of \$271,954 for the year due to high routine operational costs across the 345 units. Fortunately, both programs possess strong healthy reserve balances. Section 8 holds roughly \$3 million in starting cash, and Public Housing holds \$522,000. While drawing down on reserves to cover operational deficits is sustainable for the short term, Executive Director Guanzon explicitly warned the Board that it is not sustainable long-term, and cutting non-personnel expenses will be a primary focus for the upcoming fiscal cycle. As a final component of the budget, Deputy Executive Director Young highlighted a mandatory overhaul of the agency's organizational chart to comply with California Regulation AB 2561. The state now legally requires the org chart to reflect funded operational reality rather than a "wish list." Consequently, HACB stripped away multiple long-vacant maintenance slots that were perpetually kept on hold. Management

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intentionally preserved one vacant position on hold: Utility Worker. This was a strategic move by staff. If the agency does not maintain an active utility worker classification on its approved maintenance wage index, federal contracting guidelines would legally force them to pay "Maintenance I" wages to basic contracted office janitors.

Commissioner Rich suggested that HACB could take a few unused acres of the 35-acre property, plant a commercial crop, and directly hire 8 to 10 under-income tenants (or new applicants) to work the land. By paying them just enough to clear the \$5,752.50 annual threshold, HACB would instantly make these families legally eligible for farm labor housing. Executive staff agreed that the idea was highly innovative and possessed genuine merit. Management committed to researching USDA regulatory boundaries, civil liability insurance constraints, and employee classification laws to see if any other housing authority in the country has successfully pulled off a similar creative model.

**\*RESOLUTION NO. 5006\***

Commissioner Ober moved that Resolution No. 5006 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2026-27 CONSOLIDATED OPERATING BUDGET INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.6 Section 8 Housing Choice Voucher and Emergency Housing Voucher (EHV) Payment Standards – Rental Assistance Programs Manager Angie Little presented the item, revealing a highly unexpected and frustrating calculation from HUD regarding local housing metrics. To the surprise of staff and management, HUD’s annual data release decreased Fair Market Rents (FMRs) in Butte County by an average of 7%, while Glenn County received a nominal 2% increase. This deflationary HUD ruling created a severe challenge because HACB was already managing a localized 2026 funding shortfall. Dropping the local payment standards to match HUD's lower FMR would drastically reduce voucher buying power, forcing low-income families to pay significantly higher out-of-pocket rent portions or face eviction. To shield participants, management proposed keeping the payment standards completely flat, holding them at the exact same rates as the prior fiscal year. Because HUD lowered the baseline FMR but HACB held its payment rates steady, the local standards shifted from roughly 96% of FMR up to 104% of FMR.

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This cushion remains safely within HUD's allowable basic range (90% to 110%). The only exceptions were minor, legally required micro-adjustments. Staff bumped Glenn County studios and 3-bedrooms up to the mandatory 90% floor, and decreased Butte County EHV studios slightly to stay under the federal 120% ceiling.

**\*RESOLUTION NO. 5007\***

Commissioner Richter moved that Resolution No. 5007 be adopted by reading of title only: "DETERMINATION OF 2027 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND EMERGENCY HOUSING PROGRAM". Commissioner Crowe seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Richter pointed out that HUD's letters specifically called out the Board of Commissioners, aggressively characterizing the oversight body as "uneducated and naive" regarding their fiduciary and regulatory duties. Executive Director Guanzon explained that HUD had reviewed past board minutes and interviewed staff members (including a former director who was no longer with the agency). HUD determined that while the Board may have been receiving informal training behind the scenes, the official minutes failed to document any of it. Legally, if a strategic programmatic discussion or training block is not recorded in the minutes, HUD treats it as if it never happened. To immediately resolve this compliance failure and satisfy HUD's

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transparency mandates, Executive Director Guanzon implemented a new directive for the agency's records. Moving forward, the board minutes would transition from simple action summaries to highly detailed, comprehensive records. The expanded minutes serve as legal proof to HUD that the Board is actively maintaining rigorous, educated oversight.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NAHRO National Conference, October 15 -17, 2026 Denver Colorado**
- **Next Meeting: October 22, 2026**

13. ADJOURNMENT

The meeting was adjourned at 3:47 p.m.

Dated: September 17, 2026.

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David W. Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

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

**SPECIAL MEETING MINUTES OF  
October 8, 2026**

*The meeting was conducted via teleconference, web-conference and in person, as noticed.*

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 10:00 a.m.

1. ROLL CALL

Present for the Commissioners: Bob Crowe, Laurel Faulk (*arrived late 10:05 a.m.*), Rich Ober, David Pittman, and Sarah Richter; all attended via web conference with the exception of David Pittman who attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Marysol Perez, Executive Assistant; and Taylor Gonzalez, Project Manager, all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

None.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Emergency Housing Voucher (EHV) Payment Standards – Deputy Executive Director Tamra Young reported that during an administrative sweep, they discovered they had inadvertently missed HUD PIH Notice 2026-20 (issued August

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10, 2026). The federal mandate strictly required housing authorities to drop their maximum EHV payment standard from 120% of Fair Market Rent (FMR) down to 110% to align cleanly with the standard Section 8 Housing Choice Voucher (HCV) program. HUD imposed a strict 60-day implementation window from the initial notice, positioning the agency's hard legal compliance deadline for October 9, 2026 (the day following this special session). Deputy Executive Director Young noted that despite the significant impact of capping payment ceilings across the country, there was surprisingly zero industry chatter regarding the rule, making the last-minute catch by internal staff particularly vital. Management reassured the Board that this policy shift will not alter or increase the rent portions for active EHV families remaining in their current units. The lower 110% cap will selectively apply only when an active family voluntarily chooses to move to a new unit. Originally, HACB planned to convert its remaining 52 active EHV families over to regular standard HCV vouchers at the end of 2026 as the emergency program sunsets. However, staff successfully applied to HUD for specialized Tenant Protection Vouchers (TPVs). This strategy secures an entirely separate pot of federal funding. Instead of drawing down on HACB's limited local voucher reserves, HUD is effectively granting the agency 52 brand-new, additive vouchers. Commissioner Crowe noted for the record that the localized budget impact of the payment standard drop will be minimal, while the acquisition of the external TPV funding represents a massive financial win for the agency.

**\*RESOLUTION NO. 5008\***

Commissioner Ober moved that Resolution No. 5008 be adopted by reading of title only: "DETERMINATION OF REVISED 2027 PAYMENT STANDARDS FOR THE HUD SECTION 8 EMERGENCY HOUSING PROGRAM". Commissioner Crowe seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

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8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NAHRO National Conference, October 15 -17, 2026 Denver Colorado**
- **Next Meeting: October 22, 2026**

13. ADJOURNMENT

The meeting was adjourned at 10:07 a.m.

Dated: October 8, 2026.

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David W. Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

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HOUSING AUTHORITY of the County of Butte

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### **3.2 Checks**

#### **Written**

September 2026

#### **Sec - 8 HAP**

|                 |    |                     |
|-----------------|----|---------------------|
| Computer Checks | \$ | 14,658.26           |
| Direct Deposits | \$ | 2,162,732.52        |
| <b>TOTAL \$</b> |    | <b>2,177,390.78</b> |

#### **PAYROLL**

##### **Employees:**

|                 |    |                   |
|-----------------|----|-------------------|
|                 | \$ | 72,141.76         |
|                 | \$ | 73,647.66         |
| <b>TOTAL \$</b> |    | <b>145,789.42</b> |

##### **Resident Managers:**

|                 |    |                 |
|-----------------|----|-----------------|
|                 | \$ | 949.48          |
|                 | \$ | 807.30          |
| <b>TOTAL \$</b> |    | <b>1,756.78</b> |

#### **BANK ACCOUNTS SUMMARY**

|                     |    |                   |
|---------------------|----|-------------------|
| Business Activities | \$ | 943,518.67        |
| Banyard             | \$ | 2,277.00          |
| BCAHDC              | \$ | 24,955.16         |
| <b>TOTAL \$</b>     |    | <b>970,750.83</b> |



*The Housing Authority is an equal opportunity employer and housing provider.*



October 13, 2026

**MEMO**

**To:** Board of Commissioners

**From:** Karen Wells, Finance Director  
Marco Cruz, CFO Consultant  
Larry Guanzon, Executive Director

**Subject:** 3.3 Finance Update

**FYE 2026 Closing/Audit Prep**

The Accounting team has finished with September information and is now gearing up to start reviewing the fiscal year in preparation for the upcoming audit schedule. Last year the audit was completed in April and submitted in June – still behind the normal schedule. This year we are anticipating having the auditors conduct the audit in January with a March submission date. This helps with providing our stakeholders information in as timely a manner as possible.

As the new Finance Director, I have been deep in training to learn the mechanics of all the programs and entities in the HCAB portfolio. While the learning curve continues, I am able to draw on my previous experience with Federal grant accounting principals and finance statement knowledge. I have been able to dive into some of the current year submission items, as well as work on some larger recons for the HVC program. I appreciate everyone's patience while I am working towards "getting up to speed" and appreciate the insights from Marco Cruz on where the agency's goals are and what work has been done already to get there.

The official hand-off of RSC Associates Property Management to Hignell & Hignell has begun effective October 1<sup>st</sup>, 2026. This comes with the benefits of being able to work through the project of the actual transition, as well as work on a re-design of consolidation of those 3<sup>rd</sup>-Party financials for a clearer presentation to auditors. This was a problem area in last year's audit and we are anticipating that we will have a more concise approach. Marco has been the lead for this project.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**HOUSING CHOICE VOUCHER (SECTION 8)**

**UTILIZATION SUMMARY REPORT**

**ROLLING 12 MONTH ANALYSIS**

| UNITS LEASED SUMMARY  | OCT'26  | SEP'26  | AUG'26  | JUL'26  | JUN'26  | MAY'26  | APR'26  | MAR'26  | FEB'26  | JAN'26  | DEC'25  | NOV'25  |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| BUTTE                 |         |         |         |         |         |         |         |         |         |         |         |         |
| ACC UNIT MONTHS       | 1985    | 1985    | 1985    | 1985    | 1985    | 1983    | 1983    | 1983    | 1983    | 1983    | 1983    | 1983    |
| CURRENT LEASED        | 1916    | 1928    | 1937    | 1931    | 1894    | 1876    | 1879    | 1880    | 1885    | 1887    | 1867    | 1856    |
| VOUCHER UTILIZATION % | 96.52%  | 97.13%  | 97.58%  | 97.28%  | 95.42%  | 94.60%  | 94.76%  | 94.81%  | 95.06%  | 95.16%  | 94.15%  | 93.60%  |
| GLENN                 |         |         |         |         |         |         |         |         |         |         |         |         |
| ACC UNIT MONTHS       | 87      | 87      | 87      | 87      | 87      | 87      | 87      | 87      | 87      | 87      | 87      | 87      |
| CURRENT LEASED        | 99      | 99      | 99      | 97      | 97      | 99      | 100     | 99      | 98      | 106     | 98      | 100     |
| VOUCHER UTILIZATION % | 113.79% | 113.79% | 113.79% | 111.49% | 111.49% | 113.79% | 114.94% | 113.79% | 112.64% | 121.84% | 112.64% | 114.94% |
| VASH                  |         |         |         |         |         |         |         |         |         |         |         |         |
| ACC UNIT MONTHS       | 229     | 229     | 229     | 214     | 214     | 214     | 214     | 214     | 214     | 214     | 214     | 214     |
| CURRENT LEASED        | 191     | 192     | 192     | 188     | 191     | 190     | 193     | 195     | 189     | 189     | 188     | 188     |
| VOUCHER UTILIZATION % | 83.41%  | 83.84%  | 83.84%  | 87.85%  | 89.25%  | 88.79%  | 90.19%  | 91.12%  | 88.32%  | 88.32%  | 87.85%  | 87.85%  |
| TOTAL                 |         |         |         |         |         |         |         |         |         |         |         |         |
| ACC UNIT MONTHS       | 2301    | 2301    | 2301    | 2286    | 2286    | 2284    | 2284    | 2284    | 2284    | 2284    | 2284    | 2284    |
| CURRENT LEASED        | 2206    | 2219    | 2228    | 2216    | 2182    | 2165    | 2172    | 2174    | 2172    | 2182    | 2153    | 2144    |
| VOUCHER UTILIZATION % | 95.87%  | 96.44%  | 96.83%  | 96.94%  | 95.45%  | 94.79%  | 95.10%  | 95.18%  | 95.10%  | 95.53%  | 94.26%  | 93.87%  |

| HAP SUMMARY*         | OCT'26       | SEP'26       | AUG'26       | JUL'26       | JUN'26       | MAY'26       | APR'26       | MAR'26       | FEB'26       | JAN'26       | DEC'25       | NOV'25       |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| ACC BUDGET           | \$ 2,052,490 | \$ 2,052,490 | \$ 2,052,490 | \$ 2,047,885 | \$ 2,047,885 | \$ 2,045,538 | \$ 2,045,538 | \$ 2,045,538 | \$ 2,045,538 | \$ 2,045,538 | \$ 1,854,477 | \$ 1,854,477 |
| ACTUAL HAP           | \$ 1,986,257 | \$ 2,085,621 | \$ 2,105,718 | \$ 2,112,734 | \$ 2,058,964 | \$ 2,034,136 | \$ 2,023,159 | \$ 2,025,653 | \$ 2,026,490 | \$ 2,020,053 | \$ 1,974,219 | \$ 1,945,813 |
| PER UNIT COST        | \$ 900       | \$ 940       | \$ 945       | \$ 953       | \$ 944       | \$ 940       | \$ 931       | \$ 932       | \$ 933       | \$ 926       | \$ 917       | \$ 908       |
| BUDGET UTILIZATION % | 96.77%       | 101.61%      | 102.59%      | 103.17%      | 100.54%      | 99.44%       | 98.91%       | 99.03%       | 99.07%       | 98.75%       | 106.46%      | 104.93%      |

| ACTIVITY SUMMARY            | OCT'26 | SEP'26 | AUG'26 | JUL'26 | JUN'26 | MAY'26 | APR'26 | MAR'26 | FEB'26 | JAN'26 | DEC'25 | NOV'25 |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| # PORT IN BILLED            | 1      | 1      | 5      | 6      | 44     | 46     | 47     | 46     | 45     | 41     | 41     | 41     |
| #PORT OUT UNDER CONTRACT    | 91     | 88     | 89     | 89     | 94     | 93     | 90     | 90     | 84     | 82     | 81     | 80     |
| ZERO HAP                    | 11     | 9      | 7      | 7      | 9      | 9      | 10     | 8      | 9      | 7      | 9      | 9      |
| UTILITY ASSISTANCE PAYMENTS | 125    | 120    | 126    | 115    | 122    | 123    | 124    | 136    | 129    | 135    | 136    | 136    |
| NEW ADMISSIONS              | **     | 3      | 10     | 10     | 10     | 7      | 1      | 9      | 12     | 3      | 12     | 23     |
| INITIAL VOUCHERS SEARCHING  | 15     | 23     | 23     | 27     | 17     | 17     | 11     | 13     | 15     | 14     | 8      | 7      |
| ACTUAL/ESTIMATED EOP        | 15     | 11     | 12     | 16     | 22     | 17     | 21     | 17     | 10     | 8      | 14     | 16     |
| REMAIN ON WAITING LIST      | 468    | 468    | 468    | 1501   | 1501   | 1501   | 1501   | 1501   | 1501   | 1501   | 1501   | 1501   |

\*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  
2025-2026**

| HOUSING AUTHORITY OWNED PROPERTIES |             |                   |       |                    |       |        |         |           |               |         |            |       |           |
|------------------------------------|-------------|-------------------|-------|--------------------|-------|--------|---------|-----------|---------------|---------|------------|-------|-----------|
|                                    | Gridley FLH | Open Market Units |       |                    |       |        |         |           |               |         |            |       |           |
| Location                           | FLH         | Demo              | Other | Gridley Springs II | Cameo | Locust | Alamont | Evanswood | Mayer Commons | Lincoln | Park Place | Total | Occupancy |
| # of Units                         | 115*        | 6                 | 0***  | 24                 | 20    | 10     | 30      | 31        | 12            | 18      | 40         | 191   | %         |
| Oct-26                             | 11**        | 0                 | 0***  | 0                  | 2     | 0      | 3       | 0         | 0             | 0       | 0          | 5     | 97.4%     |
| Sep-26                             | 11**        | 0                 | 0***  | 0                  | 2     | 0      | 3       | 0         | 0             | 0       | 0          | 5     | 97.4%     |
| Aug-26                             | 11**        | 0                 | 0***  | 0                  | 1     | 0      | 2       | 0         | 0             | 0       | 0          | 3     | 98.4%     |
| Jul-26                             | 11**        | 0                 | 0***  | 0                  | 0     | 1      | 1       | 0         | 0             | 1       | 1          | 4     | 97.9%     |
| Jun-26                             | 11**        | 0                 | 0***  | 0                  | 0     | 0      | 1       | 0         | 1             | 1       | 0          | 3     | 98.4%     |
| May-26                             | 11**        | 0                 | 0***  | 0                  | 0     | 0      | 2       | 0         | 1             | 2       | 0          | 5     | 97.4%     |
| Apr-26                             | 11**        | 0                 | 0***  | 0                  | 0     | 0      | 0       | 2         | 2             | 0       | 0          | 4     | 97.9%     |
| Mar-26                             | 14**        | 0                 | 0***  | 0                  | 0     | 0      | 0       | 1         | 4             | 0       | 1          | 6     | 96.9%     |
| Feb-26                             | 12**        | 0                 | 0***  | 0                  | 2     | 1      | 1       | 0         | 4             | 0       | 2          | 10    | 94.8%     |
| Jan-26                             | 13**        | 0                 | 0***  | 0                  | 1     | 1      | 0       | 0         | 4             | 1       | 1          | 8     | 95.8%     |
| Dec-25                             | 13**        | 0                 | 0***  | 1                  | 0     | 2      | 0       | 0         | 5             | 0       | 2          | 10    | 94.8%     |
| Nov-25                             | 12**        | 0                 | 0***  | 2                  | 2     | 0      | 0       | 0         | 5             | 0       | 1          | 10    | 94.8%     |

\* Unit count adjusted by units offline - (18) uninhabitable and (8) less units due to rehab reconfiguration.

\*\* Vacancy rate does not include units offline for construction; (8) units.

\*\*\* 2131 Fogg Avenue, Oroville Vacant Lot

| 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   | %         |
| Oct-26                        | 0       | 0     | 4     | 0        | 0     | 1        | 0        | 5     | 98.6%     |
| Sep-26                        | 1       | 0     | 1     | 0        | 0     | 2        | 0        | 4     | 98.8%     |
| Aug-26                        | 2       | 0     | 3     | 1        | 0     | 1        | 0        | 7     | 98.0%     |
| Jul-26                        | 1       | 0     | 3     | 0        | 0     | 2        | 0        | 6     | 98.3%     |
| Jun-26                        | 1       | 0     | 2     | 2        | 1     | 1        | 1        | 8     | 97.7%     |
| May-26                        | 2       | 1     | 3     | 1        | 1     | 1        | 1        | 10    | 97.1%     |
| Apr-26                        | 2       | 0     | 1     | 0        | 6     | 0        | 2        | 11    | 96.8%     |
| Mar-26                        | 4       | 1     | 2     | 0        | 2     | 1        | 1        | 11    | 96.8%     |
| Feb-26                        | 2       | 0     | 3     | 0        | 2     | 1        | 1        | 9     | 97.4%     |
| Jan-26                        | 1       | 0     | 4     | 0        | 2     | 1        | 2        | 10    | 97.1%     |
| Dec-25                        | 1       | 0     | 8     | 0        | 1     | 1        | 2        | 13    | 96.2%     |
| Nov-25                        | 1       | 0     | 6     | 0        | 1     | 1        | 2        | 11    | 96.8%     |

| BANYARD MGMT |               |
|--------------|---------------|
| Location     | Chico Commons |
| # of Units   | 72            |
| Oct-26       | 0             |
| Sep-26       | 0             |
| Aug-26       | 1             |
| Jul-26       | 5             |
| Jun-26       | 5             |
| May-26       | 6             |
| Apr-26       | 6             |
| Mar-26       | 7             |
| Feb-26       | 7             |
| Jan-26       | 7             |
| Dec-25       | 9             |
| Nov-25       | 7             |

| BCAHDG     |               |                   |              |                |
|------------|---------------|-------------------|--------------|----------------|
| Location   | 1200 Park Ave | Gridley Springs I | Harvest Park | Walker Commons |
| # of Units | 107           | 32                | 90           | 56             |
| Oct-26     | 4             | 1                 | 2            | 4              |
| Sep-26     | 4             | 0                 | 0            | 3              |
| Aug-26     | 5             | 1                 | 0            | 2              |
| Jul-26     | 4             | 1                 | 1            | 2              |
| Jun-26     | 5             | 1                 | 0            | 2              |
| May-26     | 3             | 0                 | 0            | 1              |
| Apr-26     | 3             | 1                 | 0            | 1              |
| Mar-26     | 5             | 2                 | 1            | 0              |
| Feb-26     | 5             | 2                 | 5            | 0              |
| Jan-26     | 7             | 1                 | 4            | 0              |
| Dec-25     | 7             | 2                 | 1            | 0              |
| Nov-25     | 7             | 1                 | 1            | 0              |

## Public Housing

### Waiting List: Number of Applicants

| Bedroom Size | Chico            | est wait | Oroville | est wait | Gridley/Biggs | est wait |
|--------------|------------------|----------|----------|----------|---------------|----------|
| 1            | 16 Transfer list | 6+       | 2633     | 6+       | 2085          | 6+       |
| 2            | 4471             | 3+       |          |          | 856           | 2+       |
| 3            | 654              | 2+       | 693      | 2+       | 453           | 2+       |
| 4            | 306              | 5+       |          |          | 121           | 4+       |
| 5            |                  |          |          |          | 38            | 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            | 16    | 3    | 499      | 3    | 371           | 2    |
| 2            | 639   | 7    |          |      | 68            |      |
| 3            | 28    | 2    | 20       | 6    | 16            |      |
| 4            | 7     | 4+   |          |      | 1             |      |
| 5            |       |      |          |      | 2             |      |

## MEMO

Date: October 16, 2026

To: HACB Board of Commissioners

From: Taylor Gonzalez, Project Manager

Subject: Status of HACB Construction Projects

As of October 16, 2026, the status of HACB construction activity follows:

### **2020A Bond – Activities:**

- To date, **\$9,190,745** has been obligated, representing approximately **97%** of the **\$9,503,644** Project Fund. Expenses paid to date include the Property Condition Assessment Repairs completed at the six properties that were used to leverage the bond proceeds, and the larger scale capital improvement projects listed below (unless noted otherwise). All remaining improvements are expected to be started by the end of 2026, at which point all funds are anticipated to be fully obligated.

### **Mayer Commons (formerly Kathy Court Apartments), Paradise:**

- Upon coordinating with Town of Paradise and HCD staff, the HACB is required to conduct a Cost Certification, which shall be prepared by a CPA (Certified Public Accountant). The Cost Certification contract has been executed and is underway.
- HACB staff sent the final CDBG-DR Draw Request upon conferring with Town of Paradise staff. The final Draw Request is currently under review and is expected to be received upon completion of the Cost Certification, which will mark the final completion of this project.

### **Park Place Apartments, Oroville:**

*Electric Panel Replacement Project: Replacement of GTE Sylvania electric panels in each dwelling unit as well as the Community Room.*

- A public bid opening was held on September 1, 2026 and nine (9) bids were received.
- As of this writing, contract preparation is underway and work is expected to commence in early November.



*Park Place Apartments, Oroville – Electric Panels slated for replacement*

October 16, 2026  
HACB Construction Status Memo  
pg. 1

### **1519 Locust Apartments, Chico:**

*Electric Panel Replacement Project: Replacement of GTE Sylvania electric panels in each dwelling unit as well as the Laundry Room.*

- An Invitation for Bid was issued on September 15, 2026.
- A Pre-Bid Job Walk was held on September 29, 2026 and seven (7) prospective bidders attended.
- A public bid opening was held on October 13, 2026 and two (2) bids were received.
- As of this writing the bid results are preliminary pending review and verification of applicable bid requirements.



*1519 Locust Apartments, Chico – Electric Panels slated for replacement*

### **Cordillera Apartments, Chico:**

*Electric Panel Replacement Project: Replacement of Zinsco electric panels in each dwelling unit as well as the Community Room.*

- An Invitation for Bid was issued on September 23, 2026.
- A Pre-Bid Job Walk was held on October 7, 2026 and four (4) prospective bidders attended.
- The bid submission deadline and public bid opening is scheduled for October 28, 2026.



*Cordillera Apartments, Chico – Electric Panels slated for replacement*

**Farm Labor Housing, Gridley:** *State Water Board Backup Generator Funding Program includes the installation of a new 200kW natural gas generator and a 200A automatic transfer switch.*

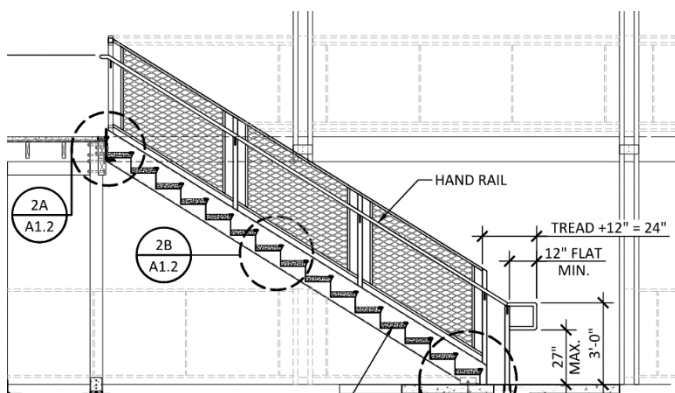
- As of this writing, all preparatory site work has been completed. This includes, installation of underground and aboveground gas piping, installation of underground electrical conduit, installation of the concrete foundation and installation of the chain link fencing.
- The contractor briefly returned to the site in early October to install the Automatic Transfer Switch (ATS).
- PG&E returned to the site in early October to complete the installation of the new gas service required to accommodate the new generator.
- Work on-site will resume upon delivery of the generator, which is currently slated for January, 2027.



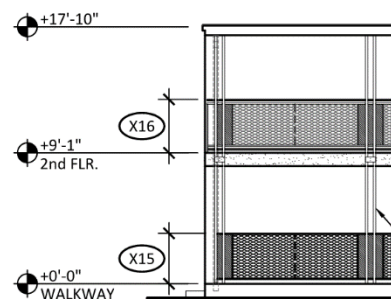
*Farm Labor Housing, Gridley –Preparatory site work complete*

**Lincoln Apartments, Chico:** *Exterior Rehabilitation with emphasis on railing replacement, stair tread replacement, and exterior painting.*

- An Invitation for Bid was issued on September 22, 2026.
- A Pre-Bid Job Walk was held on October 6, 2026 and three (3) prospective bidders attended.
- The bid submission deadline and public bid opening is scheduled for October 27, 2026.



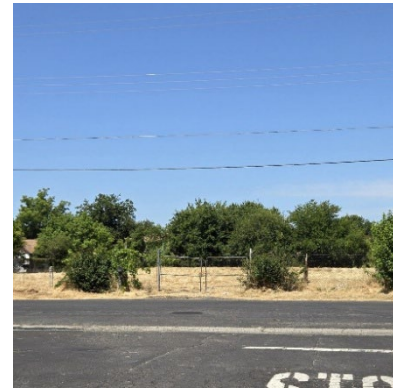
*Excerpt from plans for Lincoln Apartments, Chico*



*October 16, 2026  
HACB Construction Status Memo  
pg. 3*

**Fogg Avenue Apartments, Oroville:** *Development Initiative (Bare land, 1.32-acres)*

- The vacant lot is fully fenced, and the site is secure in anticipation of future development work.
- HACB staff continue to dedicate efforts to exploring and pursuing all available funding opportunities to fulfill the \$9.7 million project budget.



*Proposed Fogg Avenue Apartments, Oroville*

## 12 Month HACB Construction Project Schedule - October, 2026

|                                                  | Budgeted Amount | Oct-26             | Nov-26 | Dec-26 | Jan-27 | Feb-27 | Mar-27 | Apr-27 | May-27 | Jun-27 | Jul-27 | Aug-27 | Sep-27 |
|--------------------------------------------------|-----------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>Park Place Apartments, Oroville</b>           |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Electric Panel Replacement Project               | \$119,270       |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>1519 Locust Apartments, Chico</b>             |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Electric Panel Replacement Project (estimate)    | \$77,480        |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>Cordillera Apartments, Chico</b>              |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Electric Panel Replacement Project (estimate)    | \$182,680       |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>Farm Labor Housing, Gridley</b>               |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Well Backup Generator Project                    | \$500,000       |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>Lincoln Apartments, Chico</b>                 |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Railing and Stair Replacement Project (estimate) | \$286,644       |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>Fogg Avenue Apartments, Oroville</b>          |                 |                    |        |        |        |        |        |        |        |        |        |        |        |
| Design Development and Construction Drawings     | \$450,000       |                    |        |        |        |        |        |        |        |        |        |        |        |
| Seek Funding and Grant Application Preparation   | \$50,000        |                    |        |        |        |        |        |        |        |        |        |        |        |
| <b>Total next 12 months:</b>                     |                 | <b>\$1,666,074</b> |        |        |        |        |        |        |        |        |        |        |        |

|  |                           |
|--|---------------------------|
|  | Planning/Design/Bid Phase |
|  | Construction Phase        |
|  | Completed                 |

## **MEMO**

**Date:** October 16, 2026

**To:** Board of Commissioners

**From:** Sheri Bouvier, Contracts Administrator

**Subject:** Capital Fund Construction Projects – Status Update

As of October 16, 2026, the following summarizes the status of current HACB Capital Fund construction activities:

### **Tree Trim and Removal Project –South County Sites**

- IFB issued 9/2/2026.
- ICE: \$185,000
- Status: Under Contract
- Contract Award to: Richard's Tree Service
- Contract Amount: \$137,000.00
- Start Date: TBD

### **Security Camera Installation -Willow St Shop**

- IFB issued 8/2/2026.
- ICE: \$18,000.00
- Status: Under Contract
- Contract Award to: Gaynor Telesystems
- Contract Amount: \$15,710.00
- Start Date: October 5, 2026

### **Roof Replacements – 15 Select Sites**

- RFP issuance est. 10/20/26.
- ICE: \$300,000
- Status: Scope/Specs Development

### **Winston Gardens – Painting and Stucco Replacement Project**

- RFP issuance est. 11/15/26.
- ICE: \$500,000
- Status: Scope/Specs Development

### **Asbestos Floor Tile Abatement – All Sites**

- Ongoing during unit turnover. 168 of 232 units completed

### **DETAILED CAPITAL FUND ACTIVITY BY CAPITAL FUND PROJECT**

#### **Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by February 16, 2027**

This Capital Fund is 99.82% obligated and 99.82% expended.

- ACM Tile Replacement – All concrete-block units – ongoing

*October 16, 2026  
HUD Public Housing Capital Fund Report  
pg. 1*

- Paint Trim - at 43-14 and 43-15 in Oroville – project completed
- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the Winston Gardens property. – project completed
- Exterior Lighting – Winston Gardens - upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the WG community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens
- HVAC Replacement – Replace 20 HVAC unit which reached the end of their useful life at Winston Gardens – project completed
- Roof Replacement – Replace 15 roofs which reached the end of their useful life – Chico PH – project complete

**Capital Fund 2024, Funding Amount \$1,159,420.00 to be expended by May 5, 2028**

This Capital Fund is 97.05% obligated and 95.78% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in progress as needed
- Bathroom Tub/Shower Remodel – Select concrete block units, during unit turnover or as needed
- Kitchen Cabinet Replacements – 24 Natoma Ct and 1168 Humboldt Ave. Chico – projects complete
- New Monument Signs – replace monuments signs at Rhodes Terrance and Shelton Oaks, project complete
- Tree Trim and Removal Project – North County – project complete
- Barrier Free Shower System Installation – 7 Natoma Ct., Chico – project completed
- ADA Access Ramp – 7 La Leita Ct., Chico – project completed
- Roof Replacement – 1239 Ivy Street, Chico – project completed
- Security Camera – Willow St Shop

**Capital Fund 2025, Funding Amount \$1,115,592.00 to be expended by May 12, 2029**

This Capital Fund is 30% obligated and 30% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in planning
- Window Replacement Project– Select units, replace windows which have compromised thermo-seals
- Roof Replacement Project– Select units, replace roofs which have reached the end of their useful life, in planning
- Tree Trim and Removal Project – South County
- Kitchen Cabinet Replacements – Select units Amp wide replace kitchen cabinets which have reached the end of their useful life, in planning
- Paint – at 43-10 in Oroville – Select units in phases, in planning

Housing Authority of the County of Butte

HUD Low Income Public Housing

### Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 10/16/2026

Capital Funds CF-23, CF-24,CF-25

|          |                                |                                                                                          | CF-23        |              |              | CF-24        |              |              | CF-25        |            |            | Totals       |              |            |
|----------|--------------------------------|------------------------------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|------------|--------------|--------------|------------|
|          |                                |                                                                                          | Original     | Obligated    | Expended     | Original     | Obligated    | Expended     | Original     | Obligated  | Expended   | Orig/Revised | Expended     | Balance    |
| Line No. | Summary by Development Account |                                                                                          |              |              |              |              |              |              |              |            |            |              |              |            |
|          | Total Non-CGP Funds            |                                                                                          |              |              |              |              |              |              |              |            |            |              |              |            |
| 1        | 100                            | Reserved Budget                                                                          |              |              |              | -            |              |              | -            |            |            | -            |              |            |
| 2        | 1406                           | Operations (25% Max)                                                                     | 45,668.00    | 45,668.00    | 45,668.00    | 231,314.00   | 231,314.00   | 231,314.00   | 223,118.40   | 223,118.40 | 223,118.40 | 500,100.40   | 500,100.40   | -          |
| 3        | 1408                           | Management Improvements                                                                  | 5,000.00     |              |              | -            |              |              | -            |            |            | 5,000.00     |              |            |
| 4        | 1410                           | Administration (10% Max)                                                                 | 91,336.00    | 91,336.00    | 91,336.00    | 115,657.00   | 115,657.00   | 115,657.00   | 111,559.20   | 111,559.20 | 111,559.20 | 318,552.20   | 318,552.20   | -          |
| 14       | 1480                           | General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment |              |              |              |              |              |              |              |            |            |              |              |            |
|          |                                |                                                                                          | 1,010,375.00 | 1,008,274.44 | 1,008,274.44 | 807,449.00   | 778,233.15   | 763,553.01   | 780,914.40   |            | -          | 2,598,738.40 | 1,771,827.45 | 826,910.95 |
|          |                                |                                                                                          | 1,147,379.00 | 1,145,278.44 | 1,145,278.44 | 1,159,420.00 | 1,125,204.15 | 1,110,524.01 | 1,115,592.00 | 334,677.60 | 334,677.60 | 3,422,391.00 | 2,590,480.05 | 831,910.95 |
|          |                                |                                                                                          | 99.82%       |              | 99.82%       | 97.05%       |              | 95.78%       | 30.00%       |            | 30.00%     |              |              |            |

HUD Low Income Public Housing

**Capital Fund Program Summary - Projects Proposed or Under Contract**

|           |                                                           | 100<br>Reserved<br>Budget | 1406<br>Operations | 1408<br>Mgmt.<br>Improvements | 1410<br>Admin | 1480<br>General<br>Capital Activity | Totals     | "UC"<br>Under<br>Contract |
|-----------|-----------------------------------------------------------|---------------------------|--------------------|-------------------------------|---------------|-------------------------------------|------------|---------------------------|
| Acct Code | Cash Available as of 10/16/2026                           | -                         | -                  | 5,000.00                      | -             | 826,910.95                          | 831,910.95 |                           |
|           |                                                           |                           |                    |                               |               |                                     |            |                           |
|           | CF-23, CF-24, CF-25 Funding                               |                           |                    |                               |               |                                     |            |                           |
| 100       | Reserved Budget                                           | -                         |                    |                               |               |                                     | -          |                           |
| 1406      | Operations                                                |                           | -                  |                               |               |                                     | -          |                           |
| 1408      | Management Improvements                                   |                           |                    | 5,000.00                      |               |                                     | 5,000.00   |                           |
| 1410      | Administration                                            |                           |                    |                               | -             |                                     | -          |                           |
|           | General Capital Fund Activity: Site Improvement, Dwelling |                           |                    |                               |               |                                     |            |                           |
| 1480      | Structures, Dwelling Equipment                            |                           |                    |                               |               | 826,910.95                          | 826,910.95 |                           |
|           |                                                           |                           |                    |                               |               |                                     | 831,910.95 | Total                     |

0.00 0.00 0.00 0.00 0.00 0.00

# MEMO

Date: October 16, 2026

To: HACB Board of Commissioners

From: Juan Meza, Public Housing Manager  
Taylor Gonzalez, Project Manager

Subject: Farm Labor Housing, Gridley – status report

As of October 1<sup>st</sup>, there's a total of (78) occupied units. There were no move-in's or move-out's during the month of September, 2026. A total of (11) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (8) are offline, waiting for the next phase renovation. As residents move-out of the old 1930's-era wooden units the total number of units available for occupancy decreases as they are designated "Uninhabitable" with USDA-RD. There is (1) pending unlawful detainer and no intent to vacate notices at this time. Unpaid rents – there are several and AWI is in the process of collecting.



*AWI Staff Participating in the Dia del Niño Event in Gridley, CA*

There are several applicants on the waiting list at this time, and AWI has brought in additional staff to help expedite turns. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig's List, and move-in specials along with referral incentives to attract qualified applicants. AWI is currently running another advertisement in the local Spanish radio station. AWI staff have also placed banners and balloons on the grounds to increase visibility.

Monthly rental income came in at \$2,209 less than budget at \$112,981. YTD income comes to \$33,727 less than budget at \$1,348,558. YTD expenses are \$114,653 more than budget at

\$1,048,056. Overages are reflected in admin, software and the majority for outside contracting, Our YTD NOI came to a \$300,502 or \$148,380 less than budget. After debt service, capital replacements, and asset management fees net income is \$85,725 more than budget at \$122,554.

*The proposed annual FLH budget which fiscal year consists of October 1 thru September 30<sup>th</sup> was submitted to USDA on 7-1-26 and is due to HCD by August 1, 2026. We know there will be some revisions as “rent increases” need to be approved by USDA and utility allowances are being formulated by US Consultants which will revise the anticipated income for the 2026-27 fiscal year.*

USDA-RD has acknowledged receipt of the request submitted by AWI for a waiver to rent to non-farm labor households. However, AWI has not received a response from USDA-RD on whether or not the waiver will be approved after multiple follow up attempts. The current government shutdown has further delayed the resolution of this and other pending items. The waiver request would permit occupancy by over-income and/or non-farm labor households, and allow current over-income residents to remain in their home helping decrease the vacancy on the property. Per Housing Community & Development (HCD) the site would still need to maintain at least (86) households that are farm labor eligible to remain in compliance.

Chavarria’s Landscaping continues to provide landscaping services for the property. Although AWI staff had originally planned to repaint the exterior of the maintenance shops and install borders around the playground areas, both projects have been deferred and incorporated into the 2027 budget. Pothole repairs will be scheduled annually.



*Unrenovated 1980's era Concrete-block Unit*

Mi C.A.S.A. held its monthly food distribution on October 10, 2026. The program is currently halfway through its fall session of classes, which began on August 31, 2026. Mi C.A.S.A. staff report strong participation, with approximately (30–40) students attending classes each day. In the coming weeks, HACB staff will work with Mi C.A.S.A. staff to for the 2027 NAHRO “What Home Means to Me” poster contest. This annual activity provides an opportunity for participating students to express their creativity and share their perspectives on the meaning and importance of home.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (14-16) families weekly within the community building on Staff Dr. Promotores staff would like to move forward with a plan to introduce a hydroponic unit to grow herbs and tomatoes as part of a community garden for all residents. The location for the community garden was approved as they will be using raised plantar beds. The location for community garden is near the chapel where the raised plantar beds will be located.

Housing Community & Development (HCD) performed their annual monitoring inspection of the Gridley FLH resident files and rental units on July 8<sup>th</sup> through July 10<sup>th</sup>, 2025. AWI and HACB staff were present to assist HCD staff with access to the rental units and answer any questions in regards to the resident files. All requested documents requested by HCD have been submitted by AWI staff. The (213) findings found during the physical inspections of the units will require an extension in order to make all of the repairs needed. AWI sent an initial response to HCD on September 19, 2025 and a partial clearance letter was received in November, 2025. AWI submitted the second response to HCD to resolve all findings. The final clearance letter from HCD dated February 18, 2026 was presented in the February Board meeting. The HCD inspection has triggered a letter from the California Department of Justice to ensure we are following Lead Safety requirements at the property. The HACB and AWI 3<sup>rd</sup> party property manager has submitted a response and has provided all documents requested to ensure compliance. We are currently awaiting a reply from DOJ.



*State Demonstration "Demo" Housing Unit*

AWI continues their efforts to renovate the old concrete block units. AWI was able to renovate (2) of the cinderblock units (1478/1482 Ogden Ave.) last year which are now rented, and have completed another (2) cinderblock units (1464/1468 Ogden Ave.) which they plan to rent out as soon as they have qualified applicants.

Additional funds are being sought to continue property building renovation. The USDA is not a factor. State Joe Serna Jr. Farmworker Housing and other program funds are contemplated. Renovation and/or demolition and/or historic preservation of the historically significant 1930's era wooden units is pressing – only nine of the original twenty-four wooden units are habitable.



*1930's era Wood Frame Units*

Regarding the Well Backup Generator Project; following the passage of Resolution 4990 and execution of the construction contract, work has officially commenced on-site. As of this writing, all preparatory site work has been completed. This includes installation of underground and aboveground gas piping, installation of underground electrical conduit, installation of the concrete foundation and installation of the chain link fencing. *Most recently, the contractor returned to the site to install the Automatic Transfer Switch (ATS). Additionally, PG&E has completed their portion of work to accommodate the new gas service for the generator.* Work on-site will resume upon delivery of the generator, which is currently slated for January, 2027. Please also see Taylor Gonzalez's construction report on the FLH Well Generator narrative.

Please find third party property manager AWI's September, 2026 report following.



## Gridley Farm Labor Housing

September 2026

11 units available • 0 Move-in • 0 Move-out

### Vacancy Advertising

- The property is offering move-in specials and referral incentives to attract qualified applicants
- Flyers have been placed in heavily trafficked areas
- Banners and balloons are displayed on the grounds to increase visibility
- Running another radio ad
- Staff have visited multiple employers in the area and supplied them with the fliers

### Current Staffing

#### Staffing

**Manager:** Miriam Sainz

**Assistant Manager:** Ana Martinez

**Maintenance:** Eriberto Martinez

**Assistant Maintenance:** Hillary McClelland

### Vacancy Overview

#### CURRENT

**#OG 1461-1103: Unit is ready**, looking for qualifying applicants

**#Ern 863-0803: Unit is ready**, Applicant pending clarifications with compliance.

**#OG 1495-1114: Unit is ready**, looking for qualifying applicants

**#SU 1517-0305: Unit is ready**, Applicant declined offered unit.

#### UPCOMING

**#SU 1528-0311:** Forbearance signed with a vacate date of 3/15/26. Failed to vacate. This unit is pre-leased once we get possession. Still in legal.

### Capital Projects

#### Budgeted Items planned for 2026

**Rehab 2 more units:** ~~Two units scheduled for completion in 2026.~~

**Pothole repairs:** Yearly pothole repairs

**Painting:** ~~Paint the property shops if approved~~

**Playground upgrades:** ~~Add a border around the playground so that ground cover can be added under the playground.~~

#### Current Status

**Rehab 2 more units:** Completed

**Pothole repairs:** This task will be done annually

**Painting:** This will need to be moved into 2027 budget.

**Playground upgrades:** This will need to be moved into 2027 budget.

### Rehab units

#### In Progress

**#OG 1464-1105: Unit is ready**, looking for qualifying applicants

**#OG 1468-1106: Unit is ready**, looking for qualifying applicants

**#MC 1464-0503:** Gathering alternative bids for 2027 Rehab

**#MC 1468-0504:** Gathering alternative bids for 2027 Rehab

#### Current site breakdown

- 78 Occupied
- 8 Units held for the next phase of rehab / in house rehab
- 18 Units deemed uninhabitable (old wooden units)
- 11 Units available for occupancy

### Additional Notes

- Staff continue to work on finding qualifying applicants. Handing out flyers at local businesses, Running move-in specials, sending flyers to employers with verifications.

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysl\_is

|                |                                       | PTD Actual     | PTD Budget     | Variance      | % Var     | YTD Actual       | YTD Budget       | Variance       | % Var     | Annual           |
|----------------|---------------------------------------|----------------|----------------|---------------|-----------|------------------|------------------|----------------|-----------|------------------|
| <b>4000-03</b> | <b>INCOME</b>                         |                |                |               |           |                  |                  |                |           |                  |
| 4110-00        | Market/Contract Rent                  | 137,436        | 138,710        | -1,274        | -1        | 1,647,115        | 1,664,520        | -17,405        | -1        | 1,664,520        |
| 4190-00        | Gain/Loss to Lease                    | 2,054          | 0              | 2,054         | N/A       | 8,216            | 0                | 8,216          | N/A       | 0                |
| 4999-99        | GROSS POTENTIAL RENT                  | 139,490        | 138,710        | 780           | 1         | 1,655,331        | 1,664,520        | -9,189         | -1        | 1,664,520        |
| 5000-00        | INCOME ADJUSTMENTS                    |                |                |               |           |                  |                  |                |           |                  |
| 5110-00        | Vacancy Loss                          | -23,570        | -20,269        | -3,301        | -16       | -275,036         | -243,227         | -31,809        | -13       | -243,227         |
| 5120-00        | Admin Unit-Non Rev                    | -3,214         | -3,584         | 370           | 10        | -33,928          | -43,008          | 9,080          | 21        | -43,008          |
| 5150-00        | Concessions-Move In Special           | 0              | 0              | 0             | N/A       | -716             | 0                | -716           | N/A       | 0                |
| 5190-00        | Bad Debt Expense                      | 0              | 0              | 0             | N/A       | -5,009           | 0                | -5,009         | N/A       | 0                |
| 5199-98        | TOTAL INCOME ADJUSTMENTS              | -26,784        | -23,853        | -2,931        | -12       | -314,689         | -286,235         | -28,454        | -10       | -286,235         |
| 5199-99        | NET RENTAL INCOME                     | 112,706        | 114,857        | -2,152        | -2        | 1,340,642        | 1,378,285        | -37,643        | -3        | 1,378,285        |
| 5500-00        | OTHER INCOME                          |                |                |               |           |                  |                  |                |           |                  |
| 5510-00        | Laundry Income                        | 112            | 138            | -25           | -19       | 1,809            | 1,650            | 159            | 10        | 1,650            |
| 5590-00        | Other Tenant Income                   | 0              | 12             | -12           | -100      | 2,212            | 150              | 2,062          | 1,375     | 150              |
| 5600-00        | Interest Income                       | 164            | 183            | -20           | -11       | 2,933            | 2,200            | 733            | 33        | 2,200            |
| 5610-00        | Interest Income-Restricted Reserve    | 0              | 0              | 0             | N/A       | 962              | 0                | 962            | N/A       | 0                |
| 5999-98        | TOTAL OTHER INCOME                    | 276            | 333            | -58           | -17       | 7,916            | 4,000            | 3,916          | 98        | 4,000            |
| <b>5999-99</b> | <b>TOTAL INCOME</b>                   | <b>112,981</b> | <b>115,190</b> | <b>-2,209</b> | <b>-2</b> | <b>1,348,558</b> | <b>1,382,285</b> | <b>-33,727</b> | <b>-2</b> | <b>1,382,285</b> |
| <b>6000-00</b> | <b>OPERATING EXPENSES</b>             |                |                |               |           |                  |                  |                |           |                  |
| 6000-01        | NON-CONTROLLABLE EXPENSES             |                |                |               |           |                  |                  |                |           |                  |
| 6000-02        | TAXES AND INSURANCE                   |                |                |               |           |                  |                  |                |           |                  |
| 6100-10        | Real Estate Taxes-Special Assessments | 2,500          | 2,500          | 0             | 0         | 30,000           | 30,000           | 0              | 0         | 30,000           |
| 6100-20        | Real Estate Taxes-PILOT               | 1,559          | 1,559          | 0             | 0         | 18,704           | 18,704           | 0              | 0         | 18,704           |
| 6120-00        | Other Taxes/Fees/Permits              | 0              | 417            | 417           | 100       | 4,079            | 5,000            | 921            | 18        | 5,000            |
| 6120-50        | Other Taxes/Fees/Permits-Other        | 28             | 0              | -28           | N/A       | 28               | 0                | -28            | N/A       | 0                |
| 6150-00        | Property Insurance-GL                 | -2,183         | 7,818          | 10,002        | 128       | 72,577           | 93,820           | 21,243         | 23        | 93,820           |
| 6170-00        | Bond Premiums                         | 0              | 106            | 106           | 100       | 0                | 1,272            | 1,272          | 100       | 1,272            |
| 6199-99        | TOTAL TAXES AND INSURANCE             | 1,903          | 12,400         | 10,496        | 85        | 125,387          | 148,796          | 23,409         | 16        | 148,796          |
| 6200-00        | UTILITIES                             |                |                |               |           |                  |                  |                |           |                  |
| 6210-00        | Electricity-Common Areas              | 1,380          | 3,157          | 1,777         | 56        | 31,638           | 37,882           | 6,244          | 16        | 37,882           |
| 6210-10        | Electricity-Units                     | 237            | 0              | -237          | N/A       | 2,441            | 0                | -2,441         | N/A       | 0                |
| 6220-00        | Water-Domestic                        | 3,267          | 2,917          | -351          | -12       | 24,467           | 35,000           | 10,533         | 30        | 35,000           |
| 6220-10        | Water-Irrigation                      | 0              | 0              | 0             | N/A       | 2,086            | 0                | -2,086         | N/A       | 0                |
| 6230-00        | Sewer-Standard Billing                | 11,841         | 2,470          | -9,372        | -379      | 39,007           | 29,635           | -9,372         | -32       | 29,635           |
| 6240-00        | Gas/Heating Fuel-Units                | 205            | 430            | 225           | 52        | 2,896            | 5,160            | 2,264          | 44        | 5,160            |
| 6240-10        | Gas/Heating Fuel-Common Areas         | 22             | 0              | -22           | N/A       | 2,532            | 0                | -2,532         | N/A       | 0                |
| 6250-00        | Trash-Standard Pickup                 | 1,648          | 2,500          | 852           | 34        | 23,531           | 30,000           | 6,469          | 22        | 30,000           |
| 6250-10        | Trash-Bulk Pickup                     | 0              | 0              | 0             | N/A       | 585              | 0                | -585           | N/A       | 0                |
| 6299-99        | TOTAL UTILITIES                       | 18,601         | 11,473         | -7,128        | -62       | 129,182          | 137,677          | 8,495          | 6         | 137,677          |

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                   | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|-----------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|---------|
| 6300-00 | PROPERTY MANAGEMENT FEES          |            |            |          |       |            |            |          |       |         |
| 6320-00 | Management Fees                   | 6,600      | 8,500      | 1,900    | 22    | 91,710     | 102,000    | 10,290   | 10    | 102,000 |
| 6399-98 | TOTAL PROPERTY MANAGEMENT FEES    | 6,600      | 8,500      | 1,900    | 22    | 91,710     | 102,000    | 10,290   | 10    | 102,000 |
| 6399-99 | TOTAL NON-CONTROLLABLE EXPENSES   | 27,105     | 32,373     | 5,268    | 16    | 346,280    | 388,473    | 42,193   | 11    | 388,473 |
| 6400-00 | CONTROLLABLE EXPENSES             |            |            |          |       |            |            |          |       |         |
| 6400-01 | PROFESSIONAL FEES                 |            |            |          |       |            |            |          |       |         |
| 6410-00 | Audit Fees                        | 708        | 708        | 0        | 0     | 8,500      | 8,500      | 0        | 0     | 8,500   |
| 6420-00 | Bookkeeping Fees                  | 350        | 350        | 0        | 0     | 4,200      | 4,200      | 0        | 0     | 4,200   |
| 6430-00 | Legal-Evictions                   | 640        | 208        | -431     | -207  | 5,098      | 2,500      | -2,598   | -104  | 2,500   |
| 6430-10 | Legal-Fair Housing                | 0          | 0          | 0        | N/A   | 3,900      | 0          | -3,900   | N/A   | 0       |
| 6430-60 | Legal-Other                       | 0          | 0          | 0        | N/A   | 1,470      | 0          | -1,470   | N/A   | 0       |
| 6440-00 | Professional Fees                 | 52         | 0          | -52      | N/A   | 291        | 0          | -291     | N/A   | 0       |
| 6499-99 | TOTAL PROFESSIONAL FEES           | 1,750      | 1,267      | -484     | -38   | 23,459     | 15,200     | -8,259   | -54   | 15,200  |
| 6500-00 | PERSONNEL COSTS                   |            |            |          |       |            |            |          |       |         |
| 6510-00 | Maintenance Wages-Base            | 7,329      | 8,966      | 1,637    | 18    | 94,229     | 107,592    | 13,363   | 12    | 107,592 |
| 6510-10 | Maintenance Wages-Overtime        | 898        | 0          | -898     | N/A   | 7,575      | 0          | -7,575   | N/A   | 0       |
| 6510-20 | Maintenance Wages-Bonus           | 850        | 0          | -850     | N/A   | 850        | 0          | -850     | N/A   | 0       |
| 6510-30 | Maintenance Wages-Vacation        | 250        | 0          | -250     | N/A   | 4,828      | 0          | -4,828   | N/A   | 0       |
| 6510-40 | Maintenance Wages-PTO             | 518        | 0          | -518     | N/A   | 5,283      | 0          | -5,283   | N/A   | 0       |
| 6520-00 | Manager Wages-Base                | 5,336      | 9,167      | 3,831    | 42    | 97,060     | 110,002    | 12,942   | 12    | 110,002 |
| 6520-10 | Manager Wages-Overtime            | 165        | 0          | -165     | N/A   | 3,361      | 0          | -3,361   | N/A   | 0       |
| 6520-20 | Manager Wages-Bonus               | 1,000      | 0          | -1,000   | N/A   | 1,000      | 0          | -1,000   | N/A   | 0       |
| 6520-30 | Manager Wages-Vacation            | 261        | 0          | -261     | N/A   | 4,404      | 0          | -4,404   | N/A   | 0       |
| 6520-40 | Manager Wages-PTO                 | 560        | 0          | -560     | N/A   | 6,327      | 0          | -6,327   | N/A   | 0       |
| 6540-00 | Employer Social Security          | 1,078      | 1,546      | 468      | 30    | 13,570     | 18,550     | 4,980    | 27    | 18,550  |
| 6540-10 | Employer Medicare                 | 252        | 0          | -252     | N/A   | 3,174      | 0          | -3,174   | N/A   | 0       |
| 6540-20 | FUTA (Federal Unemployment)       | 0          | 0          | 0        | N/A   | 166        | 0          | -166     | N/A   | 0       |
| 6540-30 | SUTA (State Unemployment)         | 0          | 0          | 0        | N/A   | 1,225      | 0          | -1,225   | N/A   | 0       |
| 6540-40 | 401(k) Match (Employer)           | 0          | 0          | 0        | N/A   | 21         | 0          | -21      | N/A   | 0       |
| 6550-00 | Workers Comp Insurance            | 1,058      | 802        | -256     | -32   | 11,078     | 9,618      | -1,460   | -15   | 9,618   |
| 6555-00 | Personnel Medical Insurance       | 1,784      | 4,156      | 2,371    | 57    | 20,382     | 49,869     | 29,487   | 59    | 49,869  |
| 6560-00 | Life Insurance                    | 7          | 0          | -7       | N/A   | 96         | 0          | -96      | N/A   | 0       |
| 6599-99 | TOTAL PERSONNEL COSTS             | 21,347     | 24,636     | 3,289    | 13    | 274,629    | 295,631    | 21,002   | 7     | 295,631 |
| 6600-00 | MARKETING AND LEASING COSTS       |            |            |          |       |            |            |          |       |         |
| 6610-00 | Advertising                       | 192        | 125        | -67      | -54   | 1,179      | 1,500      | 321      | 21    | 1,500   |
| 6620-00 | Credit Checking                   | 0          | 0          | 0        | N/A   | 133        | 0          | -133     | N/A   | 0       |
| 6699-99 | TOTAL MARKETING AND LEASING COSTS | 192        | 125        | -67      | -54   | 1,312      | 1,500      | 188      | 13    | 1,500   |
| 6700-00 | GENERAL AND ADMINISTRATIVE        |            |            |          |       |            |            |          |       |         |
| 6700-01 | CONTRACT/RECURRING G/A            |            |            |          |       |            |            |          |       |         |
| 6700-10 | P/M IT                            | 0          | 0          | 0        | N/A   | 1,487      | 0          | -1,487   | N/A   | 0       |

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                  | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var  | Annual  |
|---------|----------------------------------|------------|------------|----------|-------|------------|------------|----------|--------|---------|
| 6700-20 | P/M Software                     | 0          | 0          | 0        | N/A   | 2,241      | 0          | -2,241   | N/A    | 0       |
| 6700-30 | P/M Software-Yardi               | 273        | 0          | -273     | N/A   | 14,653     | 0          | -14,653  | N/A    | 0       |
| 6710-00 | Telephone                        | 373        | 386        | 13       | 3     | 3,136      | 4,632      | 1,496    | 32     | 4,632   |
| 6710-10 | Internet                         | 183        | 140        | -43      | -31   | 2,752      | 1,680      | -1,072   | -64    | 1,680   |
| 6710-20 | Cell Phone Reimbursement         | 240        | 0          | -240     | N/A   | 2,351      | 0          | -2,351   | N/A    | 0       |
| 6715-10 | Copier Expenses                  | -5         | 0          | 5        | N/A   | 14         | 0          | -14      | N/A    | 0       |
| 6715-30 | Toner/Copier Expense             | 19         | 26         | 8        | 29    | 569        | 316        | -253     | -80    | 316     |
| 6720-00 | Postage/Freight                  | 16         | 34         | 19       | 55    | 346        | 412        | 66       | 16     | 412     |
| 6730-00 | Office Supplies/Expense          | 545        | 393        | -152     | -39   | 4,908      | 4,716      | -192     | -4     | 4,716   |
| 6740-00 | Water/Coffee Service             | 0          | 5          | 5        | 100   | 27         | 55         | 28       | 51     | 55      |
| 6820-00 | Tenant Services-General          | 0          | 42         | 42       | 100   | 0          | 500        | 500      | 100    | 500     |
| 6830-00 | Resident Services-Supplies       | 0          | 0          | 0        | N/A   | 299        | 0          | -299     | N/A    | 0       |
| 6860-00 | Security-Svc Contract            | 2,904      | 2,000      | -904     | -45   | 28,758     | 24,000     | -4,758   | -20    | 24,000  |
| 6880-00 | Pest Control-Svc Contract        | 490        | 250        | -240     | -96   | 3,430      | 3,000      | -430     | -14    | 3,000   |
| 6890-00 | Fire/Alarm-Svc Contract          | 0          | 170        | 170      | 100   | 0          | 2,040      | 2,040    | 100    | 2,040   |
| 6895-00 | Cable-Internet/TV Service        | 0          | 0          | 0        | N/A   | 569        | 0          | -569     | N/A    | 0       |
| 6899-99 | TOTAL CONTRACT/RECURRING G/A     | 5,038      | 3,446      | -1,592   | -46   | 65,541     | 41,351     | -24,190  | -58    | 41,351  |
| 6900-00 | OTHER G/A                        |            |            |          |       |            |            |          |        |         |
| 6910-00 | Other Admin-General              | 317        | 1,533      | 1,216    | 79    | 1,170      | 18,395     | 17,225   | 94     | 18,395  |
| 6910-10 | Other Admin-UA Calc              | 0          | 0          | 0        | N/A   | 1,308      | 0          | -1,308   | N/A    | 0       |
| 6910-20 | Other Admin-Bank Fee             | 0          | 0          | 0        | N/A   | 320        | 0          | -320     | N/A    | 0       |
| 6930-00 | Mileage                          | 746        | 0          | -746     | N/A   | 3,465      | 0          | -3,465   | N/A    | 0       |
| 6940-00 | Travel and Promotion             | 0          | 67         | 67       | 100   | 0          | 800        | 800      | 100    | 800     |
| 6940-20 | Travel Expense-Fuel/Parking/Etc  | 126        | 0          | -126     | N/A   | 126        | 0          | -126     | N/A    | 0       |
| 6950-00 | Training Expense                 | 0          | 105        | 105      | 100   | 827        | 1,260      | 433      | 34     | 1,260   |
| 6955-00 | Employee Meals                   | 0          | 10         | 10       | 100   | 35         | 124        | 89       | 72     | 124     |
| 6999-98 | TOTAL OTHER G/A                  | 1,190      | 1,715      | 525      | 31    | 7,251      | 20,579     | 13,328   | 65     | 20,579  |
| 6999-99 | TOTAL GENERAL AND ADMINISTRATIVE | 6,228      | 5,161      | -1,067   | -21   | 72,792     | 61,930     | -10,862  | -18    | 61,930  |
| 7000-00 | REPAIRS AND MAINTENANCE          |            |            |          |       |            |            |          |        |         |
| 7000-01 | CONTRACT/RECURRING R/M           |            |            |          |       |            |            |          |        |         |
| 7010-00 | R/M Contract-General             | 0          | 831        | 831      | 100   | 160,776    | 9,967      | -150,809 | -1,513 | 9,967   |
| 7015-00 | R/M Contract-Plumbing            | 6,103      | 620        | -5,483   | -885  | 10,416     | 7,438      | -2,978   | -40    | 7,438   |
| 7020-00 | R/M Contract-Electrical          | 0          | 0          | 0        | N/A   | 7,740      | 0          | -7,740   | N/A    | 0       |
| 7025-00 | R/M Contract-HVAC                | 0          | 460        | 460      | 100   | 2,340      | 5,515      | 3,175    | 58     | 5,515   |
| 7065-00 | Grounds-Svc Contract             | 9,298      | 10,230     | 932      | 9     | 121,202    | 122,760    | 1,558    | 1      | 122,760 |
| 7065-10 | Grounds-Trees                    | 0          | 0          | 0        | N/A   | 6,190      | 0          | -6,190   | N/A    | 0       |
| 7065-20 | Grounds-Repairs                  | -350       | 0          | 350      | N/A   | 120        | 0          | -120     | N/A    | 0       |
| 7065-90 | Grounds-Other                    | 350        | 0          | -350     | N/A   | 350        | 0          | -350     | N/A    | 0       |
| 7099-99 | TOTAL CONTRACT/RECURRING R/M     | 15,400     | 12,140     | -3,260   | -27   | 309,134    | 145,680    | -163,454 | -112   | 145,680 |
| 7100-00 | OTHER R/M                        |            |            |          |       |            |            |          |        |         |
| 7110-00 | Janitorial Supplies              | 288        | 101        | -187     | -186  | 1,703      | 1,211      | -492     | -41    | 1,211   |
| 7115-00 | Painting and Decorating          | 0          | 208        | 208      | 100   | 3,359      | 2,500      | -859     | -34    | 2,500   |
| 7120-00 | R/M Supplies-General             | 706        | 1,773      | 1,067    | 60    | 10,962     | 21,278     | 10,316   | 48     | 21,278  |

Gridley Farm Labor Housing (p0645)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                       | PTD Actual    | PTD Budget    | Variance      | % Var      | YTD Actual       | YTD Budget     | Variance        | % Var      | Annual         |
|----------------|---------------------------------------|---------------|---------------|---------------|------------|------------------|----------------|-----------------|------------|----------------|
| 7125-00        | R/M Supplies-Plumbing                 | 0             | 0             | 0             | N/A        | 31               | 0              | -31             | N/A        | 0              |
| 7130-00        | R/M Supplies-Electrical               | 0             | 0             | 0             | N/A        | 110              | 0              | -110            | N/A        | 0              |
| 7135-00        | R/M Supplies-HVAC                     | 0             | 0             | 0             | N/A        | 997              | 0              | -997            | N/A        | 0              |
| 7199-99        | TOTAL OTHER R/M                       | 995           | 2,082         | 1,088         | 52         | 17,163           | 24,989         | 7,826           | 31         | 24,989         |
| 7200-00        | TURNOVER R/M                          |               |               |               |            |                  |                |                 |            |                |
| 7220-00        | Unit Turn-Unit Cleaning-Vendor        | 0             | 0             | 0             | N/A        | 3,288            | 0              | -3,288          | N/A        | 0              |
| 7299-98        | TOTAL TURNOVER R/M                    | 0             | 0             | 0             | N/A        | 3,288            | 0              | -3,288          | N/A        | 0              |
| 7299-99        | TOTAL REPAIRS AND MAINTENANCE         | 16,395        | 14,222        | -2,173        | -15        | 329,585          | 170,669        | -158,916        | -93        | 170,669        |
| 7399-97        | TOTAL CONTROLLABLE EXPENSES           | 45,912        | 45,411        | -501          | -1         | 701,776          | 544,930        | -156,846        | -29        | 544,930        |
| <b>7399-98</b> | <b>TOTAL OPERATING EXPENSES</b>       | <b>73,017</b> | <b>77,784</b> | <b>4,767</b>  | <b>6</b>   | <b>1,048,056</b> | <b>933,403</b> | <b>-114,653</b> | <b>-12</b> | <b>933,403</b> |
| <b>7399-99</b> | <b>NET OPERATING INCOME</b>           | <b>39,965</b> | <b>37,407</b> | <b>2,558</b>  | <b>7</b>   | <b>300,502</b>   | <b>448,882</b> | <b>-148,380</b> | <b>-33</b> | <b>448,882</b> |
| 7400-00        | DEBT SERVICE                          |               |               |               |            |                  |                |                 |            |                |
| 7410-00        | Interest-Mortgage USDA-RD             | 12,559        | 12,559        | 0             | 0          | 150,708          | 150,703        | -5              | 0          | 150,703        |
| 7499-99        | TOTAL DEBT SERVICE                    | 12,559        | 12,559        | 0             | 0          | 150,708          | 150,703        | -5              | 0          | 150,703        |
| 7500-00        | REPLACEMENT COSTS/OTHER               |               |               |               |            |                  |                |                 |            |                |
| 7500-01        | REPLACEMENT COSTS - OPERATING         |               |               |               |            |                  |                |                 |            |                |
| 7500-02        | TURNOVER REPLACEMENT COSTS            |               |               |               |            |                  |                |                 |            |                |
| 7510-00        | R/M Replacement-General               | 0             | 17,225        | 17,225        | 100        | 1,939            | 206,700        | 204,761         | 99         | 206,700        |
| 7520-00        | R/M Replacement-Electrical            | 368           | 0             | -368          | N/A        | 368              | 0              | -368            | N/A        | 0              |
| 7525-00        | R/M Replacement-Door                  | 33            | 0             | -33           | N/A        | 33               | 0              | -33             | N/A        | 0              |
| 7530-00        | R/M Replacement-Window                | 0             | 0             | 0             | N/A        | 16,073           | 0              | -16,073         | N/A        | 0              |
| 7545-10        | R/M Flooring Replacement-1Bed         | 0             | 2,217         | 2,217         | 100        | 0                | 26,600         | 26,600          | 100        | 26,600         |
| 7550-00        | R/M Replacement-Refrigerator          | 0             | 975           | 975           | 100        | 540              | 11,700         | 11,160          | 95         | 11,700         |
| 7570-00        | R/M Replacement-HVAC Unit             | 786           | 438           | -348          | -80        | 786              | 5,250          | 4,464           | 85         | 5,250          |
| 7580-00        | R/M Replacement-Water Heater          | 0             | 300           | 300           | 100        | 0                | 3,600          | 3,600           | 100        | 3,600          |
| 7599-97        | TOTAL TURNOVER REPLACEMENT COSTS      | 1,188         | 21,154        | 19,967        | 94         | 19,740           | 253,850        | 234,110         | 92         | 253,850        |
| 7799-99        | TOTAL REPLACEMENT COSTS - OPERATING   | 1,188         | 21,154        | 19,967        | 94         | 19,740           | 253,850        | 234,110         | 92         | 253,850        |
| 7800-00        | OTHER NON-OPERATING COSTS             |               |               |               |            |                  |                |                 |            |                |
| 7860-00        | Asset Management Fees                 | 625           | 625           | 0             | 0          | 7,500            | 7,500          | 0               | 0          | 7,500          |
| 7899-98        | TOTAL OTHER NON-OPERATING COSTS       | 625           | 625           | 0             | 0          | 7,500            | 7,500          | 0               | 0          | 7,500          |
| 7899-99        | TOTAL REPLACEMENT COSTS/OTHER         | 1,812         | 21,779        | 19,967        | 92         | 27,240           | 261,350        | 234,110         | 90         | 261,350        |
| <b>7999-99</b> | <b>NET INCOME (LOSS) BEFORE CAPEX</b> | <b>25,593</b> | <b>3,069</b>  | <b>22,524</b> | <b>734</b> | <b>122,554</b>   | <b>36,829</b>  | <b>85,725</b>   | <b>233</b> | <b>36,829</b>  |
| <b>9999-98</b> | <b>NET INCOME (LOSS)</b>              | <b>25,593</b> | <b>3,069</b>  | <b>22,524</b> | <b>734</b> | <b>122,554</b>   | <b>36,829</b>  | <b>85,725</b>   | <b>233</b> | <b>36,829</b>  |

Date: October 16, 2026

MEMO

To: HACB Board of Commissioners

From: Taylor Gonzalez, Project Manager  
Larry Guanzon, Executive Director

Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

- Alamont Apartments, Chico (30 units, family)
- Cameo Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)

Other-Owned

- Gridley Springs II, Gridley (24 units, family)
- Mayer Commons, Paradise (12 units, family)
- 2131 Fogg Ave, Oroville (vacant 1.32-acre lot)

*For Alamont, Cameo, Evanswood, Lincoln, Locust, Mayer Commons and Park Place Apartments, please see monthly reports provided by the property manager, RSC Associates Inc. following this memo. Please also find Arrowhead Management's narrative and financials for Gridley Springs II.*

*RSC Associates, Inc. has sold their property management portfolio to Hignell, Inc., and as of this writing, property management duties have transitioned to Hignell, Inc.*

**Alamont Apartments, Chico** (30 units, family, Hignell) – As of September 28<sup>th</sup>, there are three (3) vacancies and one (1) 30-day notice to vacate. For the month of September there was no delinquent rent. YTD Operating Income totals \$407,783, which is \$8,221 above budget due to higher-than-anticipated rental and service income. YTD Operating Expenses total \$163,066, which is \$8,225 above budget due to the prepayment of next fiscal year's insurance premium. YTD Net Operating Income totals \$244,717, which closely aligns with budget expectations. YTD Capital Improvements total \$35,933, which is below the budgeted amount of \$48,140 and includes HVAC replacement, flooring replacement, and parking lot improvements.



*Alamont Apartments, 811 West East Avenue, Chico*

**Cameo Apartments, Chico** (20 units, family, Hignell) – As of September 28<sup>th</sup>, there are two (2) vacancies and zero (0) 30-day notices to vacate. For the month of September there was delinquent rent and a balance for legal fees owed, which Hignell is in the process of collecting. YTD Operating Income totals \$236,213, which is \$4,403 above budget due to higher-than-anticipated rental and service income. YTD Operating Expenses total \$131,506, which is \$14,872 above budget, primarily due to higher than anticipated Administrative Expenses, Maintenance Expenses and the prepayment of next fiscal year's insurance premium. Subsequently, YTD Net Operating Income totals \$104,707, which is below the budgeted amount of \$115,176. YTD Capital Improvements total \$17,687, which is below the budgeted amount of \$35,670 and includes flooring replacement, interior painting, landscaping and sewer repairs.



*Cameo Apartments, Cameo Way, Chico*

**Evanswood Estates Apartments, Oroville** (31 units, family, Hignell) – As of September 28<sup>th</sup>, there is one (1) vacancy and zero (0) 30-day notices to vacate. For the month of September there was delinquent rent, which Hignell is in the process of collecting. YTD Operating Income totals \$522,652, which is \$10,206 above budget due to lower than anticipated Vacancy Loss. YTD Operating Expenses total \$255,866, which is \$16,374 below budget, primarily due to lower than anticipated Apartment Turnover Expenses. Subsequently, YTD Net Operating Income totals \$266,786, which is above the budgeted amount of \$240,206. YTD Capital Improvements total \$19,072, which is below the budgeted amount of \$32,000 and includes flooring replacement, interior painting, appliance replacement and water heater replacement.

**Evanswood Estates Apartments, Oroville** (Units #21, 25, and 33, tracked separately) – As of September 28<sup>th</sup>, there are zero (0) vacancies and zero (0) 30-day notices to vacate. For the month of September there was no delinquent rent. YTD Operating Income totals \$48,141, which is \$4,098 above budget. YTD Operating Expenses total \$33,843, which is \$12,523 above budget, primarily due to unanticipated Apartment Turnover Expenses at Unit 25. Subsequently, YTD Net Operating Income totals \$14,298, which is below the budgeted amount of \$22,722. YTD Capital Improvements total \$7,055, all of which was unanticipated due to the turnover of Unit 25, and includes flooring replacement and interior painting.



*Evanswood Estates, Table Mountain Boulevard, Oroville - new exteriors.*



*Lincoln Apartments, 474 East 12<sup>th</sup> Street, Chico*

**Lincoln Apartments, Chico** (18 units, family, Hignell) – As of September 28<sup>th</sup>, there are zero (0) vacancies and zero (0) 30-day notices to vacate. For the month of September there is one (1) unit with a balance for repair work, which Hignell is in the process of collecting. YTD Operating Income totals \$208,558, which is \$9,889 above budget. YTD Operating Expenses total \$89,415, which is \$11,268 below budget, primarily due to lower than anticipated Apartment Turnover Expenses. Subsequently, YTD Net Operating Income totals \$119,143, which is above the budgeted amount of \$97,986. YTD Capital Improvements total \$21,741, which exceeds the

budgeted amount of \$12,800 and includes flooring replacement, interior painting and water heater replacement.

An Exterior Rehabilitation project with emphasis on railing modification for code compliance, exterior stair replacement, and exterior painting is expected to commence before the end of 2026, weather permitting.

**Locust Apartments, Chico** (10 units, family, Hignell) – As of September 28<sup>th</sup>, there are zero (0) vacancies and zero (0) 30-day notices to vacate. For the month of September there is one (1) unit with a balance, which Hignell is in the process of collecting. YTD Operating Income totals \$105,863, which is \$3,863 below budget, primarily due to the two (2) units leased at 30% AMI in accordance with the HACB Board Resolution. YTD Operating Expenses total \$57,351, which is \$2,616 above the budgeted amount, primarily due to higher than anticipated Maintenance Expenses and the prepayment of next fiscal year's insurance premium. Subsequently, YTD Net Operating Income totals \$48,511, which is below the budgeted amount of \$54,990. YTD Capital Improvements total \$10,411, which is below the budgeted amount of \$16,500 and includes flooring replacement, interior painting, appliance replacement and asphalt repair.



*Locust Apartments, 1519 Locust Street, Chico*



*Park Place Apartments, 2105 Park Avenue, Oroville*

**Park Place Apartments, Oroville** (40 units, senior, Hignell) – As of September 28<sup>th</sup>, there are zero (0) vacancies and zero (0) 30-day notices to vacate. For the month of September there was no delinquent rent. YTD Operating Income totals \$386,154, which is \$14,401 above budget, primarily due to lower than anticipated vacancy loss. YTD Operating Expenses total \$162,309, which is \$21,433 below budget, even considering the prepayment of next fiscal year's insurance premium. Subsequently, YTD Net Operating Income totals \$223,845, which is above the budgeted amount of \$188,011. YTD Capital Improvements total \$28,345, which is above the budgeted amount of \$15,900 and includes flooring replacement, interior painting and appliance replacement. Additionally, various landscape improvements were required after the large-scale accessibility and site improvement project.

### **Other-Owned Properties**

**Gridley Springs II**, Gridley (24 units, Family, Arrowhead Housing) As of September 30<sup>th</sup>, there are zero (0) vacancies and zero (0) 30-day notices to vacate. YTD Income totals \$240,102, which is \$4,233 above budget. YTD Expenses total \$162,252, which is \$56,542 below the budgeted amount, primarily due to less than anticipated Operating and Maintenance Expenses. Subsequently, YTD Net Operating Income totals \$77,850, which is above the budgeted amount of \$17,075.



*Gridley Springs Apartments II, 210 Ford Avenue, Gridley*

**Mayer Commons formerly Kathy Court Apartments, Paradise** (12 units, family, Hignell) – As of September 28<sup>th</sup>, there are zero (0) vacancies and two (2) 30-day notices to vacate. For the month of September there are three (3) units with a balance, which Hignell is in the process of collecting. YTD Operating Income totals \$77,745, which is \$13,765 below budget, primarily due to the prolonged lease-up stabilization period. YTD Operating Expenses total \$62,514, which is \$18,921 below budget, primarily due to the timing of the property insurance premium payments. YTD Net Operating Income totals \$15,231, which is above the budgeted amount of \$10,075. Due to the property's age, capital improvement expenses are limited to the required monthly replacement reserve contributions.

**2131 Fogg Ave, Oroville** (Vacant Lot, HACB) – The vacant lot is fully fenced and secure, awaiting future development. Annual weed abatement has been completed and funding opportunities are continually being explored. See additional information under Taylor Gonzalez, Project Manager report on construction.



September 28, 2026

Larry Guanzon  
Executive Director  
Housing Authority of the County of Butte  
2039 Forest Ave  
Chico, CA 95928

RE: September 2026 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. in September 2026. For additional details, please review the following comprehensive financial reports provided for each property.

- **Labor Day – September 7:** Honoring the contributions and achievements of America’s workforce—including the dedicated professionals who support affordable housing communities every day.
- **Patriot Day – September 11:** Remembering those who lost their lives on September 11, 2001, and honoring the courage of the first responders and others who served in the days and years that followed.
- **National Hispanic Heritage Month – September 15 through October 15:** Celebrating the histories, cultures, and contributions of Hispanic and Latino Americans.
- **First Day of Fall – September 22:** Welcoming a new season and the opportunities that come with it.

If you have any questions or concerns, please contact Patti or me.

Respectfully,

*Susan Critser*

Susan Critser, CPM  
Regional Property Manager  
530-893-8228 Ext 240  
[scritser@rsc-associates.com](mailto:scritser@rsc-associates.com)  
DRE# 01312715

cc Richard Gillaspie

## 1519 Locust Street September 2026



### Monthly Highlights:

#### Updates

- ✓ Total Rental Income for September was \$8,598.00, ahead of budget by 11%.

#### Occupancy -

- ✓ Occupancy totaled 100%. No notices currently.

#### Rent Collection -

- ✓ Unit #7 has a balance of \$378.00.

#### Expense Variances -

- ✓ Total Operating Expenses were below budget by -5.14%, totaling \$6,004.89. Affected by annual insurance payment.
- ✓ NOI totaled \$2,582.61, which fell short of budget expectations by -4.73.

#### Capital Expenses –

- ✓ Asphalt improvements \$3,518.00.

#### Owner Distributions -

- ✓ The owner's distribution for the month was \$2,636.48. The distribution year-to-date is \$33,461.46.

### EXTERIOR PHOTOS



## Alamont Apartments September 2026

SEPTEMBER

### Monthly Highlights:

**Updates** – Total Rental Income for September was \$30,820.00. Income was under budget by -9.09%.

### Occupancy -

- ✓ Occupancy totaled 90.0%.
- ✓ Unit #4 is vacant and in the process of being turned.
- ✓ Unit #22 is vacant and in the process of being turned.
- ✓ Unit #6 is vacant and in the process of being turned
- ✓ Unit 21 is on notice to move out.

### Rent Collection -

- ✓ There were no delinquent rents for September.

### Expense Variances -

- ✓ Total Operating Expenses were below budget by -66.95 totaling \$17,649.79, affected by insurance.
- ✓ NOI totaled \$13,170.21, which fell short of budget expectations by -44.83. Also affected by annual insurance payment.

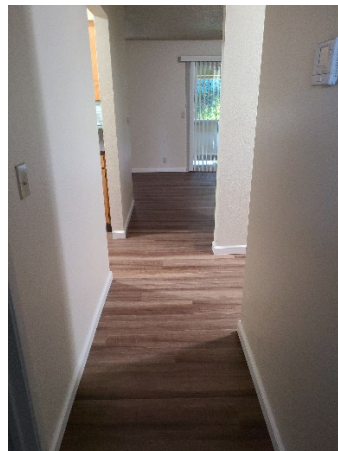
### Capital Expenses -

- ✓ No capital improvements for September.

### Owner Distributions -

- ✓ The owner's distribution for the month was \$32,021.28. The distribution year-to-date is \$193,729.68.

### RENT READY PICTURES UNIT #4



## Cameo Apartments September 2026



### Monthly Highlights:

**Updates** – September Total Rental Income is \$18,686.33, slightly below budget by -1.98%.

### Occupancy –

- ✓ Occupancy totaled 92%.
- ✓ Unit #49-4 is vacant and is being prepped for turnover.
- ✓ Unit #41-1 manager unit is vacant.
- ✓ No new notices to move out.

### Rent Collection -

- ✓ Unit #37-2 owes a balance of \$808.24 for legal fees.
- ✓ Unit #53-3B owes a balance of \$351.00. Housing to issue a check.

### Expense Variances -

- ✓ Total Operating Expenses had an unfavorable variance due to insurance expenses over budget ---- -120.85%
- ✓ Net Operating Income budget expectations were less than budgeted by -99.47%. Also affected by insurance payment.

### Capital Expenses -

- ✓ Carpet unit #41-1 \$1,494.07.
- ✓ Flooring unit #41-1 \$2,557.41.

### Owner Distributions -

- ✓ The owner's distribution for the month was \$19,233.00. The distribution year-to-date is \$80,131.45.

### EXTERIOR PHOTOS



## Evanswood Estates Apartments September 2026



### Monthly Highlights:

**Updates** – Total Rental Income was unfavorable to budget -3.30%, totaling \$42,173.00, due to vacancy loss.

### Occupancy –

- ✓ Occupancy totaled 96.4%.
- ✓ Unit #17 is vacant.
- ✓ No new notices to move out.

### Rent Collection -

- ✓ Unit #71 has a balance of \$1,335.00.

### Expense Variances -

- ✓ Total Operating Expenses totaled \$42,192.11 affected by annual insurance payment. Below budget by -130.61.
- ✓ Net Operating Income totaled \$35.89, also affected by insurance payments.

### Capital Expenses -

- ✓ Range unit #71: \$750.95.

### Owner Distributions –

- ✓ The owner's distribution for the month was \$26,925.00. The distribution year-to-date is \$233,421.62.

### EXTERIOR PHOTOS



## Evanswood #21, #25, and #33 September 2026



### Monthly Highlights:

#### Updates –

- ✓ Total Rental Income for September was \$4,472.00, exceeding budget by 15.44%.

#### Occupancy –

- ✓ The property is 100% occupied
- ✓ No new notices to vacate or move out have been received this month.

#### Rent Collection –

- ✓ There are no delinquent rents for September.

#### Expense Variances-

- ✓ Total Operating Expenses exceeded budget expectations by 18.61%, totaling \$1,450.11.
- ✓ NOI exceeded budget for the period totaling \$3,021.89, positive to budget by 44.43%.

#### Capital Expenses -

- ✓ No capital improvements for September.

#### Distributions –

- ✓ The owner's distribution for the month was \$3,271.70. The distribution year-to-date is \$7,205.15.

## Lincoln Apartments September 2026



### Monthly Highlights:

**Updates** - Total Rental Income for September is \$17,649.00. Favorable by 5.83%.

### Occupancy -

- ✓ Occupancy improved to 100%.
- ✓ No new notices to vacate or move out have been received this month.

### Rent Collection -

- ✓ Unit #2 has a balance of \$387.50 for repair work.

### Expense Variances -

- ✓ Total Operating Expenses – unfavorable due to insurance payments by -69.93%, totaling \$11,886.09.
- ✓ NOI totaled \$5,762.91, also affected by insurance -42.95%.

### Capital Improvements –

- ✓ Carpet improvement to replace a range unit #9 totaling \$832.17.

### Owner Distributions -

- ✓ The owner's distribution for the month was \$17,310.00. The distribution year-to-date is \$88,460.01.

### EXTERIOR PHOTOS



## Mayer Commons September 2026



### Monthly Highlights:

**Updates** - Total Rental Income for September was \$8,632.40, ahead of budget by 4.71%.

### Occupancy -

- ✓ I am pleased to report we are 100% occupied!
- ✓ Unit B has given notice to vacate
- ✓ Unit K has given notice to vacate.

### Rent Collection –

- ✓ Unit D owes \$90.09 PG&E invoice.
- ✓ Unit H owes \$1,021.00; did not receive child support.
- ✓ Unit J owes \$753.15; pending student loan.

### Expense Variances -

- ✓ Total Operating Expenses totaled \$5,492.74. Expenses were over budget due to an insurance payment of \$2,517.07.
- ✓ NOI was negatively affected compared to budget due to the insurance payment.
- ✓ Replacement Reserves accrued, totaling \$35,500.00.

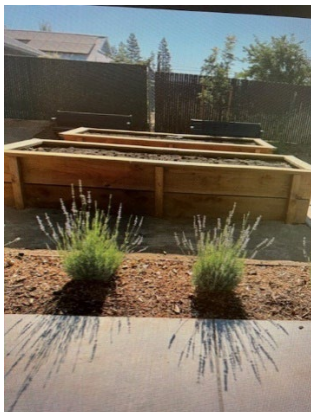
### Capital Expenses -

- ✓ No capital improvements for September.

### Distributions -

- ✓ No owner distribution for September. There was no distribution year-to-date.

### PLAYGROUND AND GARDEN



## Park Place Apartments September 2026



### Monthly Highlights:

**Updates** - Total Rental Income for September was \$32,576.00, exceeding budget by \$1,062.00 or 3.37%.

### Occupancy -

- ✓ We concluded September with 100% occupancy.
- ✓ No new notices to vacate or move out have been received this month.

### Rent Collection -

- ✓ There are no delinquent rents for September 2026.

### Expense Variances -

- ✓ Total Operating Expenses unfavorable variance compared to budget: -119.25% at \$26,330.49 affected by annual insurance expense.
- ✓ Net Operating Income also affected by insurance by -68.54 totaling \$6,245.51.

### Capital Improvements -

- ✓ No capital improvements for September

### Owner Distributions -

- ✓ The owner's distribution for the month was \$1,859.69. The distribution year-to-date is \$112,458.88.

### CLUBHOUSE



## Property Update – October 1, 2026

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### Gridley Springs 1 (GS1)

Occupancy 96.88%

Move-Ins

Move outs 1

#### Maintenance

- Preventative maintenance painting handrails- ongoing
- Pending bids for trash enclosure repairs
- Pressure wash - Completed
  - Trash enclosure
  - Repaint enclosure doors – Completed

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### Gridley Springs 2 (GS2)

Occupancy 100%

Move-Ins

#### Maintenance

- Preventative maintenance painting handrails/light poles
- Trash enclosure
  - Perform pressure washing of the trash enclosure and bins - Completed
  - Repaint enclosure doors - Completed
  - Wash Laundry contract review – updated washer/dryers needed

#### Regional Manager

**Lisa Macdonald** in Place

#### Community Manager

**Michelle Vargas** in Place

#### Maintenance Tech

**Taylor Mader** in Place

# Gridley Springs 2 Budget Comparison September 30, 2026

|                                                     | Month Ending 09/30/2026 |                  |                   |                | Year to Date 09/30/2026 |                   |                  |               |
|-----------------------------------------------------|-------------------------|------------------|-------------------|----------------|-------------------------|-------------------|------------------|---------------|
|                                                     | Actual                  | Budget           | Variance          | %              | Actual                  | Budget            | Variance         | %             |
| <b>Rental Income</b>                                |                         |                  |                   |                |                         |                   |                  |               |
| 5120 - Rent Revenue -- Gross Potential              | 19,651.50               | 19,651.50        | 0.00              | 0.00           | 245,954.00              | 235,818.00        | 10,136.00        | 4.29          |
| 5180 - Local Section 8 Subsidy Revenue              | 500.00                  | 500.00           | 0.00              | 0.00           | 6,000.00                | 6,000.00          | 0.00             | 0.00          |
| 5195 - Leases Less than Market                      | 182.50                  | 0.00             | 182.50            | 100.00         | (8,544.00)              | 0.00              | (8,544.00)       | (100.00)      |
| 5196 - Leases in Excess of Market                   | 0.00                    | 0.00             | 0.00              | 0.00           | 619.00                  | 0.00              | 619.00           | 100.00        |
| <b>Total Rental Income</b>                          | <b>20,334.00</b>        | <b>20,151.50</b> | <b>182.50</b>     | <b>0.90</b>    | <b>244,029.00</b>       | <b>241,818.00</b> | <b>2,211.00</b>  | <b>0.91</b>   |
| <b>Vacancy, Losses &amp; Concessions</b>            |                         |                  |                   |                |                         |                   |                  |               |
| 5220 - Vacancy Loss - Apartments                    | 0.00                    | (589.89)         | 589.89            | 100.00         | (7,005.00)              | (7,078.68)        | 73.68            | 1.04          |
| <b>Total Vacancy, Losses &amp; Concessions</b>      | <b>0.00</b>             | <b>(589.89)</b>  | <b>589.89</b>     | <b>100.00</b>  | <b>(7,005.00)</b>       | <b>(7,078.68)</b> | <b>73.68</b>     | <b>1.04</b>   |
| <b>Net Rental Income</b>                            | <b>20,334.00</b>        | <b>19,561.61</b> | <b>772.39</b>     | <b>3.94</b>    | <b>237,024.00</b>       | <b>234,739.32</b> | <b>2,284.68</b>  | <b>0.97</b>   |
| <b>Financial Income</b>                             |                         |                  |                   |                |                         |                   |                  |               |
| 5440 - Interest Revenue -- Replacement Reserve      | 14.77                   | 0.00             | 14.77             | 100.00         | 40.53                   | 0.00              | 40.53            | 100.00        |
| <b>Total Financial Income</b>                       | <b>14.77</b>            | <b>0.00</b>      | <b>14.77</b>      | <b>100.00</b>  | <b>40.53</b>            | <b>0.00</b>       | <b>40.53</b>     | <b>100.00</b> |
| <b>Other Income</b>                                 |                         |                  |                   |                |                         |                   |                  |               |
| 5910 - Laundry Revenue                              | 31.86                   | 10.83            | 21.03             | 194.18         | 167.13                  | 129.96            | 37.17            | 28.60         |
| 5920 - Tenant Charges (Late Fees, Damages)          | 0.00                    | 83.33            | (83.33)           | (100.00)       | 0.00                    | 999.96            | (999.96)         | (100.00)      |
| 5950 - Utility Bill Back Revenue                    | 0.00                    | 0.00             | 0.00              | 0.00           | 2,870.44                | 0.00              | 2,870.44         | 100.00        |
| <b>Total Other Income</b>                           | <b>31.86</b>            | <b>94.16</b>     | <b>(62.30)</b>    | <b>(66.16)</b> | <b>3,037.57</b>         | <b>1,129.92</b>   | <b>1,907.65</b>  | <b>168.83</b> |
| <b>Total Income</b>                                 | <b>20,380.63</b>        | <b>19,655.77</b> | <b>724.86</b>     | <b>3.68</b>    | <b>240,102.10</b>       | <b>235,869.24</b> | <b>4,232.86</b>  | <b>1.79</b>   |
| <b>Expenses</b>                                     |                         |                  |                   |                |                         |                   |                  |               |
| <b>Administrative Expenses</b>                      |                         |                  |                   |                |                         |                   |                  |               |
| 6203 - Conventions and Meeting                      | 47.69                   | 29.17            | (18.52)           | (63.48)        | 393.73                  | 350.04            | (43.69)          | (12.48)       |
| 6311 - Office Supplies                              | 380.36                  | 791.67           | 411.31            | 51.95          | 8,871.15                | 9,500.04          | 628.89           | 6.61          |
| 6320 - Management Fee Expense                       | 1,080.00                | 1,080.00         | 0.00              | 0.00           | 12,735.00               | 12,960.00         | 225.00           | 1.73          |
| 6337 - Compliance Fees Expense                      | 257.50                  | 0.00             | (257.50)          | (100.00)       | 257.50                  | 0.00              | (257.50)         | (100.00)      |
| 6340 - Legal Expense - Project                      | 0.00                    | 100.00           | 100.00            | 100.00         | 0.00                    | 1,200.00          | 1,200.00         | 100.00        |
| 6350 - Audit Expense                                | 0.00                    | 1,083.33         | 1,083.33          | 100.00         | 1,200.00                | 12,999.96         | 11,799.96        | 90.76         |
| 6351 - Bookkeeping Fees/Accounting Services         | 0.00                    | 200.00           | 200.00            | 100.00         | 0.00                    | 2,400.00          | 2,400.00         | 100.00        |
| 6352 - Bank Fees                                    | 0.00                    | 0.00             | 0.00              | 0.00           | 1.50                    | 0.00              | (1.50)           | (100.00)      |
| 6390 - Misc. Administrative Expenses                | 18.39                   | 253.00           | 234.61            | 92.73          | 872.88                  | 3,036.00          | 2,163.12         | 71.24         |
| <b>Total Administrative Expenses</b>                | <b>1,783.94</b>         | <b>3,537.17</b>  | <b>1,753.23</b>   | <b>49.56</b>   | <b>24,331.76</b>        | <b>42,446.04</b>  | <b>18,114.28</b> | <b>42.67</b>  |
| <b>Marketing Expenses</b>                           |                         |                  |                   |                |                         |                   |                  |               |
| 6210 - Advertising and Marketing                    | 0.00                    | 54.17            | 54.17             | 100.00         | 495.00                  | 650.04            | 155.04           | 23.85         |
| <b>Total Marketing Expenses</b>                     | <b>0.00</b>             | <b>54.17</b>     | <b>54.17</b>      | <b>100.00</b>  | <b>495.00</b>           | <b>650.04</b>     | <b>155.04</b>    | <b>23.85</b>  |
| <b>Payroll Expenses</b>                             |                         |                  |                   |                |                         |                   |                  |               |
| 6330 - Manager Salaries                             | 2,851.04                | 1,961.25         | (889.79)          | (45.36)        | 26,423.70               | 23,535.00         | (2,888.70)       | (12.27)       |
| 6512 - Maintenance Salaries                         | 2,837.87                | 1,968.67         | (869.20)          | (44.15)        | 25,089.71               | 23,624.04         | (1,465.67)       | (6.20)        |
| 6711 - Payroll Taxes                                | 430.61                  | 418.75           | (11.86)           | (2.83)         | 4,495.99                | 5,025.00          | 529.01           | 10.52         |
| 6722 - Workers Compensation Ins                     | 541.19                  | 339.58           | (201.61)          | (59.37)        | 4,731.94                | 4,074.96          | (656.98)         | (16.12)       |
| 6723 - Health Insurance and Other Employee Benefits | 614.91                  | 838.25           | 223.34            | 26.64          | 2,688.95                | 10,059.00         | 7,370.05         | 73.26         |
| <b>Total Payroll Expenses</b>                       | <b>7,275.62</b>         | <b>5,526.50</b>  | <b>(1,749.12)</b> | <b>(31.64)</b> | <b>63,430.29</b>        | <b>66,318.00</b>  | <b>2,887.71</b>  | <b>4.35</b>   |
| <b>Utilities</b>                                    |                         |                  |                   |                |                         |                   |                  |               |
| 6449 - Utilities - Vacant                           | 0.00                    | 0.00             | 0.00              | 0.00           | 2,009.03                | 0.00              | (2,009.03)       | (100.00)      |

# **Gridley Springs 2** **Budget Comparison** September 30, 2026

|                                                             | Month Ending 09/30/2026 |                  |                 |                 | Year to Date 09/30/2026 |                   |                  |               |
|-------------------------------------------------------------|-------------------------|------------------|-----------------|-----------------|-------------------------|-------------------|------------------|---------------|
|                                                             | Actual                  | Budget           | Variance        | %               | Actual                  | Budget            | Variance         | %             |
| 6450 - Electricity                                          | 263.12                  | 254.17           | (8.95)          | (3.52)          | 7,157.35                | 3,050.04          | (4,107.31)       | (134.66)      |
| 6451 - Water                                                | 724.70                  | 574.17           | (150.53)        | (26.21)         | 4,434.19                | 6,890.04          | 2,455.85         | 35.64         |
| 6452 - Gas                                                  | 30.49                   | 102.08           | 71.59           | 70.13           | 1,423.33                | 1,224.96          | (198.37)         | (16.19)       |
| 6453 - Sewer                                                | 888.90                  | 1,033.33         | 144.43          | 13.97           | 9,727.07                | 12,399.96         | 2,672.89         | 21.55         |
| 6525 - Garbage & Trash Removal                              | 513.23                  | 533.33           | 20.10           | 3.76            | 5,965.64                | 6,399.96          | 434.32           | 6.78          |
| <b>Total Utilities</b>                                      | <b>2,420.44</b>         | <b>2,497.08</b>  | <b>76.64</b>    | <b>3.06</b>     | <b>30,716.61</b>        | <b>29,964.96</b>  | <b>(751.65)</b>  | <b>(2.50)</b> |
| <b>Operating &amp; Maintenance Expenses</b>                 |                         |                  |                 |                 |                         |                   |                  |               |
| 6515 - Supplies - Maint. & Repairs                          | 154.20                  | 1,000.00         | 845.80          | 84.58           | 3,730.53                | 12,000.00         | 8,269.47         | 68.91         |
| 6520 - Contracts - Maint. & Repairs                         | 3,134.28                | 3,658.33         | 524.05          | 14.32           | 28,465.54               | 43,899.96         | 15,434.42        | 35.15         |
| 6534 - Uniforms                                             | 0.00                    | 0.00             | 0.00            | 0.00            | 18.87                   | 0.00              | (18.87)          | (100.00)      |
| 6546 - Repairs - HVAC Repairs & Maintenance                 | 0.00                    | 141.67           | 141.67          | 100.00          | 1,871.19                | 1,700.04          | (171.15)         | (10.06)       |
| 6590 - Misc. Operating & Maint Expenses                     | 106.29                  | 958.33           | 852.04          | 88.90           | 2,654.85                | 11,499.96         | 8,845.11         | 76.91         |
| <b>Total Operating &amp; Maintenance Expenses</b>           | <b>3,394.77</b>         | <b>5,758.33</b>  | <b>2,363.56</b> | <b>41.04</b>    | <b>36,740.98</b>        | <b>69,099.96</b>  | <b>32,358.98</b> | <b>46.82</b>  |
| <b>Taxes &amp; Insurance</b>                                |                         |                  |                 |                 |                         |                   |                  |               |
| 6720 - Property & Liability Insurance (Hazard)              | 0.00                    | 0.00             | 0.00            | 0.00            | 6,230.54                | 10,149.96         | 3,919.42         | 38.61         |
| 6790 - Miscellaneous Taxes / Licenses / Permits / Insurance | 111.53                  | 0.00             | (111.53)        | (100.00)        | 306.65                  | 165.00            | (141.65)         | (85.84)       |
| <b>Total Taxes &amp; Insurance</b>                          | <b>111.53</b>           | <b>0.00</b>      | <b>(111.53)</b> | <b>(100.00)</b> | <b>6,537.19</b>         | <b>10,314.96</b>  | <b>3,777.77</b>  | <b>36.62</b>  |
| <b>Total Expenses</b>                                       | <b>14,986.30</b>        | <b>17,373.25</b> | <b>2,386.95</b> | <b>13.73</b>    | <b>162,251.83</b>       | <b>218,793.96</b> | <b>56,542.13</b> | <b>25.84</b>  |
| <b>Net Operating Income (Loss)</b>                          | <b>5,394.33</b>         | <b>2,282.52</b>  | <b>3,111.81</b> | <b>136.33</b>   | <b>77,850.27</b>        | <b>17,075.28</b>  | <b>60,774.99</b> | <b>355.92</b> |
| <b>Net Income (Loss)</b>                                    | <b>5,394.33</b>         | <b>2,282.52</b>  | <b>3,111.81</b> | <b>136.33</b>   | <b>77,850.27</b>        | <b>17,075.28</b>  | <b>60,774.99</b> | <b>355.92</b> |

## MEMO

Date: October 16, 2026

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director  
Taylor Gonzalez, Project Manager

Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- 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)

*For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo.*

**Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI)** –There is (0) vacancy as of this memo’s date. Several of the past vacancies were attributed to non-payment of rent and or failure to follow lease policies which AWI lists in their monthly report. There are at least three (3) units where an unlawful detainer may be filed for non-payment of rent. AWI had increased their marketing to address the dynamic and anticipated future vacancies. In addition, rents have been reduced for the 2-3 bedrooms for a limited time. AWI details current turnover status in the monthly narrative following.

Parking lot bids to repair/replace sections of asphalt are being updated and work will be completed in the next quarter. Total YTD income is below budget by \$38,130 at \$608,326. Budgeted rental income is less and bad debt expense attributed to the decrease in income previously mentioned. YTD expenses are under budget by \$48,422 at \$482,754. This brought Net Operating Income YTD to \$125,571 or only \$10,292 more than budget. Repairs, Maintenance, and Supplies come in over budget YTD. The property is again searching for a new on-site manager as the former resigned. The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials for your review.



*Chico Commons Apartments, 2071 Amanda Way, Chico*



*Walker Commons Apartments, 678 Buttonwillow Lane, Chico*

**Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI)** – The property has four (4) vacancies as of this memo. These vacant units have applicants that are being processed. Residents and staff have continued to partner to create monthly activities supporting all residents, such as donut and ice cream socials, resident birthday cake celebrations, bingo nights monthly, and weekly card games. YTD income is less than budget by approximately \$6,684 at \$423,861 with overall YTD expenses lower than anticipated by \$24,794 at \$303,987. This brought the property's Net Operating Income to \$18,111 more than budget, at \$119,874. Tree Trimming & Path-Lighting underground wiring is also being planned. Exterior fascia repairs, gutter replacement and exterior painting of wood areas are being completed in various areas building by building. Window replacement is being performed, as needed. The property is subject to repositioning, involving refinance, capital improvements and replacements. Rebecca Meyer is the new on-site manager and continues to excel where the former on-site left off. The property generates significant cash, which will help with anticipated renovations. Please find the AWI monthly owners report following.



*Walker Commons Apartments, Chico - Community Room Building*



*1200 Park Avenue - Street Entry*

**1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI)** – There are four (4) vacancies as of this memo. AWI reviews the turnover and market ready status of these 4 units in their report, following. There is (4) additional 30-day notices as reiterated in AWI’s narrative. Any unpaid rents are also being collected. AWI is processing applications and preparing all vacant units for leasing. Marketing efforts, including flyers have increased due to vacancies; many fixed-extremely low-income applicants on the waiting lists have insufficient income to pay the 50-60% AMI rents. Facia Repairs-Painting, roofing & landscaping needs are being addressed. Common area flooring, are also being bid and planned. CAA Food Distribution is on-going. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. The residents and AWI staff continue to calendar events

- monthly bingo and birthdays are celebrated. Butte County Library continues to serve property residents.

Total YTD income is lower by \$47,565, at \$876,336. Gross rents being less than budgeted, as well as increased vacancy loss being about \$2,014 more than budget. Total YTD expenses come in at \$605,397 or \$12,889 less than budget. This brought the YTD NOI to \$270,939 or \$34,676 less than budget. The property is subject to repositioning, involving refinancing and capital improvements. Please find AWI's monthly financials following.

*AWI, 3<sup>rd</sup> party property management is re-organizing the office to accommodate more space for ADA accessible wheelchairs, looking at removing a desk located in front of main office for clearance, these changes will streamline entry for potential residents and current residents. The computer room will remain the same to accommodate use of the computer room and not lose this complex amenity. Lastly, the office staff has numerous meeting spaces for privacy to accommodate any resident meetings. The property is subject to repositioning, involving refinancing and capital improvements. Please find AWI's monthly financials following.*



*1200 Park Avenue Apartments, Inner Courtyard view*



## Chico Commons

September 2026

100% Occupied • 0 Move-in • 0 Move-out

### Vacancy Advertising

- Banners and balloons remain on display to increase visibility and build the waiting list.

### Current Staffing

#### Staffing

**Manager:** Pending 10/13/26

**Maintenance:** Carl Perry

**Assistant Maintenance:** David Moreland

### Vacancy Overview

#### CURRENT

100% Occupied

#### UPCOMING

#66 - (Non-Payment) Notice expires on 7/14/26, Still at Legal

#12 - (Non-Payment) Notice expires on 7/17/26, Still at Legal

#44 - (Non-Payment) Notice expires on 8/10/26, Still at Legal

### Capital Projects

#### Budgeted Items planned for 2026

**Asphalt:** The site has multiple areas that need filled

**Painting:** Walked with vendor, finishing touches underway

**HVAC Cleaning:** Semi-Annually

#### Current Status

**Asphalt:** Requested updated quotes that match the same scope.

**Painting:** Completed

**HVAC Cleaning:** Scheduling before summer

### Additional Notes

A new manager is scheduled to start on 10/13/2026

Chico Commons (p0549)  
**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                       | PTD Actual    | PTD Budget    | Variance   | % Var    | YTD Actual     | YTD Budget     | Variance       | % Var     | Annual         |
|----------------|---------------------------------------|---------------|---------------|------------|----------|----------------|----------------|----------------|-----------|----------------|
| <b>4000-03</b> | <b>INCOME</b>                         |               |               |            |          |                |                |                |           |                |
| 4110-00        | Market/Contract Rent                  | 74,974        | 79,759        | -4,785     | -6       | 679,079        | 717,831        | -38,752        | -5        | 957,108        |
| 4190-00        | Gain/Loss to Lease                    | 2,482         | 0             | 2,482      | N/A      | 11,503         | 0              | 11,503         | N/A       | 0              |
| 4999-99        | GROSS POTENTIAL RENT                  | 77,456        | 79,759        | -2,303     | -3       | 690,582        | 717,831        | -27,249        | -4        | 957,108        |
| 5000-00        | INCOME ADJUSTMENTS                    |               |               |            |          |                |                |                |           |                |
| 5110-00        | Vacancy Loss                          | 2,209         | -7,976        | 10,185     | 128      | -39,567        | -71,783        | 32,216         | 45        | -95,711        |
| 5120-00        | Admin Unit-Non Rev                    | -1,101        | -1,101        | 0          | 0        | -9,909         | -9,913         | 4              | 0         | -13,217        |
| 5130-00        | Rent Adjustments                      | 0             | -135          | 135        | 100      | 0              | -1,214         | 1,214          | 100       | -1,618         |
| 5150-00        | Concessions-Move In Special           | 0             | 0             | 0          | N/A      | -1,084         | 0              | -1,084         | N/A       | 0              |
| 5190-00        | Bad Debt Expense                      | -6,454        | 0             | -6,454     | N/A      | -43,007        | 0              | -43,007        | N/A       | 0              |
| 5199-98        | TOTAL INCOME ADJUSTMENTS              | -5,346        | -9,212        | 3,866      | 42       | -93,567        | -82,910        | -10,658        | -13       | -110,546       |
| 5199-99        | NET RENTAL INCOME                     | 72,110        | 70,547        | 1,563      | 2        | 597,015        | 634,922        | -37,907        | -6        | 846,562        |
| 5500-00        | OTHER INCOME                          |               |               |            |          |                |                |                |           |                |
| 5510-00        | Laundry Income                        | 0             | 477           | -477       | -100     | 5,191          | 4,295          | 895            | 21        | 5,727          |
| 5520-00        | Late Charges                          | 0             | 271           | -271       | -100     | 25             | 2,440          | -2,415         | -99       | 3,253          |
| 5590-00        | Other Tenant Income                   | 0             | 495           | -495       | -100     | 1,660          | 4,456          | -2,796         | -63       | 5,942          |
| 5600-00        | Interest Income                       | 68            | 38            | 30         | 79       | 1,351          | 343            | 1,008          | 294       | 457            |
| 5610-00        | Interest Income-Restricted Reserve    | 0             | 0             | 0          | N/A      | 2,644          | 0              | 2,644          | N/A       | 0              |
| 5690-00        | Miscellaneous Income                  | 30            | 0             | 30         | N/A      | 440            | 0              | 440            | N/A       | 0              |
| 5999-98        | TOTAL OTHER INCOME                    | 98            | 1,282         | -1,183     | -92      | 11,311         | 11,534         | -223           | -2        | 15,379         |
| <b>5999-99</b> | <b>TOTAL INCOME</b>                   | <b>72,208</b> | <b>71,828</b> | <b>380</b> | <b>1</b> | <b>608,326</b> | <b>646,456</b> | <b>-38,130</b> | <b>-6</b> | <b>861,941</b> |
| <b>6000-00</b> | <b>OPERATING EXPENSES</b>             |               |               |            |          |                |                |                |           |                |
| 6000-01        | NON-CONTROLLABLE EXPENSES             |               |               |            |          |                |                |                |           |                |
| 6000-02        | TAXES AND INSURANCE                   |               |               |            |          |                |                |                |           |                |
| 6100-10        | Real Estate Taxes-Special Assessments | 0             | 118           | 118        | 100      | 695            | 1,063          | 368            | 35        | 1,417          |
| 6120-00        | Other Taxes/Fees/Permits              | 0             | 175           | 175        | 100      | 58             | 1,573          | 1,515          | 96        | 2,097          |
| 6120-10        | Other Taxes/Fees/Permits-FTB Fee      | 0             | 67            | 67         | 100      | 800            | 600            | -200           | -33       | 800            |
| 6120-50        | Other Taxes/Fees/Permits-Other        | 18            | 0             | -18        | N/A      | 18             | 0              | -18            | N/A       | 0              |
| 6150-00        | Property Insurance-GL                 | 4,855         | 4,171         | -684       | -16      | 37,740         | 37,535         | -205           | -1        | 50,047         |
| 6170-00        | Bond Premiums                         | 0             | 32            | 32         | 100      | 0              | 291            | 291            | 100       | 388            |
| 6199-99        | TOTAL TAXES AND INSURANCE             | 4,873         | 4,562         | -311       | -7       | 39,311         | 41,062         | 1,750          | 4         | 54,749         |
| 6200-00        | UTILITIES                             |               |               |            |          |                |                |                |           |                |
| 6210-00        | Electricity-Common Areas              | 61            | 1,033         | 972        | 94       | 914            | 9,298          | 8,384          | 90        | 12,397         |
| 6210-10        | Electricity-Units                     | 997           | 0             | -997       | N/A      | 8,420          | 0              | -8,420         | N/A       | 0              |
| 6220-00        | Water-Domestic                        | 3,753         | 2,755         | -998       | -36      | 25,111         | 24,794         | -318           | -1        | 33,058         |
| 6230-00        | Sewer-Standard Billing                | 0             | 1,749         | 1,749      | 100      | 14,072         | 15,741         | 1,669          | 11        | 20,988         |
| 6240-00        | Gas/Heating Fuel-Units                | 1,197         | 1,934         | 737        | 38       | 11,092         | 17,405         | 6,313          | 36        | 23,207         |
| 6240-10        | Gas/Heating Fuel-Common Areas         | 192           | 0             | -192       | N/A      | 1,859          | 0              | -1,859         | N/A       | 0              |
| 6250-00        | Trash-Standard Pickup                 | 1,095         | 2,515         | 1,420      | 56       | 6,995          | 22,635         | 15,640         | 69        | 30,180         |

Chico Commons (p0549)  
**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysl\_is

|         |                                   | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|-----------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|---------|
| 6250-10 | Trash-Bulk Pickup                 | 0          | 0          | 0        | N/A   | 4,020      | 0          | -4,020   | N/A   | 0       |
| 6299-99 | TOTAL UTILITIES                   | 7,295      | 9,986      | 2,691    | 27    | 72,484     | 89,872     | 17,389   | 19    | 119,830 |
| 6300-00 | PROPERTY MANAGEMENT FEES          |            |            |          |       |            |            |          |       |         |
| 6320-00 | Management Fees                   | 4,173      | 4,173      | 0        | 0     | 37,558     | 37,558     | 0        | 0     | 50,077  |
| 6399-98 | TOTAL PROPERTY MANAGEMENT FEES    | 4,173      | 4,173      | 0        | 0     | 37,558     | 37,558     | 0        | 0     | 50,077  |
| 6399-99 | TOTAL NON-CONTROLLABLE EXPENSES   | 16,341     | 18,721     | 2,380    | 13    | 149,353    | 168,492    | 19,139   | 11    | 224,656 |
| 6400-00 | CONTROLLABLE EXPENSES             |            |            |          |       |            |            |          |       |         |
| 6400-01 | PROFESSIONAL FEES                 |            |            |          |       |            |            |          |       |         |
| 6410-00 | Audit Fees                        | 1,042      | 1,042      | 0        | 0     | 9,375      | 9,375      | 0        | 0     | 12,500  |
| 6430-00 | Legal-Evictions                   | 12         | 833        | 821      | 99    | 9,922      | 7,500      | -2,422   | -32   | 10,000  |
| 6440-00 | Professional Fees                 | 35         | 0          | -35      | N/A   | 192        | 0          | -192     | N/A   | 0       |
| 6499-99 | TOTAL PROFESSIONAL FEES           | 1,088      | 1,875      | 787      | 42    | 19,489     | 16,875     | -2,614   | -15   | 22,500  |
| 6500-00 | PERSONNEL COSTS                   |            |            |          |       |            |            |          |       |         |
| 6510-00 | Maintenance Wages-Base            | 6,003      | 7,994      | 1,991    | 25    | 59,419     | 71,944     | 12,525   | 17    | 95,925  |
| 6510-10 | Maintenance Wages-Overtime        | 103        | 0          | -103     | N/A   | 611        | 0          | -611     | N/A   | 0       |
| 6510-20 | Maintenance Wages-Bonus           | 700        | 0          | -700     | N/A   | 700        | 0          | -700     | N/A   | 0       |
| 6510-30 | Maintenance Wages-Vacation        | 165        | 0          | -165     | N/A   | 3,247      | 0          | -3,247   | N/A   | 0       |
| 6510-40 | Maintenance Wages-PTO             | 331        | 0          | -331     | N/A   | 3,511      | 0          | -3,511   | N/A   | 0       |
| 6520-00 | Manager Wages-Base                | 2,004      | 9,789      | 7,785    | 80    | 31,700     | 88,103     | 56,403   | 64    | 117,471 |
| 6520-10 | Manager Wages-Overtime            | 18         | 0          | -18      | N/A   | 911        | 0          | -911     | N/A   | 0       |
| 6520-30 | Manager Wages-Vacation            | 172        | 0          | -172     | N/A   | 3,060      | 0          | -3,060   | N/A   | 0       |
| 6520-40 | Manager Wages-PTO                 | 301        | 0          | -301     | N/A   | 3,572      | 0          | -3,572   | N/A   | 0       |
| 6540-00 | Employer Social Security          | 564        | 1,771      | 1,207    | 68    | 6,382      | 15,935     | 9,553    | 60    | 21,247  |
| 6540-10 | Employer Medicare                 | 132        | 0          | -132     | N/A   | 1,493      | 0          | -1,493   | N/A   | 0       |
| 6540-20 | FUTA (Federal Unemployment)       | 2          | 0          | -2       | N/A   | 163        | 0          | -163     | N/A   | 0       |
| 6540-30 | SUTA (State Unemployment)         | 12         | 0          | -12      | N/A   | 1,195      | 0          | -1,195   | N/A   | 0       |
| 6540-40 | 401(k) Match (Employer)           | 3          | 0          | -3       | N/A   | 51         | 0          | -51      | N/A   | 0       |
| 6550-00 | Workers Comp Insurance            | 349        | 760        | 411      | 54    | 3,529      | 6,843      | 3,314    | 48    | 9,124   |
| 6555-00 | Personnel Medical Insurance       | 67         | 1,776      | 1,708    | 96    | 1,613      | 15,982     | 14,370   | 90    | 21,310  |
| 6560-00 | Life Insurance                    | 2          | 0          | -2       | N/A   | 36         | 0          | -36      | N/A   | 0       |
| 6599-99 | TOTAL PERSONNEL COSTS             | 10,928     | 22,090     | 11,161   | 51    | 121,193    | 198,808    | 77,615   | 39    | 265,077 |
| 6600-00 | MARKETING AND LEASING COSTS       |            |            |          |       |            |            |          |       |         |
| 6610-00 | Advertising                       | 0          | 54         | 54       | 100   | 189        | 488        | 299      | 61    | 650     |
| 6620-00 | Credit Checking                   | 19         | 100        | 81       | 81    | 265        | 900        | 635      | 71    | 1,200   |
| 6699-99 | TOTAL MARKETING AND LEASING COSTS | 19         | 154        | 135      | 88    | 454        | 1,388      | 934      | 67    | 1,850   |
| 6700-00 | GENERAL AND ADMINISTRATIVE        |            |            |          |       |            |            |          |       |         |
| 6700-01 | CONTRACT/RECURRING G/A            |            |            |          |       |            |            |          |       |         |
| 6700-10 | P/M IT                            | 0          | 187        | 187      | 100   | 729        | 1,682      | 953      | 57    | 2,243   |
| 6700-20 | P/M Software                      | 0          | 168        | 168      | 100   | 1,520      | 1,513      | -7       | 0     | 2,017   |
| 6700-30 | P/M Software-Yardi                | 196        | 1,116      | 920      | 82    | 8,131      | 10,044     | 1,913    | 19    | 13,392  |

Chico Commons (p0549)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                            | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---------|--------------------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|--------|
| 6710-00 | Telephone                                  | 108        | 258        | 150      | 58    | 2,664      | 2,322      | -342     | -15   | 3,096  |
| 6710-10 | Internet                                   | 0          | 272        | 272      | 100   | 1,309      | 2,444      | 1,135    | 46    | 3,258  |
| 6710-20 | Cell Phone Reimbursement                   | 120        | 176        | 56       | 32    | 1,319      | 1,587      | 268      | 17    | 2,116  |
| 6715-10 | Copier Expenses                            | -220       | 0          | 220      | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 6715-20 | Toner Expenses                             | -91        | 0          | 91       | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 6715-30 | Toner/Copier Expense                       | 311        | 188        | -123     | -65   | 1,134      | 1,693      | 559      | 33    | 2,257  |
| 6720-00 | Postage/Freight                            | 97         | 89         | -8       | -9    | 524        | 799        | 275      | 34    | 1,065  |
| 6730-00 | Office Supplies/Expense                    | 18         | 341        | 323      | 95    | 2,322      | 3,067      | 745      | 24    | 4,089  |
| 6735-00 | Office Furniture and Equipment             | 0          | 208        | 208      | 100   | 1,992      | 1,875      | -117     | -6    | 2,500  |
| 6820-00 | Tenant Services-General                    | 105        | 42         | -63      | -151  | 105        | 375        | 270      | 72    | 500    |
| 6820-30 | Tenant Services-Other                      | -105       | 0          | 105      | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 6860-00 | Security-Svc Contract                      | 1,156      | 0          | -1,156   | N/A   | 1,398      | 0          | -1,398   | N/A   | 0      |
| 6880-00 | Pest Control-Svc Contract                  | 735        | 996        | 261      | 26    | 3,775      | 8,961      | 5,186    | 58    | 11,948 |
| 6880-10 | Pest Control-One-Time                      | 0          | 0          | 0        | N/A   | 800        | 0          | -800     | N/A   | 0      |
| 6890-00 | Fire/Alarm-Svc Contract                    | 0          | 740        | 740      | 100   | 1,868      | 6,660      | 4,792    | 72    | 8,880  |
| 6895-00 | Cable-Internet/TV Service                  | 0          | 119        | 119      | 100   | 0          | 1,070      | 1,070    | 100   | 1,426  |
| 6899-99 | TOTAL CONTRACT/RECURRING G/A               | 2,431      | 4,899      | 2,468    | 50    | 29,590     | 44,090     | 14,500   | 33    | 58,787 |
| 6900-00 | OTHER G/A                                  |            |            |          |       |            |            |          |       |        |
| 6910-00 | Other Admin-General                        | 209        | 86         | -123     | -144  | 419        | 772        | 354      | 46    | 1,030  |
| 6910-20 | Other Admin-Bank Fee                       | 0          | 0          | 0        | N/A   | 320        | 0          | -320     | N/A   | 0      |
| 6930-00 | Mileage                                    | 95         | 0          | -95      | N/A   | 615        | 0          | -615     | N/A   | 0      |
| 6940-00 | Travel and Promotion                       | 0          | 71         | 71       | 100   | 0          | 638        | 638      | 100   | 851    |
| 6950-00 | Training Expense                           | 0          | 65         | 65       | 100   | 481        | 582        | 101      | 17    | 776    |
| 6955-00 | Employee Meals                             | 0          | 55         | 55       | 100   | 0          | 495        | 495      | 100   | 660    |
| 6999-98 | TOTAL OTHER G/A                            | 304        | 276        | -27      | -10   | 1,835      | 2,488      | 652      | 26    | 3,317  |
| 6999-99 | TOTAL GENERAL AND ADMINISTRATIVE           | 2,735      | 5,175      | 2,441    | 47    | 31,426     | 46,578     | 15,152   | 33    | 62,104 |
| 7000-00 | REPAIRS AND MAINTENANCE                    |            |            |          |       |            |            |          |       |        |
| 7000-01 | CONTRACT/RECURRING R/M                     |            |            |          |       |            |            |          |       |        |
| 7010-00 | R/M Contract-General                       | 1,951      | 3,000      | 1,050    | 35    | 64,695     | 27,003     | -37,692  | -140  | 36,004 |
| 7015-00 | R/M Contract-Plumbing                      | 0          | 468        | 468      | 100   | 1,178      | 4,214      | 3,036    | 72    | 5,618  |
| 7020-00 | R/M Contract-Electrical                    | 0          | 0          | 0        | N/A   | 1,669      | 0          | -1,669   | N/A   | 0      |
| 7025-00 | R/M Contract-HVAC                          | 4,324      | 833        | -3,491   | -419  | 14,156     | 7,500      | -6,656   | -89   | 10,000 |
| 7030-00 | R/M Contract-Carpet Cleaning-Non Unit Turn | 0          | 92         | 92       | 100   | 0          | 827        | 827      | 100   | 1,103  |
| 7045-00 | R/M Contract-Hauling                       | 155        | 0          | -155     | N/A   | 155        | 0          | -155     | N/A   | 0      |
| 7065-00 | Grounds-Svc Contract                       | 8,830      | 2,219      | -6,611   | -298  | 23,365     | 19,972     | -3,392   | -17   | 26,630 |
| 7065-20 | Grounds-Repairs                            | 0          | 0          | 0        | N/A   | 340        | 0          | -340     | N/A   | 0      |
| 7099-99 | TOTAL CONTRACT/RECURRING R/M               | 15,260     | 6,613      | -8,647   | -131  | 105,558    | 59,516     | -46,042  | -77   | 79,355 |
| 7100-00 | OTHER R/M                                  |            |            |          |       |            |            |          |       |        |
| 7110-00 | Janitorial Supplies                        | 166        | 137        | -28      | -21   | 518        | 1,236      | 718      | 58    | 1,648  |
| 7115-00 | Painting and Decorating                    | 1,112      | 481        | -632     | -131  | 5,518      | 4,327      | -1,191   | -28   | 5,769  |
| 7120-00 | R/M Supplies-General                       | 622        | 3,773      | 3,151    | 84    | 41,763     | 33,958     | -7,805   | -23   | 45,277 |
| 7125-00 | R/M Supplies-Plumbing                      | 347        | 0          | -347     | N/A   | 713        | 0          | -713     | N/A   | 0      |
| 7130-00 | R/M Supplies-Electrical                    | 200        | 0          | -200     | N/A   | 815        | 0          | -815     | N/A   | 0      |

Chico Commons (p0549)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                     | PTD Actual    | PTD Budget    | Variance      | % Var     | YTD Actual     | YTD Budget     | Variance      | % Var    | Annual         |
|----------------|-------------------------------------|---------------|---------------|---------------|-----------|----------------|----------------|---------------|----------|----------------|
| 7135-00        | R/M Supplies-HVAC                   | 58            | 0             | -58           | N/A       | 346            | 0              | -346          | N/A      | 0              |
| 7145-00        | R/M Supplies-Appliances             | 113           | 0             | -113          | N/A       | 268            | 0              | -268          | N/A      | 0              |
| 7155-00        | R/M Supplies-IT/Access Control      | 0             | 0             | 0             | N/A       | 49             | 0              | -49           | N/A      | 0              |
| 7160-00        | R/M Supplies-Other                  | 51            | 0             | -51           | N/A       | 51             | 0              | -51           | N/A      | 0              |
| 7199-99        | TOTAL OTHER R/M                     | 2,669         | 4,391         | 1,723         | 39        | 50,040         | 39,520         | -10,520       | -27      | 52,694         |
| 7200-00        | TURNOVER R/M                        |               |               |               |           |                |                |               |          |                |
| 7210-30        | Unit Turn-Carpet Cleaning-3Bed      | 0             | 0             | 0             | N/A       | 408            | 0              | -408          | N/A      | 0              |
| 7210-90        | Unit Turn-Carpet Cleaning-Other     | 0             | 0             | 0             | N/A       | 829            | 0              | -829          | N/A      | 0              |
| 7220-00        | Unit Turn-Unit Cleaning-Vendor      | 0             | 0             | 0             | N/A       | 4,005          | 0              | -4,005        | N/A      | 0              |
| 7299-98        | TOTAL TURNOVER R/M                  | 0             | 0             | 0             | N/A       | 5,242          | 0              | -5,242        | N/A      | 0              |
| 7299-99        | TOTAL REPAIRS AND MAINTENANCE       | 17,928        | 11,004        | -6,924        | -63       | 160,840        | 99,037         | -61,803       | -62      | 132,049        |
| 7399-97        | TOTAL CONTROLLABLE EXPENSES         | 32,699        | 40,298        | 7,600         | 19        | 333,401        | 362,685        | 29,284        | 8        | 483,580        |
| <b>7399-98</b> | <b>TOTAL OPERATING EXPENSES</b>     | <b>49,040</b> | <b>59,020</b> | <b>9,980</b>  | <b>17</b> | <b>482,754</b> | <b>531,177</b> | <b>48,422</b> | <b>9</b> | <b>708,236</b> |
| <b>7399-99</b> | <b>NET OPERATING INCOME</b>         | <b>23,169</b> | <b>12,809</b> | <b>10,360</b> | <b>81</b> | <b>125,571</b> | <b>115,279</b> | <b>10,292</b> | <b>9</b> | <b>153,705</b> |
| 7400-00        | DEBT SERVICE                        |               |               |               |           |                |                |               |          |                |
| 7430-00        | Interest-Local Agency               | 2,604         | 2,604         | 0             | 0         | 23,438         | 23,438         | 0             | 0        | 31,250         |
| 7499-99        | TOTAL DEBT SERVICE                  | 2,604         | 2,604         | 0             | 0         | 23,438         | 23,438         | 0             | 0        | 31,250         |
| 7500-00        | REPLACEMENT COSTS/OTHER             |               |               |               |           |                |                |               |          |                |
| 7500-01        | REPLACEMENT COSTS - OPERATING       |               |               |               |           |                |                |               |          |                |
| 7500-02        | TURNOVER REPLACEMENT COSTS          |               |               |               |           |                |                |               |          |                |
| 7510-00        | R/M Replacement-General             | -1,875        | 3,129         | 5,004         | 160       | 1,708          | 28,163         | 26,455        | 94       | 37,550         |
| 7515-00        | R/M Replacement-Plumbing            | 400           | 0             | -400          | N/A       | 5,651          | 0              | -5,651        | N/A      | 0              |
| 7520-00        | R/M Replacement-Electrical          | -245          | 483           | 728           | 151       | 0              | 4,350          | 4,350         | 100      | 5,800          |
| 7525-00        | R/M Replacement-Door                | 183           | 583           | 400           | 69        | 7,051          | 5,250          | -1,801        | -34      | 7,000          |
| 7530-00        | R/M Replacement-Window              | -10           | 0             | 10            | N/A       | 1,323          | 0              | -1,323        | N/A      | 0              |
| 7535-00        | R/M Replacement-Cabinet             | 527           | 250           | -277          | -111      | 527            | 2,250          | 1,723         | 77       | 3,000          |
| 7540-00        | R/M Replacement-Other               | 132           | 0             | -132          | N/A       | 132            | 0              | -132          | N/A      | 0              |
| 7545-10        | R/M Flooring Replacement-1Bed       | 0             | 0             | 0             | N/A       | 977            | 0              | -977          | N/A      | 0              |
| 7545-20        | R/M Flooring Replacement-2Bed       | 0             | 0             | 0             | N/A       | 8,119          | 0              | -8,119        | N/A      | 0              |
| 7545-30        | R/M Flooring Replacement-3Bed       | 0             | 0             | 0             | N/A       | 20,999         | 0              | -20,999       | N/A      | 0              |
| 7550-00        | R/M Replacement-Refrigerator        | 1,990         | 396           | -1,594        | -403      | 7,835          | 3,562          | -4,272        | -120     | 4,750          |
| 7555-00        | R/M Replacement-Dishwasher          | 597           | 0             | -597          | N/A       | 3,376          | 0              | -3,376        | N/A      | 0              |
| 7560-00        | R/M Replacement-Range               | 0             | 354           | 354           | 100       | 1,791          | 3,188          | 1,396         | 44       | 4,250          |
| 7560-10        | R/M Replacement-Range Hood          | 118           | 0             | -118          | N/A       | 118            | 0              | -118          | N/A      | 0              |
| 7565-00        | R/M Replacement-Other Appliance     | -774          | 217           | 990           | 457       | 2,576          | 1,950          | -626          | -32      | 2,600          |
| 7599-97        | TOTAL TURNOVER REPLACEMENT COSTS    | 1,041         | 5,412         | 4,371         | 81        | 62,182         | 48,712         | -13,470       | -28      | 64,950         |
| 7799-99        | TOTAL REPLACEMENT COSTS - OPERATING | 1,041         | 5,412         | 4,371         | 81        | 62,182         | 48,712         | -13,470       | -28      | 64,950         |
| 7800-00        | OTHER NON-OPERATING COSTS           |               |               |               |           |                |                |               |          |                |
| 7815-00        | Administrative General Partner Fees | 1,080         | 1,080         | 0             | 0         | 9,720          | 9,720          | 0             | 0        | 12,960         |

Chico Commons (p0549)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                       | PTD Actual    | PTD Budget    | Variance      | % Var      | YTD Actual     | YTD Budget     | Variance      | % Var      | Annual          |
|----------------|---------------------------------------|---------------|---------------|---------------|------------|----------------|----------------|---------------|------------|-----------------|
| 7899-98        | TOTAL OTHER NON-OPERATING COSTS       | 1,080         | 1,080         | 0             | 0          | 9,720          | 9,720          | 0             | 0          | 12,960          |
| 7899-99        | TOTAL REPLACEMENT COSTS/OTHER         | 2,121         | 6,492         | 4,371         | 67         | 71,902         | 58,432         | -13,470       | -23        | 77,910          |
| <b>7999-99</b> | <b>NET INCOME (LOSS) BEFORE CAPEX</b> | <b>18,443</b> | <b>3,712</b>  | <b>14,731</b> | <b>397</b> | <b>30,231</b>  | <b>33,409</b>  | <b>-3,177</b> | <b>-10</b> | <b>44,545</b>   |
| 8000-00        | CAPEX/REPLACEMENT RESERVE             |               |               |               |            |                |                |               |            |                 |
| 8100-00        | Authorized Reserve-Other              | 0             | 6,500         | 6,500         | 100        | 85,213         | 58,500         | -26,713       | -46        | 78,000          |
| 8110-00        | Authorized Reserve-Flooring           | 0             | 2,550         | 2,550         | 100        | 0              | 22,950         | 22,950        | 100        | 30,600          |
| 8130-00        | Authorized Reserve-HVAC               | 0             | 3,333         | 3,333         | 100        | 0              | 30,000         | 30,000        | 100        | 40,000          |
| 8140-00        | Authorized Reserve-Water Heaters      | 0             | 583           | 583           | 100        | 0              | 5,250          | 5,250         | 100        | 7,000           |
| 8999-99        | TOTAL CAPEX/REPLACEMENT RESERVE       | 0             | 12,967        | 12,967        | 100        | 85,213         | 116,700        | 31,487        | 27         | 155,600         |
| <b>9999-98</b> | <b>NET INCOME (LOSS)</b>              | <b>18,443</b> | <b>-9,255</b> | <b>27,698</b> | <b>299</b> | <b>-54,982</b> | <b>-83,291</b> | <b>28,309</b> | <b>34</b>  | <b>-111,055</b> |



## Walker Commons

September 2026

4 units available • 0 Move-in • 1 Move-out

### Vacancy Advertising

- The site is not currently running advertising.
- Working off a healthy waiting list when needed.

### Current Staffing

#### Staffing

**Manager:** Rebecca Meyer

**Maintenance:** Gregory Ramirez

### Vacancy Overview

#### CURRENT

**#42 (50%)** (Medical) – Applicant in compliance review process

**#33 (50%)** (Medical) – Light turn, Applicant in compliance review process

**#12 (50%)** (Medical) – Minor repairs needed. Applicant with compliance

**#13 (60%)** (Medical) – Working the waiting list

#### UPCOMING

### Capital Projects

#### Budgeted Items planned for 2026

**Windows:** Replace as needed

**Siding:** Several facia repairs are needed around the site

**Painting:** Full complex painting

**Gutter Replacement:** Continue the replacement of the front of the site

#### Current Status

**Windows:** Replace as needed

**Siding:** Identifying the areas that need replaced in more detail.

**Painting:** Per HA this is on hold until further notice.

**Gutter Replacement:** Bids on hand, Narrowing the scope of work to necessary areas. Two additional vendors requested for facia/gutter repairs per HA.

### Community Events

#### ONGOING

Monthly Bingo Games

Wednesday the community holds card games

#### HIGHLIGHT

No events scheduled for April

### Additional Notes

Walker Commons (p0550)  
**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysl\_is

|                |                                       | PTD Actual    | PTD Budget    | Variance      | % Var      | YTD Actual     | YTD Budget     | Variance      | % Var     | Annual         |
|----------------|---------------------------------------|---------------|---------------|---------------|------------|----------------|----------------|---------------|-----------|----------------|
| <b>4000-03</b> | <b>INCOME</b>                         |               |               |               |            |                |                |               |           |                |
| 4110-00        | Market/Contract Rent                  | 37,411        | 49,723        | -12,312       | -25        | 367,073        | 447,509        | -80,436       | -18       | 596,679        |
| 4190-00        | Gain/Loss to Lease                    | 9,541         | 0             | 9,541         | N/A        | 64,989         | 0              | 64,989        | N/A       | 0              |
| 4999-99        | GROSS POTENTIAL RENT                  | 46,952        | 49,723        | -2,771        | -6         | 432,062        | 447,509        | -15,447       | -3        | 596,679        |
| 5000-00        | INCOME ADJUSTMENTS                    |               |               |               |            |                |                |               |           |                |
| 5110-00        | Vacancy Loss                          | -3,627        | -1,243        | -2,384        | -192       | -9,900         | -11,188        | 1,288         | 12        | -14,917        |
| 5120-00        | Admin Unit-Non Rev                    | -933          | -933          | 0             | 0          | -8,262         | -8,399         | 137           | 2         | -11,198        |
| 5150-00        | Concessions-Move In Special           | 0             | 0             | 0             | N/A        | -461           | 0              | -461          | N/A       | 0              |
| 5190-00        | Bad Debt Expense                      | 0             | 0             | 0             | N/A        | -1,049         | 0              | -1,049        | N/A       | 0              |
| 5199-98        | TOTAL INCOME ADJUSTMENTS              | -4,560        | -2,176        | -2,384        | -110       | -19,672        | -19,586        | -86           | 0         | -26,115        |
| 5199-99        | NET RENTAL INCOME                     | 42,392        | 47,547        | -5,155        | -11        | 412,390        | 427,923        | -15,533       | -4        | 570,564        |
| 5500-00        | OTHER INCOME                          |               |               |               |            |                |                |               |           |                |
| 5510-00        | Laundry Income                        | 231           | 272           | -41           | -15        | 3,345          | 2,446          | 899           | 37        | 3,262          |
| 5520-00        | Late Charges                          | 0             | 4             | -4            | -100       | -38            | 38             | -76           | -201      | 50             |
| 5590-00        | Other Tenant Income                   | 449           | 9             | 440           | 4,798      | 1,305          | 83             | 1,223         | 1,481     | 110            |
| 5600-00        | Interest Income                       | 215           | 6             | 209           | 3,437      | 2,484          | 55             | 2,429         | 4,439     | 73             |
| 5610-00        | Interest Income-Restricted Reserve    | 0             | 0             | 0             | N/A        | 4,374          | 0              | 4,374         | N/A       | 0              |
| 5999-98        | TOTAL OTHER INCOME                    | 895           | 291           | 604           | 207        | 11,471         | 2,621          | 8,849         | 338       | 3,495          |
| <b>5999-99</b> | <b>TOTAL INCOME</b>                   | <b>43,287</b> | <b>47,838</b> | <b>-4,551</b> | <b>-10</b> | <b>423,861</b> | <b>430,544</b> | <b>-6,684</b> | <b>-2</b> | <b>574,059</b> |
| <b>6000-00</b> | <b>OPERATING EXPENSES</b>             |               |               |               |            |                |                |               |           |                |
| 6000-01        | NON-CONTROLLABLE EXPENSES             |               |               |               |            |                |                |               |           |                |
| 6000-02        | TAXES AND INSURANCE                   |               |               |               |            |                |                |               |           |                |
| 6100-10        | Real Estate Taxes-Special Assessments | 0             | 12            | 12            | 100        | 83             | 112            | 30            | 26        | 150            |
| 6120-00        | Other Taxes/Fees/Permits              | 0             | 296           | 296           | 100        | 45             | 2,663          | 2,618         | 98        | 3,551          |
| 6120-10        | Other Taxes/Fees/Permits-FTB Fee      | 0             | 0             | 0             | N/A        | 800            | 0              | -800          | N/A       | 0              |
| 6120-50        | Other Taxes/Fees/Permits-Other        | 14            | 0             | -14           | N/A        | 14             | 0              | -14           | N/A       | 0              |
| 6150-00        | Property Insurance-GL                 | 2,681         | 2,604         | -77           | -3         | 19,498         | 23,435         | 3,938         | 17        | 31,247         |
| 6170-00        | Bond Premiums                         | 0             | 29            | 29            | 100        | 0              | 263            | 263           | 100       | 350            |
| 6199-99        | TOTAL TAXES AND INSURANCE             | 2,695         | 2,942         | 246           | 8          | 20,440         | 26,474         | 6,034         | 23        | 35,298         |
| 6200-00        | UTILITIES                             |               |               |               |            |                |                |               |           |                |
| 6210-00        | Electricity-Common Areas              | 727           | 819           | 92            | 11         | 6,368          | 7,374          | 1,006         | 14        | 9,832          |
| 6210-10        | Electricity-Units                     | 172           | 0             | -172          | N/A        | 1,605          | 0              | -1,605        | N/A       | 0              |
| 6220-00        | Water-Domestic                        | 1,595         | 775           | -820          | -106       | 12,093         | 6,975          | -5,118        | -73       | 9,300          |
| 6230-00        | Sewer-Standard Billing                | 904           | 1,000         | 96            | 10         | 9,960          | 9,000          | -960          | -11       | 12,000         |
| 6240-00        | Gas/Heating Fuel-Units                | 106           | 387           | 281           | 73         | 471            | 3,479          | 3,009         | 86        | 4,639          |
| 6240-10        | Gas/Heating Fuel-Common Areas         | 0             | 0             | 0             | N/A        | 870            | 0              | -870          | N/A       | 0              |
| 6250-00        | Trash-Standard Pickup                 | -171          | 760           | 931           | 122        | 2,927          | 6,842          | 3,915         | 57        | 9,123          |
| 6250-10        | Trash-Bulk Pickup                     | 942           | 0             | -942          | N/A        | 3,922          | 0              | -3,922        | N/A       | 0              |
| 6299-99        | TOTAL UTILITIES                       | 4,276         | 3,741         | -535          | -14        | 38,216         | 33,670         | -4,545        | -13       | 44,894         |

Walker Commons (p0550)  
**Budget Comparison**  
 Period = Sep 2026  
 Book = Accrual ; Tree = ysi\_is

|         |                                   | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|-----------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|---------|
| 6300-00 | PROPERTY MANAGEMENT FEES          |            |            |          |       |            |            |          |       |         |
| 6320-00 | Management Fees                   | 3,246      | 3,246      | 0        | 0     | 29,212     | 29,212     | 0        | 0     | 38,949  |
| 6399-98 | TOTAL PROPERTY MANAGEMENT FEES    | 3,246      | 3,246      | 0        | 0     | 29,212     | 29,212     | 0        | 0     | 38,949  |
| 6399-99 | TOTAL NON-CONTROLLABLE EXPENSES   | 10,217     | 9,928      | -289     | -3    | 87,868     | 89,356     | 1,488    | 2     | 119,141 |
| 6400-00 | CONTROLLABLE EXPENSES             |            |            |          |       |            |            |          |       |         |
| 6400-01 | PROFESSIONAL FEES                 |            |            |          |       |            |            |          |       |         |
| 6410-00 | Audit Fees                        | 1,042      | 1,042      | 0        | 0     | 9,375      | 9,375      | 0        | 0     | 12,500  |
| 6430-00 | Legal-Evictions                   | 0          | 171        | 171      | 100   | 176        | 1,540      | 1,364    | 89    | 2,053   |
| 6440-00 | Professional Fees                 | 27         | 0          | -27      | N/A   | 150        | 0          | -150     | N/A   | 0       |
| 6499-99 | TOTAL PROFESSIONAL FEES           | 1,069      | 1,213      | 144      | 12    | 9,700      | 10,915     | 1,215    | 11    | 14,553  |
| 6500-00 | PERSONNEL COSTS                   |            |            |          |       |            |            |          |       |         |
| 6510-00 | Maintenance Wages-Base            | 3,691      | 5,033      | 1,342    | 27    | 28,852     | 45,295     | 16,443   | 36    | 60,393  |
| 6510-10 | Maintenance Wages-Overtime        | 322        | 0          | -322     | N/A   | 489        | 0          | -489     | N/A   | 0       |
| 6510-20 | Maintenance Wages-Bonus           | 500        | 0          | -500     | N/A   | 500        | 0          | -500     | N/A   | 0       |
| 6510-30 | Maintenance Wages-Vacation        | 128        | 0          | -128     | N/A   | 2,431      | 0          | -2,431   | N/A   | 0       |
| 6510-40 | Maintenance Wages-PTO             | 258        | 0          | -258     | N/A   | 2,216      | 0          | -2,216   | N/A   | 0       |
| 6520-00 | Manager Wages-Base                | 3,427      | 6,614      | 3,188    | 48    | 32,170     | 59,530     | 27,360   | 46    | 79,374  |
| 6520-10 | Manager Wages-Overtime            | 290        | 0          | -290     | N/A   | 2,140      | 0          | -2,140   | N/A   | 0       |
| 6520-20 | Manager Wages-Bonus               | 350        | 0          | -350     | N/A   | 350        | 0          | -350     | N/A   | 0       |
| 6520-30 | Manager Wages-Vacation            | 134        | 0          | -134     | N/A   | 2,279      | 0          | -2,279   | N/A   | 0       |
| 6520-40 | Manager Wages-PTO                 | 236        | 0          | -236     | N/A   | 3,036      | 0          | -3,036   | N/A   | 0       |
| 6540-00 | Employer Social Security          | 560        | 1,129      | 569      | 50    | 4,312      | 10,161     | 5,849    | 58    | 13,548  |
| 6540-10 | Employer Medicare                 | 131        | 0          | -131     | N/A   | 1,009      | 0          | -1,009   | N/A   | 0       |
| 6540-20 | FUTA (Federal Unemployment)       | 0          | 0          | 0        | N/A   | 78         | 0          | -78      | N/A   | 0       |
| 6540-30 | SUTA (State Unemployment)         | 0          | 0          | 0        | N/A   | 572        | 0          | -572     | N/A   | 0       |
| 6540-40 | 401(k) Match (Employer)           | 0          | 0          | 0        | N/A   | 4          | 0          | -4       | N/A   | 0       |
| 6550-00 | Workers Comp Insurance            | 498        | 502        | 4        | 1     | 4,072      | 4,519      | 446      | 10    | 6,025   |
| 6555-00 | Personnel Medical Insurance       | 731        | 2,715      | 1,984    | 73    | 5,925      | 24,438     | 18,513   | 76    | 32,584  |
| 6560-00 | Life Insurance                    | 4          | 0          | -4       | N/A   | 32         | 0          | -32      | N/A   | 0       |
| 6599-99 | TOTAL PERSONNEL COSTS             | 11,260     | 15,994     | 4,733    | 30    | 90,468     | 143,943    | 53,475   | 37    | 191,924 |
| 6600-00 | MARKETING AND LEASING COSTS       |            |            |          |       |            |            |          |       |         |
| 6610-00 | Advertising                       | 0          | 17         | 17       | 100   | 0          | 150        | 150      | 100   | 200     |
| 6620-00 | Credit Checking                   | 9          | 42         | 33       | 78    | 161        | 375        | 214      | 57    | 500     |
| 6699-99 | TOTAL MARKETING AND LEASING COSTS | 9          | 58         | 49       | 85    | 161        | 525        | 364      | 69    | 700     |
| 6700-00 | GENERAL AND ADMINISTRATIVE        |            |            |          |       |            |            |          |       |         |
| 6700-01 | CONTRACT/RECURRING G/A            |            |            |          |       |            |            |          |       |         |
| 6700-10 | P/M IT                            | 0          | 0          | 0        | N/A   | 591        | 0          | -591     | N/A   | 0       |
| 6700-20 | P/M Software                      | 0          | 0          | 0        | N/A   | 1,014      | 0          | -1,014   | N/A   | 0       |
| 6700-30 | P/M Software-Yardi                | 153        | 0          | -153     | N/A   | 6,324      | 0          | -6,324   | N/A   | 0       |
| 6710-00 | Telephone                         | 273        | 273        | 0        | 0     | 3,181      | 2,455      | -726     | -30   | 3,273   |

Walker Commons (p0550)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                            | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual |
|---------|--------------------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|--------|
| 6710-10 | Internet                                   | 109        | 100        | -9       | -9    | 1,312      | 900        | -412     | -46   | 1,200  |
| 6710-20 | Cell Phone Reimbursement                   | 120        | 0          | -120     | N/A   | 1,005      | 0          | -1,005   | N/A   | 0      |
| 6715-10 | Copier Expenses                            | -220       | 0          | 220      | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 6715-30 | Toner/Copier Expense                       | 220        | 110        | -110     | -99   | 757        | 993        | 236      | 24    | 1,324  |
| 6720-00 | Postage/Freight                            | 421        | 81         | -340     | -420  | 1,009      | 729        | -280     | -38   | 972    |
| 6730-00 | Office Supplies/Expense                    | 137        | 350        | 213      | 61    | 2,140      | 3,150      | 1,010    | 32    | 4,200  |
| 6740-00 | Water/Coffee Service                       | 174        | 67         | -107     | -160  | 1,140      | 604        | -536     | -89   | 805    |
| 6820-00 | Tenant Services-General                    | 184        | 200        | 16       | 8     | 868        | 1,800      | 932      | 52    | 2,400  |
| 6820-30 | Tenant Services-Other                      | -140       | 0          | 140      | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 6880-00 | Pest Control-Svc Contract                  | 230        | 333        | 103      | 31    | 2,150      | 3,000      | 850      | 28    | 4,000  |
| 6880-10 | Pest Control-One-Time                      | 0          | 0          | 0        | N/A   | 281        | 0          | -281     | N/A   | 0      |
| 6890-00 | Fire/Alarm-Svc Contract                    | 0          | 277        | 277      | 100   | 330        | 2,491      | 2,161    | 87    | 3,321  |
| 6890-10 | Fire/Alarm-One-Time                        | 176        | 0          | -176     | N/A   | 320        | 0          | -320     | N/A   | 0      |
| 6890-20 | Fire/Alarm-Sprinklers                      | 3,047      | 0          | -3,047   | N/A   | 3,047      | 0          | -3,047   | N/A   | 0      |
| 6895-00 | Cable-Internet/TV Service                  | 144        | 130        | -14      | -11   | 1,297      | 1,172      | -125     | -11   | 1,562  |
| 6899-99 | TOTAL CONTRACT/RECURRING G/A               | 5,027      | 1,921      | -3,106   | -162  | 26,766     | 17,293     | -9,474   | -55   | 23,057 |
| 6900-00 | OTHER G/A                                  |            |            |          |       |            |            |          |       |        |
| 6910-00 | Other Admin-General                        | 163        | 1,117      | 954      | 85    | 332        | 10,055     | 9,722    | 97    | 13,406 |
| 6910-20 | Other Admin-Bank Fee                       | 0          | 0          | 0        | N/A   | 320        | 0          | -320     | N/A   | 0      |
| 6930-00 | Mileage                                    | 15         | 0          | -15      | N/A   | 769        | 0          | -769     | N/A   | 0      |
| 6940-00 | Travel and Promotion                       | 0          | 67         | 67       | 100   | 1,086      | 600        | -486     | -81   | 800    |
| 6950-00 | Training Expense                           | 0          | 58         | 58       | 100   | 318        | 525        | 207      | 39    | 700    |
| 6999-98 | TOTAL OTHER G/A                            | 178        | 1,242      | 1,064    | 86    | 2,826      | 11,180     | 8,354    | 75    | 14,906 |
| 6999-99 | TOTAL GENERAL AND ADMINISTRATIVE           | 5,205      | 3,164      | -2,041   | -65   | 29,592     | 28,472     | -1,120   | -4    | 37,963 |
| 7000-00 | REPAIRS AND MAINTENANCE                    |            |            |          |       |            |            |          |       |        |
| 7000-01 | CONTRACT/RECURRING R/M                     |            |            |          |       |            |            |          |       |        |
| 7010-00 | R/M Contract-General                       | 372        | 1,300      | 927      | 71    | 35,588     | 11,698     | -23,890  | -204  | 15,598 |
| 7015-00 | R/M Contract-Plumbing                      | 0          | 309        | 309      | 100   | 732        | 2,779      | 2,046    | 74    | 3,705  |
| 7025-00 | R/M Contract-HVAC                          | 0          | 200        | 200      | 100   | 3,441      | 1,800      | -1,641   | -91   | 2,400  |
| 7030-00 | R/M Contract-Carpet Cleaning-Non Unit Turn | 0          | 75         | 75       | 100   | 150        | 675        | 525      | 78    | 900    |
| 7035-00 | R/M Contract-Appliances                    | 215        | 0          | -215     | N/A   | 761        | 0          | -761     | N/A   | 0      |
| 7045-00 | R/M Contract-Hauling                       | -614       | 0          | 614      | N/A   | 328        | 0          | -328     | N/A   | 0      |
| 7050-00 | R/M Contract-Other                         | 24         | 0          | -24      | N/A   | 195        | 0          | -195     | N/A   | 0      |
| 7055-00 | Janitorial Services                        | -87        | 0          | 87       | N/A   | 0          | 0          | 0        | N/A   | 0      |
| 7065-00 | Grounds-Svc Contract                       | 4,570      | 2,099      | -2,471   | -118  | 20,660     | 18,888     | -1,772   | -9    | 25,184 |
| 7065-10 | Grounds-Trees                              | 0          | 0          | 0        | N/A   | 350        | 0          | -350     | N/A   | 0      |
| 7065-20 | Grounds-Repairs                            | 8,149      | 0          | -8,149   | N/A   | 8,219      | 0          | -8,219   | N/A   | 0      |
| 7065-90 | Grounds-Other                              | 161        | 0          | -161     | N/A   | 161        | 0          | -161     | N/A   | 0      |
| 7099-99 | TOTAL CONTRACT/RECURRING R/M               | 12,789     | 3,982      | -8,807   | -221  | 70,586     | 35,840     | -34,746  | -97   | 47,787 |
| 7100-00 | OTHER R/M                                  |            |            |          |       |            |            |          |       |        |
| 7110-00 | Janitorial Supplies                        | 330        | 255        | -74      | -29   | 1,006      | 2,297      | 1,291    | 56    | 3,063  |
| 7115-00 | Painting and Decorating                    | 99         | 301        | 202      | 67    | 682        | 2,711      | 2,030    | 75    | 3,615  |
| 7120-00 | R/M Supplies-General                       | 256        | 1,636      | 1,380    | 84    | 10,863     | 14,722     | 3,859    | 26    | 19,629 |

Walker Commons (p0550)

# Budget Comparison

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                     | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|-------------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|---------|
| 7125-00 | R/M Supplies-Plumbing               | 170        | 0          | -170     | N/A   | 260        | 0          | -260     | N/A   | 0       |
| 7130-00 | R/M Supplies-Electrical             | 120        | 0          | -120     | N/A   | 463        | 0          | -463     | N/A   | 0       |
| 7140-00 | R/M Supplies-Flooring               | 0          | 0          | 0        | N/A   | 119        | 0          | -119     | N/A   | 0       |
| 7145-00 | R/M Supplies-Appliances             | 280        | 0          | -280     | N/A   | 315        | 0          | -315     | N/A   | 0       |
| 7155-00 | R/M Supplies-IT/Access Control      | 227        | 0          | -227     | N/A   | 227        | 0          | -227     | N/A   | 0       |
| 7160-00 | R/M Supplies-Other                  | -20        | 0          | 20       | N/A   | 417        | 0          | -417     | N/A   | 0       |
| 7199-99 | TOTAL OTHER R/M                     | 1,461      | 2,192      | 731      | 33    | 14,352     | 19,730     | 5,378    | 27    | 26,307  |
| 7200-00 | TURNOVER R/M                        |            |            |          |       |            |            |          |       |         |
| 7210-00 | Unit Turn-Carpet Cleaning-1Bed      | 0          | 0          | 0        | N/A   | 150        | 0          | -150     | N/A   | 0       |
| 7220-00 | Unit Turn-Unit Cleaning-Vendor      | 0          | 0          | 0        | N/A   | 1,110      | 0          | -1,110   | N/A   | 0       |
| 7299-98 | TOTAL TURNOVER R/M                  | 0          | 0          | 0        | N/A   | 1,260      | 0          | -1,260   | N/A   | 0       |
| 7299-99 | TOTAL REPAIRS AND MAINTENANCE       | 14,250     | 6,174      | -8,076   | -131  | 86,198     | 55,570     | -30,628  | -55   | 74,094  |
| 7399-97 | TOTAL CONTROLLABLE EXPENSES         | 31,793     | 26,603     | -5,190   | -20   | 216,119    | 239,425    | 23,306   | 10    | 319,234 |
| 7399-98 | TOTAL OPERATING EXPENSES            | 42,010     | 36,531     | -5,479   | -15   | 303,987    | 328,781    | 24,794   | 8     | 438,375 |
| 7399-99 | NET OPERATING INCOME                | 1,277      | 11,307     | -10,030  | -89   | 119,874    | 101,763    | 18,111   | 18    | 135,684 |
| 7500-00 | REPLACEMENT COSTS/OTHER             |            |            |          |       |            |            |          |       |         |
| 7500-01 | REPLACEMENT COSTS - OPERATING       |            |            |          |       |            |            |          |       |         |
| 7500-02 | TURNOVER REPLACEMENT COSTS          |            |            |          |       |            |            |          |       |         |
| 7510-00 | R/M Replacement-General             | -126       | 2,071      | 2,197    | 106   | 328        | 18,637     | 18,309   | 98    | 24,850  |
| 7515-00 | R/M Replacement-Plumbing            | -75        | 56         | 131      | 233   | 183        | 506        | 323      | 64    | 675     |
| 7520-00 | R/M Replacement-Electrical          | 907        | 0          | -907     | N/A   | 1,055      | 0          | -1,055   | N/A   | 0       |
| 7525-00 | R/M Replacement-Door                | 0          | 67         | 67       | 100   | 232        | 600        | 368      | 61    | 800     |
| 7530-00 | R/M Replacement-Window              | 307        | 1,042      | 734      | 71    | 414        | 9,375      | 8,961    | 96    | 12,500  |
| 7535-00 | R/M Replacement-Cabinet             | 339        | 0          | -339     | N/A   | 4,188      | 0          | -4,188   | N/A   | 0       |
| 7540-00 | R/M Replacement-Other               | -29        | 0          | 29       | N/A   | 0          | 0          | 0        | N/A   | 0       |
| 7545-10 | R/M Flooring Replacement-1Bed       | 0          | 1,125      | 1,125    | 100   | 6,630      | 10,125     | 3,495    | 35    | 13,500  |
| 7550-00 | R/M Replacement-Refrigerator        | 0          | 396        | 396      | 100   | 3,136      | 3,562      | 426      | 12    | 4,750   |
| 7560-00 | R/M Replacement-Range               | 0          | 333        | 333      | 100   | 3,085      | 3,000      | -85      | -3    | 4,000   |
| 7565-00 | R/M Replacement-Other Appliance     | 1,743      | 0          | -1,743   | N/A   | 1,743      | 0          | -1,743   | N/A   | 0       |
| 7570-00 | R/M Replacement-HVAC Unit           | 0          | 583        | 583      | 100   | 7,295      | 5,250      | -2,045   | -39   | 7,000   |
| 7580-00 | R/M Replacement-Water Heater        | 5,595      | 667        | -4,929   | -739  | 5,595      | 6,000      | 405      | 7     | 8,000   |
| 7599-97 | TOTAL TURNOVER REPLACEMENT COSTS    | 8,662      | 6,340      | -2,322   | -37   | 33,884     | 57,056     | 23,172   | 41    | 76,075  |
| 7799-99 | TOTAL REPLACEMENT COSTS - OPERATING | 8,662      | 6,340      | -2,322   | -37   | 33,884     | 57,056     | 23,172   | 41    | 76,075  |
| 7800-00 | OTHER NON-OPERATING COSTS           |            |            |          |       |            |            |          |       |         |
| 7810-00 | Managing General Partner Fees       | 1,250      | 1,250      | 0        | 0     | 11,250     | 11,250     | 0        | 0     | 15,000  |
| 7815-00 | Administrative General Partner Fees | 625        | 625        | 0        | 0     | 5,625      | 5,625      | 0        | 0     | 7,500   |
| 7899-98 | TOTAL OTHER NON-OPERATING COSTS     | 1,875      | 1,875      | 0        | 0     | 16,875     | 16,875     | 0        | 0     | 22,500  |
| 7899-99 | TOTAL REPLACEMENT COSTS/OTHER       | 10,537     | 8,215      | -2,322   | -28   | 50,759     | 73,931     | 23,172   | 31    | 98,575  |
| 7999-99 | NET INCOME (LOSS) BEFORE CAPEX      | -9,260     | 3,092      | -12,352  | -399  | 69,115     | 27,832     | 41,283   | 148   | 37,109  |

Walker Commons (p0550)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                 | PTD Actual    | PTD Budget     | Variance     | % Var     | YTD Actual    | YTD Budget     | Variance       | % Var      | Annual          |
|----------------|---------------------------------|---------------|----------------|--------------|-----------|---------------|----------------|----------------|------------|-----------------|
| 8000-00        | CAPEX/REPLACEMENT RESERVE       |               |                |              |           |               |                |                |            |                 |
| 8100-00        | Authorized Reserve-Other        | 0             | 13,750         | 13,750       | 100       | 0             | 123,750        | 123,750        | 100        | 165,000         |
| 8999-99        | TOTAL CAPEX/REPLACEMENT RESERVE | 0             | 13,750         | 13,750       | 100       | 0             | 123,750        | 123,750        | 100        | 165,000         |
| <b>9999-98</b> | <b>NET INCOME (LOSS)</b>        | <b>-9,260</b> | <b>-10,658</b> | <b>1,398</b> | <b>13</b> | <b>69,115</b> | <b>-95,918</b> | <b>165,033</b> | <b>172</b> | <b>-127,891</b> |



## 1200 Park Avenue

September 2026

3 units available • 1 Move-in • 1 Move-out

### Vacancy Advertising

- The property is offering move-in specials and referral incentives to attract qualified applicants
- Staff has been coordinating with the Housing Authorities and VA to encourage Section 8 move-ins
- Flyers have been placed in heavily trafficked areas
- Banners and balloons are displayed on the grounds to increase visibility
- Staff have redistributed resident referrals

### Current Staffing

#### Staffing

**Manager:** Cindi Weber

**Assistant Manager:** Crystal Bickford

**Maintenance:** John Rainger

**Assistant Maintenance:** VACANT

### Vacancy Overview

#### CURRENT

**#245 (45%):** (Transfer) - **Rent Ready:** Vash applicant in process

**#334 (60%):** (Eviction) – Repairs in process, Vash applicant being worked up

**#109 (60%):** (Transfer) – Minor repairs

#### UPCOMING

**#247 (60%):** (Rent too high) – Too expensive to live on her own

**#219 (50%):** (Rent too high) – Moving in with daughter

**#340 (60%):** Transferring to #109

**#317 (60%):** (Relocating)

### Capital Projects

#### Budgeted Items planned for 2026

**Roofing:** Identify roofing that needs replacement/repairs.

**Stucco Repairs (Office Exterior Wall):** Gather updated bids for the siding.

**Painting:** Gather bids to follow the office repairs.

**Trash Chute Cleaning:** Semi-Annually

**Dryer Vent Cleaning:** Semi-Annually

#### Current Status

**Roofing:** 1 Bid on hand.

**Stucco Repairs (Office Exterior Wall):** Updated bids on hand.

**Painting:** Scheduled.

**Trash Chute Cleaning:** March, Scheduled

**Dryer Vent Cleaning:** March Scheduled

**Stairway carpet:** Completed

### Community Events

#### ONGOING

Monthly Bingo Games

Birthday Cake Celebrations

#### HIGHLIGHT

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### Additional Notes

- The property has interviewed for the assistant maintenance. Pending a start date

Park Avenue (p0569)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                       | PTD Actual     | PTD Budget     | Variance      | % Var     | YTD Actual     | YTD Budget     | Variance       | % Var     | Annual           |
|----------------|---------------------------------------|----------------|----------------|---------------|-----------|----------------|----------------|----------------|-----------|------------------|
| <b>4000-03</b> | <b>INCOME</b>                         |                |                |               |           |                |                |                |           |                  |
| 4110-00        | Market/Contract Rent                  | 78,577         | 106,457        | -27,880       | -26       | 824,080        | 958,115        | -134,035       | -14       | 1,277,487        |
| 4190-00        | Gain/Loss to Lease                    | 23,210         | 0              | 23,210        | N/A       | 89,836         | 0              | 89,836         | N/A       | 0                |
| 4999-99        | GROSS POTENTIAL RENT                  | 101,787        | 106,457        | -4,670        | -4        | 913,916        | 958,115        | -44,199        | -5        | 1,277,487        |
| 5000-00        | INCOME ADJUSTMENTS                    |                |                |               |           |                |                |                |           |                  |
| 5110-00        | Vacancy Loss                          | -2,000         | -3,726         | 1,726         | 46        | -35,548        | -33,534        | -2,014         | -6        | -44,712          |
| 5120-00        | Admin Unit-Non Rev                    | -1,196         | -1,196         | 0             | 0         | -10,769        | -10,764        | -5             | 0         | -14,352          |
| 5150-00        | Concessions-Move In Special           | 0              | 0              | 0             | N/A       | -10            | 0              | -10            | N/A       | 0                |
| 5190-00        | Bad Debt Expense                      | -1,444         | 0              | -1,444        | N/A       | -2,317         | 0              | -2,317         | N/A       | 0                |
| 5199-98        | TOTAL INCOME ADJUSTMENTS              | -4,640         | -4,922         | 282           | 6         | -48,644        | -44,298        | -4,346         | -10       | -59,064          |
| 5199-99        | NET RENTAL INCOME                     | 97,147         | 101,535        | -4,388        | -4        | 865,272        | 913,817        | -48,546        | -5        | 1,218,423        |
| 5500-00        | OTHER INCOME                          |                |                |               |           |                |                |                |           |                  |
| 5510-00        | Laundry Income                        | 3,500          | 667            | 2,833         | 425       | 7,500          | 6,000          | 1,500          | 25        | 8,000            |
| 5520-00        | Late Charges                          | 0              | 68             | -68           | -100      | 65             | 616            | -552           | -89       | 822              |
| 5530-00        | Application Fees                      | 0              | 14             | -14           | -100      | 0              | 125            | -125           | -100      | 167              |
| 5590-00        | Other Tenant Income                   | 250            | 333            | -83           | -25       | 2,399          | 3,000          | -601           | -20       | 4,000            |
| 5600-00        | Interest Income                       | 10             | 18             | -8            | -46       | 491            | 164            | 328            | 200       | 218              |
| 5610-00        | Interest Income-Restricted Reserve    | 70             | 0              | 70            | N/A       | 225            | 0              | 225            | N/A       | 0                |
| 5690-00        | Miscellaneous Income                  | 0              | 20             | -20           | -100      | 384            | 178            | 206            | 115       | 238              |
| 5999-98        | TOTAL OTHER INCOME                    | 3,830          | 1,120          | 2,709         | 242       | 11,064         | 10,084         | 981            | 10        | 13,445           |
| <b>5999-99</b> | <b>TOTAL INCOME</b>                   | <b>100,977</b> | <b>102,656</b> | <b>-1,679</b> | <b>-2</b> | <b>876,336</b> | <b>923,901</b> | <b>-47,565</b> | <b>-5</b> | <b>1,231,868</b> |
| <b>6000-00</b> | <b>OPERATING EXPENSES</b>             |                |                |               |           |                |                |                |           |                  |
| 6000-01        | NON-CONTROLLABLE EXPENSES             |                |                |               |           |                |                |                |           |                  |
| 6000-02        | TAXES AND INSURANCE                   |                |                |               |           |                |                |                |           |                  |
| 6100-10        | Real Estate Taxes-Special Assessments | 0              | 28             | 28            | 100       | 198            | 250            | 52             | 21        | 333              |
| 6120-00        | Other Taxes/Fees/Permits              | 0              | 167            | 167           | 100       | 775            | 1,500          | 725            | 48        | 2,000            |
| 6120-10        | Other Taxes/Fees/Permits-FTB Fee      | -675           | 67             | 742           | 1,112     | 1,600          | 600            | -1,000         | -167      | 800              |
| 6120-50        | Other Taxes/Fees/Permits-Other        | 27             | 0              | -27           | N/A       | 27             | 0              | -27            | N/A       | 0                |
| 6150-00        | Property Insurance-GL                 | 6,935          | 6,947          | 12            | 0         | 63,832         | 62,521         | -1,310         | -2        | 83,362           |
| 6150-20        | Property Insurance-Flood              | 157            | 300            | 143           | 48        | 1,416          | 2,699          | 1,283          | 48        | 3,599            |
| 6170-00        | Bond Premiums                         | 0              | 58             | 58            | 100       | 0              | 525            | 525            | 100       | 700              |
| 6199-99        | TOTAL TAXES AND INSURANCE             | 6,445          | 7,566          | 1,121         | 15        | 67,848         | 68,096         | 247            | 0         | 90,794           |
| 6200-00        | UTILITIES                             |                |                |               |           |                |                |                |           |                  |
| 6210-00        | Electricity-Common Areas              | 6,472          | 7,060          | 589           | 8         | 38,861         | 63,544         | 24,683         | 39        | 84,726           |
| 6210-10        | Electricity-Units                     | 246            | 0              | -246          | N/A       | 1,810          | 0              | -1,810         | N/A       | 0                |
| 6220-00        | Water-Domestic                        | 2,497          | 1,522          | -976          | -64       | 13,671         | 13,694         | 24             | 0         | 18,259           |
| 6220-10        | Water-Irrigation                      | 595            | 0              | -595          | N/A       | 1,197          | 0              | -1,197         | N/A       | 0                |
| 6230-00        | Sewer-Standard Billing                | 2,043          | 1,964          | -80           | -4        | 20,340         | 17,672         | -2,668         | -15       | 23,563           |
| 6240-00        | Gas/Heating Fuel-Units                | 137            | 629            | 492           | 78        | 565            | 5,659          | 5,094          | 90        | 7,545            |

Park Avenue (p0569)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                   | PTD Actual | PTD Budget | Variance | % Var | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|-----------------------------------|------------|------------|----------|-------|------------|------------|----------|-------|---------|
| 6240-10 | Gas/Heating Fuel-Common Areas     | 150        | 0          | -150     | N/A   | 5,232      | 0          | -5,232   | N/A   | 0       |
| 6250-00 | Trash-Standard Pickup             | 801        | 1,129      | 328      | 29    | 5,897      | 10,159     | 4,262    | 42    | 13,546  |
| 6250-10 | Trash-Bulk Pickup                 | 205        | 0          | -205     | N/A   | 2,230      | 0          | -2,230   | N/A   | 0       |
| 6299-99 | TOTAL UTILITIES                   | 13,146     | 12,303     | -843     | -7    | 89,803     | 110,729    | 20,926   | 19    | 147,639 |
| 6300-00 | PROPERTY MANAGEMENT FEES          |            |            |          |       |            |            |          |       |         |
| 6320-00 | Management Fees                   | 6,202      | 6,202      | 0        | 0     | 55,816     | 55,816     | 0        | 0     | 74,421  |
| 6399-98 | TOTAL PROPERTY MANAGEMENT FEES    | 6,202      | 6,202      | 0        | 0     | 55,816     | 55,816     | 0        | 0     | 74,421  |
| 6399-99 | TOTAL NON-CONTROLLABLE EXPENSES   | 25,793     | 26,071     | 278      | 1     | 213,467    | 234,640    | 21,173   | 9     | 312,854 |
| 6400-00 | CONTROLLABLE EXPENSES             |            |            |          |       |            |            |          |       |         |
| 6400-01 | PROFESSIONAL FEES                 |            |            |          |       |            |            |          |       |         |
| 6410-00 | Audit Fees                        | 1,042      | 1,042      | 0        | 0     | 9,375      | 9,375      | 0        | 0     | 12,500  |
| 6430-00 | Legal-Evictions                   | 170        | 407        | 237      | 58    | 14,721     | 3,665      | -11,057  | -302  | 4,886   |
| 6440-00 | Professional Fees                 | 52         | 0          | -52      | N/A   | 286        | 0          | -286     | N/A   | 0       |
| 6499-99 | TOTAL PROFESSIONAL FEES           | 1,263      | 1,449      | 186      | 13    | 24,382     | 13,040     | -11,342  | -87   | 17,386  |
| 6500-00 | PERSONNEL COSTS                   |            |            |          |       |            |            |          |       |         |
| 6510-00 | Maintenance Wages-Base            | 6,733      | 10,683     | 3,950    | 37    | 60,210     | 96,150     | 35,940   | 37    | 128,200 |
| 6510-10 | Maintenance Wages-Overtime        | 715        | 0          | -715     | N/A   | 3,506      | 0          | -3,506   | N/A   | 0       |
| 6510-20 | Maintenance Wages-Bonus           | 350        | 0          | -350     | N/A   | 350        | 0          | -350     | N/A   | 0       |
| 6510-30 | Maintenance Wages-Vacation        | 245        | 0          | -245     | N/A   | 4,701      | 0          | -4,701   | N/A   | 0       |
| 6510-40 | Maintenance Wages-PTO             | 457        | 0          | -457     | N/A   | 4,712      | 0          | -4,712   | N/A   | 0       |
| 6510-90 | Maintenance Wages-Other           | 0          | 0          | 0        | N/A   | 164        | 0          | -164     | N/A   | 0       |
| 6520-00 | Manager Wages-Base                | 6,239      | 9,018      | 2,779    | 31    | 58,284     | 81,162     | 22,878   | 28    | 108,216 |
| 6520-10 | Manager Wages-Overtime            | 172        | 0          | -172     | N/A   | 1,346      | 0          | -1,346   | N/A   | 0       |
| 6520-20 | Manager Wages-Bonus               | 700        | 0          | -700     | N/A   | 700        | 0          | -700     | N/A   | 0       |
| 6520-30 | Manager Wages-Vacation            | 256        | 0          | -256     | N/A   | 3,791      | 0          | -3,791   | N/A   | 0       |
| 6520-40 | Manager Wages-PTO                 | 232        | 0          | -232     | N/A   | 5,369      | 0          | -5,369   | N/A   | 0       |
| 6540-00 | Employer Social Security          | 968        | 1,916      | 948      | 49    | 8,269      | 17,247     | 8,978    | 52    | 22,996  |
| 6540-10 | Employer Medicare                 | 226        | 0          | -226     | N/A   | 1,934      | 0          | -1,934   | N/A   | 0       |
| 6540-20 | FUTA (Federal Unemployment)       | 4          | 0          | -4       | N/A   | 238        | 0          | -238     | N/A   | 0       |
| 6540-30 | SUTA (State Unemployment)         | 30         | 0          | -30      | N/A   | 1,745      | 0          | -1,745   | N/A   | 0       |
| 6540-40 | 401(k) Match (Employer)           | 6          | 0          | -6       | N/A   | 61         | 0          | -61      | N/A   | 0       |
| 6550-00 | Workers Comp Insurance            | 777        | 839        | 62       | 7     | 6,938      | 7,551      | 613      | 8     | 10,068  |
| 6555-00 | Personnel Medical Insurance       | 2,115      | 1,667      | -449     | -27   | 17,760     | 15,000     | -2,760   | -18   | 20,000  |
| 6560-00 | Life Insurance                    | 4          | 0          | -4       | N/A   | 53         | 0          | -53      | N/A   | 0       |
| 6599-99 | TOTAL PERSONNEL COSTS             | 20,230     | 24,123     | 3,893    | 16    | 180,131    | 217,110    | 36,979   | 17    | 289,480 |
| 6600-00 | MARKETING AND LEASING COSTS       |            |            |          |       |            |            |          |       |         |
| 6610-00 | Advertising                       | 0          | 40         | 40       | 100   | 124        | 358        | 234      | 65    | 477     |
| 6620-00 | Credit Checking                   | -5         | 29         | 35       | 119   | 52         | 263        | 211      | 80    | 350     |
| 6699-99 | TOTAL MARKETING AND LEASING COSTS | -5         | 69         | 74       | 108   | 175        | 620        | 445      | 72    | 827     |
| 6700-00 | GENERAL AND ADMINISTRATIVE        |            |            |          |       |            |            |          |       |         |

Park Avenue (p0569)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|         |                                            | PTD Actual | PTD Budget | Variance | % Var  | YTD Actual | YTD Budget | Variance | % Var | Annual  |
|---------|--------------------------------------------|------------|------------|----------|--------|------------|------------|----------|-------|---------|
| 6700-01 | CONTRACT/RECURRING G/A                     |            |            |          |        |            |            |          |       |         |
| 6700-10 | P/M IT                                     | 0          | 227        | 227      | 100    | 1,217      | 2,046      | 829      | 41    | 2,728   |
| 6700-20 | P/M Software                               | 0          | 102        | 102      | 100    | 2,043      | 914        | -1,129   | -123  | 1,219   |
| 6700-30 | P/M Software-Yardi                         | 292        | 1,776      | 1,485    | 84     | 12,084     | 15,986     | 3,902    | 24    | 21,314  |
| 6710-00 | Telephone                                  | 1,568      | 713        | -855     | -120   | 12,225     | 6,416      | -5,808   | -91   | 8,555   |
| 6710-10 | Internet                                   | 301        | 625        | 324      | 52     | 2,737      | 5,623      | 2,886    | 51    | 7,498   |
| 6710-20 | Cell Phone Reimbursement                   | 180        | 164        | -16      | -10    | 1,860      | 1,478      | -382     | -26   | 1,971   |
| 6715-10 | Copier Expenses                            | 22         | 0          | -22      | N/A    | -198       | 0          | 198      | N/A   | 0       |
| 6715-30 | Toner/Copier Expense                       | -235       | 125        | 360      | 288    | 1,661      | 1,125      | -536     | -48   | 1,500   |
| 6720-00 | Postage/Freight                            | 126        | 88         | -38      | -44    | 712        | 789        | 77       | 10    | 1,052   |
| 6730-00 | Office Supplies/Expense                    | 395        | 505        | 111      | 22     | 4,199      | 4,549      | 350      | 8     | 6,065   |
| 6735-00 | Office Furniture and Equipment             | 22         | 0          | -22      | N/A    | -65        | 0          | 65       | N/A   | 0       |
| 6740-00 | Water/Coffee Service                       | 301        | 111        | -190     | -171   | 976        | 1,001      | 25       | 3     | 1,335   |
| 6820-00 | Tenant Services-General                    | 75         | 127        | 52       | 41     | 320        | 1,144      | 824      | 72    | 1,525   |
| 6820-20 | Tenant Services-Retention                  | -43        | 0          | 43       | N/A    | 211        | 0          | -211     | N/A   | 0       |
| 6820-30 | Tenant Services-Other                      | 18         | 0          | -18      | N/A    | 3,317      | 0          | -3,317   | N/A   | 0       |
| 6830-00 | Resident Services-Supplies                 | 0          | 0          | 0        | N/A    | 665        | 0          | -665     | N/A   | 0       |
| 6855-00 | Resident Services-Other                    | 0          | 0          | 0        | N/A    | 168        | 0          | -168     | N/A   | 0       |
| 6860-00 | Security-Svc Contract                      | 2,890      | 711        | -2,179   | -306   | 9,171      | 6,399      | -2,772   | -43   | 8,532   |
| 6870-00 | Elevator-Svc Contract                      | 2,700      | 1,188      | -1,512   | -127   | 10,694     | 10,690     | -4       | 0     | 14,253  |
| 6870-20 | Elevator-Fees                              | 675        | 0          | -675     | N/A    | 1,125      | 0          | -1,125   | N/A   | 0       |
| 6880-00 | Pest Control-Svc Contract                  | 3,100      | 1,182      | -1,918   | -162   | 4,400      | 10,639     | 6,239    | 59    | 14,185  |
| 6880-10 | Pest Control-One-Time                      | 0          | 0          | 0        | N/A    | 1,000      | 0          | -1,000   | N/A   | 0       |
| 6890-00 | Fire/Alarm-Svc Contract                    | 270        | 1,524      | 1,254    | 82     | 6,128      | 13,715     | 7,588    | 55    | 18,287  |
| 6899-99 | TOTAL CONTRACT/RECURRING G/A               | 12,656     | 9,168      | -3,487   | -38    | 76,650     | 82,514     | 5,864    | 7     | 110,019 |
| 6900-00 | OTHER G/A                                  |            |            |          |        |            |            |          |       |         |
| 6910-00 | Other Admin-General                        | 311        | 156        | -155     | -100   | 913        | 1,401      | 488      | 35    | 1,868   |
| 6910-20 | Other Admin-Bank Fee                       | 0          | 0          | 0        | N/A    | 320        | 0          | -320     | N/A   | 0       |
| 6930-00 | Mileage                                    | 2          | 0          | -2       | N/A    | 1,244      | 0          | -1,244   | N/A   | 0       |
| 6940-00 | Travel and Promotion                       | 0          | 144        | 144      | 100    | 672        | 1,300      | 628      | 48    | 1,733   |
| 6950-00 | Training Expense                           | 0          | 64         | 64       | 100    | 967        | 575        | -391     | -68   | 767     |
| 6955-00 | Employee Meals                             | 0          | 8          | 8        | 100    | 0          | 75         | 75       | 100   | 100     |
| 6999-98 | TOTAL OTHER G/A                            | 313        | 372        | 59       | 16     | 4,116      | 3,351      | -765     | -23   | 4,468   |
| 6999-99 | TOTAL GENERAL AND ADMINISTRATIVE           | 12,969     | 9,541      | -3,428   | -36    | 80,767     | 85,865     | 5,098    | 6     | 114,487 |
| 7000-00 | REPAIRS AND MAINTENANCE                    |            |            |          |        |            |            |          |       |         |
| 7000-01 | CONTRACT/RECURRING R/M                     |            |            |          |        |            |            |          |       |         |
| 7010-00 | R/M Contract-General                       | 1,438      | 2,250      | 812      | 36     | 45,625     | 20,250     | -25,375  | -125  | 27,000  |
| 7015-00 | R/M Contract-Plumbing                      | 2,459      | 220        | -2,240   | -1,019 | 8,301      | 1,978      | -6,324   | -320  | 2,637   |
| 7020-00 | R/M Contract-Electrical                    | 120        | 0          | -120     | N/A    | 1,643      | 0          | -1,643   | N/A   | 0       |
| 7025-00 | R/M Contract-HVAC                          | 99         | 167        | 68       | 41     | 881        | 1,500      | 619      | 41    | 2,000   |
| 7030-00 | R/M Contract-Carpet Cleaning-Non Unit Turn | 0          | 688        | 688      | 100    | 1,448      | 6,189      | 4,741    | 77    | 8,252   |
| 7035-00 | R/M Contract-Appliances                    | 396        | 0          | -396     | N/A    | 756        | 0          | -756     | N/A   | 0       |
| 7045-00 | R/M Contract-Hauling                       | 200        | 0          | -200     | N/A    | 375        | 0          | -375     | N/A   | 0       |
| 7055-00 | Janitorial Services                        | 1,597      | 0          | -1,597   | N/A    | 1,597      | 0          | -1,597   | N/A   | 0       |

Park Avenue (p0569)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                 | PTD Actual    | PTD Budget    | Variance       | % Var      | YTD Actual     | YTD Budget     | Variance       | % Var      | Annual         |
|----------------|---------------------------------|---------------|---------------|----------------|------------|----------------|----------------|----------------|------------|----------------|
| 7060-00        | Repairs/Maintenance-Corp        | -771          | 0             | 771            | N/A        | 0              | 0              | 0              | N/A        | 0              |
| 7065-00        | Grounds-Svc Contract            | 7,730         | 2,032         | -5,698         | -280       | 23,240         | 18,285         | -4,955         | -27        | 24,380         |
| 7065-20        | Grounds-Repairs                 | -224          | 0             | 224            | N/A        | 350            | 0              | -350           | N/A        | 0              |
| 7099-99        | TOTAL CONTRACT/RECURRING R/M    | 13,044        | 5,356         | -7,688         | -144       | 84,216         | 48,202         | -36,014        | -75        | 64,269         |
| 7100-00        | OTHER R/M                       |               |               |                |            |                |                |                |            |                |
| 7110-00        | Janitorial Supplies             | 657           | 318           | -339           | -106       | 1,846          | 2,864          | 1,018          | 36         | 3,819          |
| 7115-00        | Painting and Decorating         | 68            | 224           | 156            | 70         | 2,159          | 2,014          | -144           | -7         | 2,686          |
| 7120-00        | R/M Supplies-General            | 787           | 1,548         | 761            | 49         | 7,817          | 13,930         | 6,113          | 44         | 18,573         |
| 7125-00        | R/M Supplies-Plumbing           | 1,049         | 0             | -1,049         | N/A        | 1,374          | 0              | -1,374         | N/A        | 0              |
| 7130-00        | R/M Supplies-Electrical         | 926           | 0             | -926           | N/A        | 1,938          | 0              | -1,938         | N/A        | 0              |
| 7135-00        | R/M Supplies-HVAC               | 0             | 0             | 0              | N/A        | 1,481          | 0              | -1,481         | N/A        | 0              |
| 7145-00        | R/M Supplies-Appliances         | 130           | 0             | -130           | N/A        | 130            | 0              | -130           | N/A        | 0              |
| 7155-00        | R/M Supplies-IT/Access Control  | -58           | 0             | 58             | N/A        | 0              | 0              | 0              | N/A        | 0              |
| 7199-00        | MM GL                           | 169           | 0             | -169           | N/A        | 169            | 0              | -169           | N/A        | 0              |
| 7199-99        | TOTAL OTHER R/M                 | 3,727         | 2,090         | -1,637         | -78        | 16,913         | 18,808         | 1,896          | 10         | 25,078         |
| 7200-00        | TURNOVER R/M                    |               |               |                |            |                |                |                |            |                |
| 7210-90        | Unit Turn-Carpet Cleaning-Other | 0             | 0             | 0              | N/A        | 573            | 0              | -573           | N/A        | 0              |
| 7220-00        | Unit Turn-Unit Cleaning-Vendor  | 800           | 0             | -800           | N/A        | 4,773          | 0              | -4,773         | N/A        | 0              |
| 7299-98        | TOTAL TURNOVER R/M              | 800           | 0             | -800           | N/A        | 5,346          | 0              | -5,346         | N/A        | 0              |
| 7299-99        | TOTAL REPAIRS AND MAINTENANCE   | 17,571        | 7,446         | -10,125        | -136       | 106,475        | 67,010         | -39,464        | -59        | 89,347         |
| 7399-97        | TOTAL CONTROLLABLE EXPENSES     | 52,027        | 42,627        | -9,400         | -22        | 391,930        | 383,645        | -8,284         | -2         | 511,527        |
| <b>7399-98</b> | <b>TOTAL OPERATING EXPENSES</b> | <b>77,820</b> | <b>68,698</b> | <b>-9,122</b>  | <b>-13</b> | <b>605,397</b> | <b>618,286</b> | <b>12,889</b>  | <b>2</b>   | <b>824,381</b> |
| <b>7399-99</b> | <b>NET OPERATING INCOME</b>     | <b>23,157</b> | <b>33,957</b> | <b>-10,800</b> | <b>-32</b> | <b>270,939</b> | <b>305,615</b> | <b>-34,676</b> | <b>-11</b> | <b>407,487</b> |
| 7400-00        | DEBT SERVICE                    |               |               |                |            |                |                |                |            |                |
| 7411-00        | Interest-Perm Loan 1            | 8,179         | 8,463         | 284            | 3          | 75,076         | 76,167         | 1,091          | 1          | 101,556        |
| 7430-00        | Interest-Local Agency           | 6,125         | 8,189         | 2,064          | 25         | 55,125         | 73,702         | 18,577         | 25         | 98,269         |
| 7435-00        | Interest-Other                  | 2,917         | 2,917         | 0              | 0          | 26,253         | 26,250         | -3             | 0          | 35,000         |
| 7499-99        | TOTAL DEBT SERVICE              | 17,221        | 19,569        | 2,348          | 12         | 156,454        | 176,119        | 19,664         | 11         | 234,825        |
| 7500-00        | REPLACEMENT COSTS/OTHER         |               |               |                |            |                |                |                |            |                |
| 7500-01        | REPLACEMENT COSTS - OPERATING   |               |               |                |            |                |                |                |            |                |
| 7500-02        | TURNOVER REPLACEMENT COSTS      |               |               |                |            |                |                |                |            |                |
| 7510-00        | R/M Replacement-General         | 550           | 3,043         | 2,493          | 82         | 4,048          | 27,390         | 23,342         | 85         | 36,520         |
| 7515-00        | R/M Replacement-Plumbing        | -971          | 0             | 971            | N/A        | 0              | 0              | 0              | N/A        | 0              |
| 7525-00        | R/M Replacement-Door            | 0             | 217           | 217            | 100        | 313            | 1,950          | 1,637          | 84         | 2,600          |
| 7530-00        | R/M Replacement-Window          | 0             | 0             | 0              | N/A        | 651            | 0              | -651           | N/A        | 0              |
| 7535-00        | R/M Replacement-Cabinet         | 0             | 0             | 0              | N/A        | 16,951         | 0              | -16,951        | N/A        | 0              |
| 7540-00        | R/M Replacement-Other           | -297          | 0             | 297            | N/A        | 77             | 0              | -77            | N/A        | 0              |
| 7545-10        | R/M Flooring Replacement-1Bed   | 6,260         | 0             | -6,260         | N/A        | 44,853         | 0              | -44,853        | N/A        | 0              |
| 7545-20        | R/M Flooring Replacement-2Bed   | 10,109        | 0             | -10,109        | N/A        | 15,784         | 0              | -15,784        | N/A        | 0              |

Park Avenue (p0569)

**Budget Comparison**

Period = Sep 2026

Book = Accrual ; Tree = ysi\_is

|                |                                       | PTD Actual     | PTD Budget     | Variance       | % Var       | YTD Actual     | YTD Budget      | Variance        | % Var       | Annual          |
|----------------|---------------------------------------|----------------|----------------|----------------|-------------|----------------|-----------------|-----------------|-------------|-----------------|
| 7545-30        | R/M Flooring Replacement-3Bed         | 0              | 0              | 0              | N/A         | 2,747          | 0               | -2,747          | N/A         | 0               |
| 7545-90        | R/M Flooring Replacement-Other        | 0              | 0              | 0              | N/A         | 16,113         | 0               | -16,113         | N/A         | 0               |
| 7550-00        | R/M Replacement-Refrigerator          | 729            | 275            | -454           | -165        | 5,101          | 2,475           | -2,626          | -106        | 3,300           |
| 7560-00        | R/M Replacement-Range                 | 0              | 225            | 225            | 100         | 1,480          | 2,025           | 545             | 27          | 2,700           |
| 7560-10        | R/M Replacement-Range Hood            | 86             | 8              | -78            | -937        | 86             | 75              | -11             | -15         | 100             |
| 7570-00        | R/M Replacement-HVAC Unit             | 0              | 0              | 0              | N/A         | 13,756         | 0               | -13,756         | N/A         | 0               |
| 7580-00        | R/M Replacement-Water Heater          | 861            | 0              | -861           | N/A         | 2,539          | 0               | -2,539          | N/A         | 0               |
| 7599-97        | TOTAL TURNOVER REPLACEMENT COSTS      | 17,328         | 3,768          | -13,559        | -360        | 124,500        | 33,915          | -90,585         | -267        | 45,220          |
| 7799-99        | TOTAL REPLACEMENT COSTS - OPERATING   | 17,328         | 3,768          | -13,559        | -360        | 124,500        | 33,915          | -90,585         | -267        | 45,220          |
| 7800-00        | OTHER NON-OPERATING COSTS             |                |                |                |             |                |                 |                 |             |                 |
| 7810-00        | Managing General Partner Fees         | 1,086          | 1,106          | 20             | 2           | 9,770          | 9,950           | 180             | 2           | 13,266          |
| 7899-98        | TOTAL OTHER NON-OPERATING COSTS       | 1,086          | 1,106          | 20             | 2           | 9,770          | 9,950           | 180             | 2           | 13,266          |
| 7899-99        | TOTAL REPLACEMENT COSTS/OTHER         | 18,413         | 4,874          | -13,539        | -278        | 134,269        | 43,864          | -90,405         | -206        | 58,486          |
| <b>7999-99</b> | <b>NET INCOME (LOSS) BEFORE CAPEX</b> | <b>-12,478</b> | <b>9,515</b>   | <b>-21,992</b> | <b>-231</b> | <b>-19,785</b> | <b>85,632</b>   | <b>-105,417</b> | <b>-123</b> | <b>114,176</b>  |
| 8000-00        | CAPEX/REPLACEMENT RESERVE             |                |                |                |             |                |                 |                 |             |                 |
| 8100-00        | Authorized Reserve-Other              | 0              | 15,550         | 15,550         | 100         | 0              | 139,950         | 139,950         | 100         | 186,600         |
| 8110-00        | Authorized Reserve-Flooring           | 0              | 5,175          | 5,175          | 100         | 0              | 46,575          | 46,575          | 100         | 62,100          |
| 8130-00        | Authorized Reserve-HVAC               | 0              | 800            | 800            | 100         | 0              | 7,200           | 7,200           | 100         | 9,600           |
| 8140-00        | Authorized Reserve-Water Heaters      | 0              | 333            | 333            | 100         | 0              | 3,000           | 3,000           | 100         | 4,000           |
| 8999-99        | TOTAL CAPEX/REPLACEMENT RESERVE       | 0              | 21,858         | 21,858         | 100         | 0              | 196,725         | 196,725         | 100         | 262,300         |
| <b>9999-98</b> | <b>NET INCOME (LOSS)</b>              | <b>-12,478</b> | <b>-12,344</b> | <b>-134</b>    | <b>-1</b>   | <b>-19,785</b> | <b>-111,093</b> | <b>91,308</b>   | <b>82</b>   | <b>-148,124</b> |

## MEMO

Date: October 15, 2026

To: HACB Board of Commissioners

From: Tiffany Lee, Special Programs Coordinator  
Angie Little, Rental Assistance Programs Manager

Subject: Family Self-Sufficiency (FSS) Program update for September 2026

| <b>Program Statistics for Period Ending</b>               | <b>September<br/>2026</b> | <b>September<br/>2025</b> |
|-----------------------------------------------------------|---------------------------|---------------------------|
| Number of participants as of last day of the month        | 60                        | 33                        |
| Number of Orientation Briefings                           | 2                         | 0                         |
| Number of signed contracts                                | 3                         | 4                         |
| Number of Port-In's                                       | 0                         | 0                         |
| Number of Port-Out's                                      | 0                         | 0                         |
| Number of Graduates                                       | 2                         | 0                         |
| 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) | 7                         | 8                         |
| Number of participants with new employment (YTD)          | 18                        | 3                         |
| Number of participants with escrow accounts               | 27                        | 11                        |
| Number of participants currently escrowing                | 20                        | 9                         |
| Amount disbursed from escrow account                      | \$11,849.77               | \$0.00                    |
| Balance of Forfeiture account                             | \$38,521.83               | \$33,511.34               |
| Balance of Escrow Account                                 | \$137,349.80              | \$65,834.50               |

### FSS FY 2025 HUD Grant Program Tracking Data

| <b>Program Management Questions:</b>                                | <b>2026 Calendar Year</b> |
|---------------------------------------------------------------------|---------------------------|
| PHA mandatory program size (Initial 50)                             | N/A                       |
| PHA voluntary program size (50)                                     | 60                        |
| Number of FSS participants identified as a person with disabilities | 19                        |
| Number of FSS participants employed                                 | 47                        |
| Number of FSS participants in training programs                     | 2                         |
| Number of FSS participants enrolled in higher/adult education       | 13                        |
| Number of FSS participants enrolled in school and employed          | 10                        |
| Number of FSS families receiving cash assistance                    | 19                        |
| Number of FSS families experiencing a reduction in cash assistance  | 17                        |
| Number of FSS families who have ceased receiving cash assistance    | 4                         |
| How many new FSS escrow accounts were established                   | 8                         |
| Number of FSS families moved to non-subsidized housing              | 2                         |
| Number of FSS families moved to home-ownership <sup>78</sup>        | 1                         |

| HACB CoC Programs: A Report to the Board of Commissioners for the Month of September 2026 |                  |                     |               |         |           |                                                                 |              |                    |                        |                     |
|-------------------------------------------------------------------------------------------|------------------|---------------------|---------------|---------|-----------|-----------------------------------------------------------------|--------------|--------------------|------------------------|---------------------|
| Grant                                                                                     | Funding Period   | Amount Funded       | Grantee       | Sponsor | Units     | Eligibility Criteria                                            | Service Area | 09/2026 Enrollment | 09/2026 HAP Assistance | Grant Balance       |
| City of Chico - LGP                                                                       | 7/1/26 - 6/30/27 | \$9,000.00          | City of Chico | SSA     | 8         | Low-income, referred by supportive service agency               | Chico        | 2                  | \$0.00                 | \$9,000.00          |
| City of Chico - TBRA                                                                      | 7/1/26 - 6/30/27 | \$150,000.00        | City of Chico | SSA     | 18        | Low-income, under case management with self-sufficiency plan    | Chico        | 11                 | \$10,716.00            | \$126,684.00        |
| BHHAP/Security Deposit**                                                                  | 7/1/26 - 6/30/27 | \$2,105.00          | BCBH          | BCBH    | 5         | Individuals with a mental illness with homelessness eligibility | Butte County | 0                  | \$0.00                 | \$2,105.00          |
| BHHAP/ASOC                                                                                | 7/1/26 - 6/30/27 | \$14,825.00         | BCBH          | BCBH    | 4         | Individuals with a mental illness with homelessness eligibility | Butte County | 1                  | \$269.00               | \$14,018.00         |
| <b>Totals</b>                                                                             |                  | <b>\$175,930.00</b> |               |         | <b>35</b> |                                                                 |              | <b>14</b>          | <b>\$10,985.00</b>     | <b>\$151,807.00</b> |

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:10/06/2026

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

\*\*Written authorization given from BCDDBH to take any over spent dollars from BHHAP/ASOC to cover BHHAP/Security Deposit

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HOUSING AUTHORITY of the County of Butte

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**September 17, 2026**

Rudy Rodriguez  
Acting Director  
Office of Public Housing  
U.S. Department of Housing and Urban Development  
San Francisco Office  
1 Sansome Street, 11th Floor  
San Francisco, CA 94104

**RE: Housing Authority of the County of Butte (CA043) – Response to SEMAP On-Site Assessment and Corrective Action Plan**

Dear Mr. Rodriguez:

The Housing Authority of the County of Butte (HACB) appreciates the opportunity to respond to the findings identified in HUD's August 5, 2026, SEMAP On-Site Assessment Review Report.

HACB has carefully reviewed HUD's findings and recommendations and has begun implementing corrective actions designed not only to address the specific deficiencies identified during HUD's review, but also to strengthen the Agency's ongoing SEMAP quality-control, documentation, reporting, and management processes.

HACB has contracted with **Jeni Rios Consulting (JRC)** to assist the Agency with its SEMAP review and quality-control processes. JRC will perform specified SEMAP QC functions for HACB and will assist the Agency in developing a comprehensive SEMAP Quality Control Standard Operating Procedure.

In addition, following HUD's review, HACB engaged JRC to conduct a **sampling audit of a cross-section of current participant files**. JRC provided HACB with a preliminary report from that review on September 14, 2026. HACB will use the issues and patterns identified through both HUD's review and JRC's sampling audit to guide its broader corrective review of the active program.

The following Corrective Action Plan identifies the actions HACB has completed, actions currently underway, and continuing measures the Agency will implement.



*The Housing Authority is an equal opportunity employer and housing provider.*



## HOUSING AUTHORITY OF THE COUNTY OF BUTTE (CA043) - CORRECTIVE ACTION PLAN

### **Indicator 1 – Selection From the Waiting List**

#### **Finding and Corrective Goal**

HACB acknowledges HUD's finding that the documentation produced during the review did not sufficiently demonstrate that sampled applicants were selected from the waiting list in the correct order. The waiting list history initially provided did not show the waiting list as it existed at the time of each selection and therefore did not allow HUD to independently verify the applicant's position based upon the applicable date and time of application, preference, and other applicable selection criteria.

HACB also acknowledges that the two required Indicator 1 QC samples were not drawn from two separate populations. In addition, the prior QC methodology evaluated PBV admissions using elements of HACB's tenant-based HCV waiting list methodology rather than the applicable site-based PBV selection requirements.

HACB's goal is to ensure that its written policies accurately reflect its PBV selection process, that sufficient contemporaneous records are retained to establish the order of each selection, and that future Indicator 1 QC is performed using the correct universes, samples, and selection methodology.

#### **Corrective Actions**

HACB has identified language in Section 17-VI.B of its Administrative Plan that does not clearly distinguish eligibility determination from PBV waiting list selection. HACB will amend this provision so that the written policy accurately reflects its existing site-based PBV waiting list process.

HACB proposes language substantially as follows:

#### **PHA Policy**

*The PHA will determine an applicant family's eligibility for PBV assistance in accordance with the applicable eligibility requirements of this Administrative Plan. Eligible applicants will be selected from the applicable site-based PBV waiting list according to the date and time of application, subject to any applicable preference identified in Section 17-VI.C.*

HACB will also ensure that its Administrative Plan provisions addressing preferences and selection methodology are internally consistent and clearly distinguish the tenant-based HCV waiting list process from site-based PBV waiting list selection.

HACB has identified a Yardi report that it believes will provide the historical/point-in-time information necessary to document the order of waiting list selections. HACB will validate that report and ensure that future records retained for applicant selections are sufficient to establish, as applicable:

- The applicable PBV project waiting list;
- Application date and time;
- Applicant position at the time of selection;
- Applicable project-specific preference;
- Basis for selection;
- Date of selection; and
- Evidence that selection occurred in the proper order under HACB policy.

If the Yardi report does not fully provide the necessary historical information, HACB will implement a procedure requiring staff to generate and retain a point-in-time waiting list report at the time selections are made.

For the upcoming SEMAP review, **JRC, under contract with HACB, will conduct the Indicator 1 QC review.**

JRC will:

- Establish the appropriate universe for each required sample;
- Calculate the required sample size;
- Select and document two distinct samples consisting of families admitted during the fiscal year and applicants who reached the top of the applicable waiting list;
- Include applicants reaching the top who were subsequently determined ineligible, failed to respond, or did not ultimately lease, as applicable;
- Review PBV selections against the applicable site-based PBV waiting list requirements;
- Verify date/time and applicable project-specific preferences;
- Review supporting records to determine whether selection in proper order can be substantiated; and
- Maintain clear documentation of the reviewer, review date, sample, results, and identified corrective actions.

## **Lead Responsibility and Resources**

**PHA Lead:** Rental Assistance Programs Manager

**Contract Support:** Jeni Rios Consulting

**Resources:** Yardi waiting list reports, Administrative Plan, applicant records, PBV site-based waiting lists, JRC SEMAP QC services.

## **Timeframe and Evaluation**

The documentation procedure will be implemented immediately. The Administrative Plan correction will be incorporated into the Agency's next applicable Administrative Plan amendment. JRC will complete the applicable SEMAP QC prior to HACB's certification.

HACB management will review the results of JRC's Indicator 1 QC and any identified deficiencies before certification.

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## **Indicator 2 – Reasonable Rent**

### **Finding and Corrective Goal**

HACB acknowledges HUD's findings concerning the Indicator 2 QC sample and documentation. HUD did not identify a substantive deficiency in HACB's underlying rent reasonableness methodology; the identified issues related primarily to the minimum QC sample and documentation supporting the QC review.

HACB's goal is to ensure that the Indicator 2 universe and sample are correctly established and that QC activity is separately and clearly documented.

### **Corrective Actions**

For the upcoming SEMAP review, **JRC, under contract with HACB, will conduct the Indicator 2 QC review.**

JRC will:

- Establish the final Indicator 2 universe;
- Calculate the applicable minimum sample;
- Use and document a random-selection methodology;
- Retain the universe, sample calculation, random-selection record, and complete sample;
- Conduct QC independently from the original reasonable-rent determination;

- Document the QC date, reviewer, and pass/error result for each sampled file;
- Include, where feasible, a cross-section of reasonable-rent actions and staff; and
- Complete and document the review prior to HACB's annual SEMAP certification.

HACB will incorporate the Indicator 2 methodology and documentation requirements into its written SEMAP QC procedures.

### **Lead Responsibility and Resources**

**PHA Lead:** Rental Assistance Programs Manager

**Contract Support:** Jeni Rios Consulting

**Resources:** Yardi, reasonable-rent records, participant files, random sample documentation, JRC SEMAP QC services.

### **Timeframe and Evaluation**

Implementation is immediate and will be reflected in the upcoming SEMAP QC. HACB management will review the completed Indicator 2 QC documentation prior to certification.

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## **Indicator 3 – Determination of Adjusted Income / Utility Allowances**

### **Finding and Corrective Goal**

HACB recognizes the significance of the errors identified under Indicator 3. The deficiencies identified during HUD's review extended beyond isolated utility allowance calculations and included inconsistencies involving utility data, unit/voucher information, family composition and income information, and information entered into the Agency's software systems.

HACB's goal is to identify and correct existing participant-file discrepancies, ensure that the underlying Yardi and utility data accurately reflect source documentation, and establish controls that prevent recurrence.

### **Immediate Corrective Actions Completed or Underway**

HACB has already implemented an additional **backend QC process for data entered into Yardi.**

HACB has also engaged **Jeni Rios Consulting to conduct a sampling audit of a cross-section of active participant files.** JRC provided HACB with a preliminary report from that review on September 14, 2026.

HACB will use the findings from both HUD's review and JRC's sampling audit to identify the specific areas staff must examine during the Agency's full active-file audit.

## **Full Program Audit**

After reviewing the HUD findings and JRC's preliminary sampling results, HACB management has determined that a **full audit of all active participant files is necessary**.

HACB staff will conduct the full audit and expects to complete the review **by December 31, 2026**.

The review will include, as applicable:

- Request for Tenancy Approval information;
- Actual unit bedroom size;
- Voucher bedroom size;
- Inspection information;
- Lease information;
- Family composition;
- Income and deduction information;
- Utility responsibility;
- Applicable utility allowance schedule;
- Utility type and categorization;
- Yardi utility setup and other relevant system data;
- HUD-50058 information;
- Payment standard;
- Gross rent;
- Total Tenant Payment;
- Tenant rent; and
- Housing Assistance Payment.

Staff will specifically review for the types of errors and inconsistencies identified through **HUD's on-site assessment and JRC's sampling audit**.

Errors will be corrected as they are identified rather than waiting until completion of the entire audit. HACB will determine whether each identified error requires a corrected HUD-50058,

retroactive HAP adjustment, tenant or owner financial adjustment, system correction, or other remedial action.

### **System Controls**

HACB will reconcile utility information maintained in Yardi and related systems against the approved utility allowance schedules and will standardize the manner in which utility types are categorized.

HACB will also limit overrides of system-generated/default information to situations in which an override is necessary and supported by a documented reason. HACB will reinforce with staff the importance of verifying source documentation before manually changing system-generated information.

The backend QC process already implemented will remain in place as an ongoing control.

Going forward, HACB will implement an enhanced quality-control process for all program actions. Under this process, completed actions will undergo a peer review prior to finalization to verify accuracy, consistency, and compliance with program requirements. In addition, a supervisor will independently select and review random cases for each caseworker each month as a secondary level of quality control. The supervisor will use the results to identify consistency, errors, training needs, procedural concerns, and system related issues. Deficiencies identified will be corrected. This ongoing QC structure will provide immediate review of all actions and broader management oversight of staff performance and program compliance.

### **Current SEMAP Impact**

HACB recognizes that the timing of the corrective review may affect the current-year SEMAP result. If unresolved file errors remain when the current Indicator 3 SEMAP QC is performed, those errors will be reflected in the QC results.

For this reason, HACB has elected to conduct the full active-file audit rather than wait for files to cycle through future annual reexaminations. Corrections will be made throughout the audit period as issues are identified.

### **Lead Responsibility and Resources**

**PHA Lead:** Rental Assistance Programs Manager

**PHA Resources:** Housing program staff, Yardi, approved utility allowance schedules, participant records, HUD-50058 records.

**Contract Support:** Jeni Rios Consulting sampling audit and SEMAP/QC support.

### **Obstacles and Mitigation**

HACB's primary obstacle is the size of the active caseload and existing staff workload. Staff caseloads are substantial, making an immediate review of the entire program impracticable.

HACB has addressed this obstacle by establishing a defined approximately six-week review period, prioritizing the full audit as a management directive, using HUD and JRC findings to focus staff attention on known risk areas, and correcting errors as the audit progresses.

### **Timeframe and Evaluation**

#### **Full active-file audit target completion: December 31, 2026.**

Management will monitor audit completion throughout the review period and track:

- Number/percentage of active files reviewed;
- Number and type of errors identified;
- Required corrections;
- Corrected HUD-50058 records;
- Financial corrections, where applicable; and
- Recurrent error patterns requiring additional staff training or system changes.

Audit results will also be used to refine HACB's ongoing QC process and staff training.

---

### **Indicator 4 – Utility Allowance Schedule**

#### **Corrective Goal**

HUD confirmed that HACB's utility allowance schedule itself was current. HACB's corrective action therefore focuses on documenting the annual rate comparison and improving records management.

#### **Corrective Actions**

HACB will:

- Retain documentation showing the prior and current rate for each applicable utility;
- Document whether each utility changed by 10 percent or more;
- Maintain supporting rate-source documentation;
- Establish a consistent naming convention for annual utility allowance schedules; and

- Clearly distinguish current schedules from superseded schedules.

The annual utility allowance review will be incorporated into HACB's written operating and SEMAP QC procedures.

### **Lead Responsibility**

**PHA Lead:** Rental Assistance Programs Manager

### **Timeframe and Evaluation**

These procedures will be applied to the next annual utility allowance review and each annual review thereafter. Management will verify completion and retention of the supporting comparison before the updated schedule is placed into effect.

---

## **Indicator 5 – HQS Quality Control Inspections**

### **Finding and Corrective Goal**

HACB acknowledges HUD's findings regarding the number of qualifying HQS QC inspections and the requirement that the QC sample be drawn from recently completed inspections and represent the required cross-section.

### **Corrective Actions**

**For the coming SEMAP year, Jeni Rios Consulting, under contract with HACB, will conduct the HQS Quality Control inspections required for Indicator 5.**

JRC will:

- Establish the correct annual universe;
- Calculate the required minimum sample;
- Develop an ongoing QC schedule;
- Select only qualifying inspections meeting the applicable timing requirement;
- Ensure the cumulative annual sample includes a cross-section of inspectors and neighborhoods;
- Document the original inspection date and inspector;
- Document the QC inspection date and reviewer;

- Record results, discrepancies, and follow-up;
- Monitor progress toward the annual minimum sample; and
- Retain supporting documentation for SEMAP certification.

HACB recognizes that implementation near the end of the current fiscal year may limit the extent to which the current-year QC activity reflects a full-year cross-section. The prospective process will therefore be performed throughout the coming SEMAP year rather than concentrated at year-end.

### **Lead Responsibility and Resources**

**PHA Lead:** Rental Assistance Programs Manager

**Contract Support:** Jeni Rios Consulting

**Resources:** Inspection records, Yardi inspection reports, inspection staff records, JRC inspection/QC services.

### **Timeframe and Evaluation**

JRC will assume responsibility for the ongoing Indicator 5 HQS QC process for the coming SEMAP year beginning with FY 2027 activity. Progress toward the required annual sample will be reviewed periodically throughout the fiscal year.

---

## **Indicator 6 – HQS Enforcement**

### **Corrective Goal**

HACB will ensure that the QC universe includes all failed inspections and that required enforcement and HAP abatement actions are timely and documented.

### **Corrective Actions**

HACB is identifying a Yardi report or other centralized report capable of tracking all failed inspections. Currently, failed inspections have been tracked at the individual caseworker level.

The centralized process will track, as applicable:

- Failure date;
- Deficiency;
- Life-threatening/non-life-threatening status;
- Responsible party;

- Correction deadline;
- Approved extension;
- Reinspection date;
- Final result;
- Required abatement date;
- Actual abatement date; and
- Enforcement action.

HACB has already identified an abatement error during its follow-up review and was able to correct that issue timely.

HACB will establish a recurring reconciliation between inspection activity and HAP/abatement processing. Future Indicator 6 QC samples will be selected from the complete universe of failed inspections rather than only cases resulting in or approaching abatement.

### **Lead Responsibility**

**PHA Lead:** Rental Assistance Programs Manager

### **Timeframe and Evaluation**

Centralized tracking will be implemented as soon as the appropriate Yardi reporting method is finalized. Management will thereafter review failed-inspection/abatement activity on a recurring basis.

---

## **Indicator 7 – Expanding Housing Opportunities**

### **Corrective Goal**

HACB acknowledges that it did not retain the required documented analysis addressing whether voucher families experience difficulty leasing outside areas of poverty or minority concentration and whether exception payment standards should be considered.

### **Corrective Actions**

HACB will work with its IT resources to develop the reports and mapping information necessary to support this analysis.

The annual analysis will consider, to the extent data are available:

- Current payment standards;
- Market rents in higher-opportunity areas;
- Geographic distribution of assisted families;
- Voucher search difficulties;
- Voucher extensions and expirations;
- Unsuccessful lease-up activity;
- Owner participation;
- Family and staff information concerning leasing barriers; and
- Whether payment standards restrict access to higher-opportunity areas.

HACB will document its conclusion regarding whether an exception payment standard is appropriate, even where the analysis concludes that no exception payment standard is necessary.

HACB will also review and update the opportunity-area information used during briefings, including maps and information concerning employment, schools, transportation, and other community resources.

### **Lead Responsibility and Resources**

**PHA Lead:** Rental Assistance Programs Manager

**Resources:** HACB IT staff/resources, Yardi data, payment-standard information, leasing data, market data and briefing materials.

### **Timeframe and Evaluation**

HACB will develop and retain the required written analysis as part of its upcoming SEMAP process and will repeat the analysis on a defined annual cycle.

---

### **Indicators 8–13 – HUD-50058 / PIC / IMS / VMS Reporting**

HACB will establish a recurring reconciliation process for the HUD-reported data affecting SEMAP Indicators 8 through 13.

HACB will monitor:

- Accepted HUD-50058 records;
- Rejected/fatal-error records;

- PIC/IMS reporting rate;
- Units under HAP contract;
- VMS leased units;
- Annual reexamination dates;
- Inspection dates;
- Payment standards; and
- Rent calculation fields.

Rejected and fatal-error records will be assigned for correction and tracked until successfully resolved.

HACB will monitor reporting on a recurring basis rather than relying solely on a year-end review.

**PHA Lead:** Rental Assistance Programs Manager

**Evaluation:** Monthly/recurring management review of reporting status and unresolved exceptions.

---

#### **Indicator 9 – Timely Annual Reexaminations**

HACB will maintain reports identifying upcoming and overdue annual reexaminations and will monitor annuals sufficiently in advance of the family's anniversary date.

HACB will also reconcile completed annual reexaminations to accepted HUD-50058 records so that a timely completed reexamination is not reflected as overdue because of an unsubmitted or rejected 50058.

**Lead:** Rental Assistance Programs Manager

**Timeframe:** Ongoing, with recurring management review.

---

#### **Indicator 10 – Correct Rent Calculations**

The corrective actions implemented under Indicator 3 will also support Indicator 10.

HACB will incorporate recurring rent-calculation QC covering:

- Income;
- Deductions and allowances;

- Utility allowance;
- Payment standard;
- Gross rent;
- TTP;
- Tenant rent; and
- HAP.

Errors will be categorized and tracked so management can identify recurring problems involving training, data entry, system configuration, policy, or procedure.

Required corrected HUD-50058 submissions and financial adjustments will be completed as appropriate.

**Lead:** Rental Assistance Programs Manager

**Timeframe:** Immediate and ongoing.

---

### **Indicator 11 – Pre-Contract Inspections**

HACB acknowledges that its review identified an erroneous contract in which the required passed inspection had not occurred prior to the applicable contract effective date.

HACB will review Yardi permissions and system controls to reduce the risk of a HAP contract being established with an effective date preceding the required passed inspection.

HACB will also establish a recurring review comparing:

- Passed inspection date;
- Lease effective date;
- HAP effective date; and
- HUD-50058 effective date.

**Lead:** Rental Assistance Programs Manager

**Timeframe:** System/permission review will begin immediately; monitoring will continue on an ongoing basis.

### **Indicator 12 – Periodic Inspections**

HACB will maintain an upcoming and overdue inspection report and reconcile completed inspection dates against HUD-50058 reporting.

Management will periodically reconcile units with current inspections against the total number of units under HAP contract.

**Lead:** Rental Assistance Programs Manager

**Timeframe:** Ongoing.

---

### **Indicator 13 – Lease-Up**

HUD identified no corrective-action deficiency for Indicator 13.

HACB will continue monitoring unit utilization, HAP expenditures, budget authority utilization, reserves, and projected year-end spending as part of normal program management.

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### **Indicator 14 – Family Self-Sufficiency**

HACB has confirmed that its FSS program is **not a mandatory FSS program**.

HACB will continue to maintain accurate FSS records and applicable HUD reporting; however, the mandatory FSS corrective actions discussed in HUD's assessment are not applicable to HACB.

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## **SEMAP QUALITY CONTROL STANDARD OPERATING PROCEDURE**

HACB agrees with HUD's recommendation that the Agency develop a comprehensive SEMAP Quality Control Standard Operating Procedure.

**Jeni Rios Consulting will develop the SEMAP QC SOP under its contract with HACB.**

The SOP will address, for each applicable SEMAP indicator:

- Responsible HACB staff;
- Applicable universe;
- Required sample calculation;

- Random sample-selection methodology;
- Required cross-sections;
- Timing requirements;
- Required supporting documentation;
- Reviewer independence;
- Error identification and correction;
- Management follow-up;
- PIC/IMS/VMS reconciliation, as applicable;
- Annual certification deadlines; and
- Record-retention requirements.

The SOP will emphasize conducting QC throughout the fiscal year where appropriate rather than concentrating all quality-control activity immediately before certification.

The Agency will use the SOP as an ongoing management tool to support future SEMAP certifications and to ensure that the documentation supporting each certification can be independently verified.

---

## **CAP OVERSIGHT AND PROGRESS MONITORING**

The **Executive Director and Rental Assistance Programs Manager** will oversee implementation of this Corrective Action Plan.

HACB will periodically evaluate progress toward each corrective-action goal. Management review will include, as applicable:

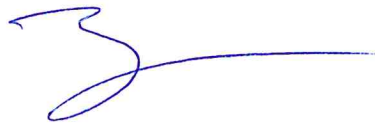
- Status of the full active-file audit;
- Errors identified and corrected;
- Outstanding HUD-50058 or financial corrections;
- Waiting list documentation;
- SEMAP QC sample completion;
- Inspection QC activity;

- Failed-inspection and abatement tracking;
- PIC/IMS/VMS reporting;
- Completion of required analyses;
- Development and implementation of the SEMAP QC SOP; and
- Any recurring error trends requiring additional training, policy changes, or system controls.

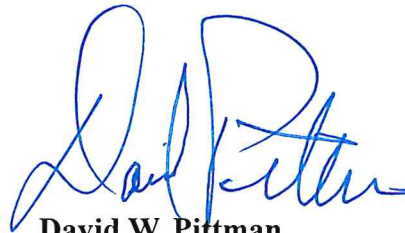
JRC will provide contracted SEMAP/QC support in the areas described above and will communicate identified concerns and corrective recommendations to HACB management.

HACB believes these corrective actions address the deficiencies identified by HUD and establish a more dependable and sustainable SEMAP quality-control process going forward. HACB appreciates HUD's assistance during the on-site assessment and welcomes any additional guidance from the San Francisco Field Office regarding this Corrective Action Plan.

Sincerely,



**Lawrence C. Guanzon**  
Executive Director



**David W. Pittman**  
Chair, HACB Board of Commissioners



HOUSING AUTHORITY of the County of Butte

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2039 Forest Avenue • Chico, CA 95928

October 22, 2026

Rudy Rodriguez  
Acting Director, Office of Public Housing  
U.S. Department of Housing and Urban Development  
San Francisco Regional Office – Region IX  
One Sansome Street, Suite 1200  
San Francisco, California 94104-4430  
*Via email: [Rudy.Rodriguez@hud.gov](mailto:Rudy.Rodriguez@hud.gov)*

Dear Rudy Rodriguez:

In response to your letter dated on September 24, 2026 regarding the Housing Authority of the County of Butte (HACB) designation as Substandard Management by HUD, based upon the management operations indicator score in Public Housing Assessment System (PHAS), please find the HACB's proposed PHAS Corrective Action Plan:

### **Management 13 / 25**

#### ***Occupancy 8 / 16***

#### **Occupancy**

HUD's assessment awarded HACB eight (8) of the available sixteen (16) occupancy points based on an adjusted occupancy rate between 94% and 96%. HACB recognizes that maintaining an occupancy rate of at least 96% is essential to maintaining a passing Management Operations score. HACB's previously submitted PHAS Recovery Action Plan established a goal of maintaining approximately 98% occupancy on a monthly basis. Maintaining occupancy at this level provides HACB with sufficient capacity to absorb periods of increased turnover while maintaining an annual occupancy rate of at least 96%. While the adjusted occupancy rate was 95.65 for the past fiscal year, over the course of the last (4) months, our PHA has maintained our occupancy at or above 98%, and anticipate that our annual average occupancy rate for the current year to be above 97%. The following are the steps HACB will take to maintain our occupancy rate above the HUD required 96%:



*The Housing Authority is an equal opportunity employer and housing provider.*



- Continue enhanced leasing and applicant-processing efforts to minimize the amount of time units remain vacant.
- Continue utilizing expanded applicant selections for vacant units. Rather than selecting only (5–10) households per available unit, HACB began selecting approximately (20–30) households, depending on bedroom size, to increase the likelihood of timely applicant responses and successful lease-ups.
- Continue using applicant tracking spreadsheets and worksheets to monitor applicant responses, required documentation, intake appointments, and applicable deadlines.
- Continue providing additional correspondence, including reminder letters and emails, to applicants to keep the leasing process moving.
- Follow up with applicants by telephone and email when additional information or documentation is needed.
- Timely withdraw applicants who fail to respond within established timeframes so that the next eligible household can be processed without unnecessary delay.
- Continue regularly reviewing and purging the Public Housing waiting list as needed to maintain an active and viable applicant pool.
- Continue coordinating the Public Housing Intake Specialist, Property Management, and Maintenance functions to reduce the time between vacancy, unit turnover, and new lease-up.
- Continue pre-move-out inspections and advance identification of significant repair needs so Maintenance can order materials, schedule work, and begin preparations before the unit becomes vacant.
- Continue monitoring unit turnover times between the Public Housing Manager and Maintenance Manager to identify delays and improve overall make-ready performance.
- Continue improving Maintenance inventory and material availability so staff have the necessary parts and equipment to complete unit-turn work efficiently.
- Continue notifying appropriate staff when a 30-day notice is received so that inspections, repair planning, and material ordering can begin as early as possible.

## **Occupancy Baseline and Target**

HACB will establish and monitor a monthly occupancy baseline and will maintain a target adjusted occupancy rate of at least 98% monthly, with the objective of maintaining an adjusted occupancy rate of 96 percent or higher at fiscal year-end.

The Public Housing Manager, Intake Specialist, Maintenance Manager, and applicable Property Management staff will be responsible for carrying out the occupancy strategies described above. Occupancy, vacancy, applicant-processing, and unit-turnaround information will be reviewed monthly by management (Deputy Executive Director and Executive Director) and then reported to the Board of Commissioners on a quarterly basis.

The Public Housing Manager will review the PIC Occupancy Report and the Financial Data Schedule (FDS) on a monthly basis to monitor occupancy, verify reported unit status, and occupancy figures, and identify any discrepancies requiring follow-up. The PIC Occupancy Report and Financial Data Schedule (FDS) will be the basis to the monthly report to Management.

## ***Tenants Accounts Receivable 0 / 5***

HACB received 0 / 5 on its TARS score. While HACB has been improving its policies and procedures and thereby improving its percentages over time, based upon internal calculations, HACB's percent for TARS was 5% as of 9/30/2026. **HACB's goal for FY 2026-27 is to improve our TARS percentage by 1% each quarter for the year.**

The Finance Director, CFO Consultant, Public Housing Manager, and Deputy Executive Director have met multiple times to review the policies and procedures (since September 24<sup>th</sup>) to make sure we are following said policies and procedures and to better fine tune them. As agreed, HACB will do the following, effective immediately:

- Monthly, Accounting will provide the Public Housing Manager, an all tenant charges report. The Public Housing Manager will then forward and/or meet (and follow up) with applicable staff monthly to ensure that tenants on the list either to enter into a Tenant Payback Agreement (TPA) or the PHA will start eviction proceedings.
- Monthly, Accounting will provide the same report, as listed above, to Management (Executive Director and Deputy Executive Director) so that they monitor check progress.

Rudy Rodriguez  
HACB - PHAS Corrective Action Plan  
October 22, 2026  
Page 4 of 4

- The Finance Director will provide a quarterly TARS report and a quarterly write off report (of past tenants, not in good standing on a current TPA) to the Board.
- Going forward, no charges older than 90 days should be left on the books that has not been addressed by one of HACB's procedures as outlined above and revised internal processes.

Should you have any questions or required additional information, please contact Tamra Young, Deputy Executive Director at (530) 895-4474 Ext. 214 or [TamraY@butte-housing.com](mailto:TamraY@butte-housing.com) or myself.

Best Regards,

Lawrence C. Guanzon  
Executive Director  
[LarryG@butte-housing.com](mailto:LarryG@butte-housing.com)  
(530) 895-4474 Ext. 226

David Pittman  
Board Chair  
[pittmandw5@comcast.net](mailto:pittmandw5@comcast.net)

CC: Allyson Weiyong Tang, Portfolio Management Specialist  
Via email: [Weiyong.tang@hud.gov](mailto:Weiyong.tang@hud.gov)



**U.S. Department of Housing and Urban Development**  
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September 24, 2026

Board of Commissioners  
 c/o David Pittman, Chair  
 Housing Authority of the County of Butte  
 2039 Forest Avenue  
 Chico, CA 95928

Dear Commissioners:

On September 18, 2026, HUD designated the Housing Authority of the County of Butte (HACB) Substandard Management under the Public Housing Assessment System (PHAS). HACB received an audited Management Assessment Subsystem (MASS) score of thirteen (13) out of 25 points and an overall PHAS score of 79 out of 100 for the fiscal year ending September 30, 2025. Under 24 CFR 902.45(c), a PHA must earn at least 15 points, or 60 percent, under the management operations indicator to pass. Under 24 CFR 902.11(c), a PHA with an overall score of at least 60 percent that falls below 60 percent on the physical condition, financial condition, or management operations indicator is designated substandard in that indicator. HACB's indicator scores are as follows:

| PHAS Indicator          | Net Score | Maximum    | Passing Threshold | Result             |
|-------------------------|-----------|------------|-------------------|--------------------|
| Physical Condition      | 34        | 40         | 24 (60%)          | Pass               |
| Financial Condition     | 25        | 25         | 15 (60%)          | Pass               |
| Management Operations   | 13        | 25         | 15 (60%)          | Fail               |
| Capital Fund            | 7         | 10         | 5 (50%)           | Pass               |
| <b>PHAS Total Score</b> | <b>79</b> | <b>100</b> | <b>60 (60%)</b>   | <b>Substandard</b> |

HUD recognizes the progress this score represents. HACB's financial condition score rose to the full 25 points, and the management operations indicator is now the only indicator below threshold. The Board should treat management operations as the remaining barrier between HACB and a standard performer designation. The MASS score of 13 is the unit-weighted average project score under 24 CFR 902.45(b). HACB's MASS score is based on the score of project CA043000001, as follows:

| Subindicator               | Points | Maximum | What the Score Shows                                                 |
|----------------------------|--------|---------|----------------------------------------------------------------------|
| Occupancy                  | 8      | 16      | Adjusted occupancy rate at or above 94 percent but below 96 percent  |
| Tenant Accounts Receivable | 0      | 5       | Tenant accounts receivable at or above 2.5 percent of tenant charges |
| Accounts Payable           | 4      | 4       | Accounts payable ratio below 0.75; no deficiency                     |

| Subindicator                        | Points    | Maximum   | What the Score Shows                                                                                      |
|-------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------|
| Neighborhood Environment Adjustment | 0         | 1         | Census tract 0013.00 poverty rate of 28.71 percent, below the 40 percent threshold in 24 CFR 902.44(b)(2) |
| Physical Condition Adjustment       | 1         | 1         | Project at least 28 years old based on unit-weighted DOFA, per 24 CFR 902.44(b)(1)                        |
| <b>Project Total Score</b>          | <b>13</b> | <b>25</b> | <b>Below the 15-point passing threshold</b>                                                               |

Two subindicators account for HACB's failing score. First, HACB earned no points for tenant accounts receivable, which means uncollected tenant charges at the end of the fiscal year equaled 2.5 percent or more of total tenant charges. Second, HACB earned half of the available occupancy points. The same occupancy gap also cost HACB points under the Capital Fund indicator, where an occupancy rate of 95.65 percent earned 2 of 5 available points. HACB received the one-point physical condition adjustment under 24 CFR 902.44(c). HACB does not qualify for the neighborhood environment adjustment, because the census tract recorded in PIC for the project does not meet the 40 percent poverty threshold.

The scoring thresholds published in HUD's Management Operations Scoring Notice (76 FR 10050, Feb. 23, 2011, as corrected Apr. 12, 2011) show a clear path to a passing score. If HACB holds its accounts payable and physical condition points, either of the following would bring the MASS score to at least 15 points:

- Raise the adjusted occupancy rate to 96 percent or higher (12 points), which would produce a MASS score of 17; or
- Reduce tenant accounts receivable below 2.5 percent of tenant charges (2 points), which would produce a MASS score of 15. Reducing it below 1.5 percent would earn the full 5 points.

To ensure long-term sustainability at an acceptable level of performance, the Board of Commissioners of HACB should take immediate action to identify the source(s) of the performance deficiencies and develop and implement a plan to recover its PHAS score.

The following list of actions is offered as common suggestions to the Board to use in self-diagnosing the source(s) of its deficiencies and identifying solutions to recover its performance for long-term sustainability.

#### Tenant Accounts Receivable

Tenant accounts receivable measures uncollected tenant charges against total tenant charges for the fiscal year. It carries 5 points, and HACB earned none.

- Review the rent collection policy in the Admissions and Continued Occupancy Policy (ACOP) and confirm staff enforce it consistently, including the due date, grace period, late fees, and the point at which HACB issues a notice to pay or quit.
- Run a monthly aged receivables report by project and by household, and assign staff to follow up on every account more than 30 days past due.
- Offer repayment agreements to households with balances and monitor compliance with those agreements each month.
- Confirm that interim reexaminations are processed promptly when a household reports a loss of income, so that tenant rent reflects current income and does not create avoidable arrearages.

- Reconcile the tenant ledger to the general ledger each month. Write off uncollectible balances from vacated households in line with HACB's written write-off policy and generally accepted accounting principles, so that the year-end receivable reflects collectible amounts.
- Pursue collection of balances owed by former tenants, including reporting those debts in the Debts Owed to PHAs and Terminations module of the Enterprise Income Verification (EIV) system.

### Occupancy

Generally, when a public housing agency becomes management substandard, it has failed to maintain an acceptable occupancy level in its developments. Occupancy carries 16 of the 25 MASS points.

- Evaluate waiting list, tenant selection, and initial certification processes to ensure coordination with property managers and timely preparation for move-ins.
- Assess existing new tenant intake policies and practices and consider implementing those that would contribute to quicker lease up, such as starting the certification process earlier or limiting the number of unit-offer turn-downs for new tenants.
- Assess existing continued occupancy policies and practices and consider implementing those that would reduce the frequency of move-outs, such as educating tenants on lease enforcement and how to be good renters or limiting transfers for existing tenants.
- Evaluate the turn-around time of vacant units for occupancy, including the time it takes maintenance to make-ready units and the time it takes property managers to lease up units. Set a written target for turn-around days and report performance against it to the Board each month.
- Assess the feasibility and desirability of under-occupied developments, e.g., physical condition and configuration, rehabilitation costs and lifespan, neighborhood factors such as crime and proximity to employment, transportation, and services.
- Ensure that units taken offline for modernization, special use, or other allowed reasons have been approved by HUD, do not exceed their permissible time limitation (e.g., three years maximum for modernization units), and are correctly classified in HUD systems. Units that meet the allowable vacancy criteria in 24 CFR 990.145 count as occupied for scoring purposes only when HACB has documented and reported them correctly.
- Consider contracting property management of Public Housing to another entity or public housing agency.

### Data Accuracy and Records

HUD calculates the MASS score from the Financial Data Schedule (FDS) HACB submits, under 24 CFR 902.43(b), and a management operations score can change as a result of the audited submission under 24 CFR 902.60(f).

- Confirm that unit months leased, unit months available, and tenant receivable amounts reported in the FDS match HACB's rent roll and general ledger before each unaudited and audited submission.
- Confirm that vacancy codes and unit status in the Public and Indian Housing Information Center (PIC) match actual unit status.
- Retain supporting documentation for each MASS subindicator for at least three years. Under 24 CFR 902.79, a PHA that cannot produce supporting documentation receives zero points for the affected subindicator.

## Required Actions

**Please provide the San Francisco PIH office with a proposed recovery plan within thirty (30) days of the receipt of this letter.** Under 24 CFR 902.11(c) and 902.73(a)(2), HUD requires a substandard performer to correct its deficiencies and may require a Corrective Action Plan. The plan should state, for tenant accounts receivable and occupancy, (1) HACB's baseline performance, (2) measurable monthly or quarterly targets, (3) the specific tasks HACB will carry out to meet each target, (4) the staff position responsible for each task, and (5) how HACB will report progress to the Board and to HUD. The Board should review and approve the plan before submission. Your plan will be reviewed by a Recovery Team of subject matter experts to determine further assistance to be provided by HUD and actions to be taken.

HUD recognizes that HACB is currently working with this office on a Recovery Agreement under 24 CFR 902.75 arising from its PHAS assessment for the fiscal year ending September 30, 2024. HACB may build its recovery plan on the management operations strategies already under discussion for that agreement, so long as the plan addresses the specific deficiencies identified in this letter.

Please also be advised that under 24 CFR 902.73(b)(1), HACB must correct the deficiencies identified in this assessment within ninety (90) days of receipt of its final PHAS score and designation, or within the period set in a HUD-executed Corrective Action Plan. Under 24 CFR 902.73(b)(2), HACB must notify this office of the actions it has taken to correct each deficiency. If deficiencies are not sufficiently resolved within that period, HUD may initiate actions to develop a Corrective Action Plan for the Housing Authority of the County of Butte, as permitted by regulation, to document and ensure that recovery efforts have been put in place. If HACB fails to correct the deficiencies within the time allowed, 24 CFR 902.73(c) provides that HUD will notify HACB of its noncompliance, HACB will have 30 days to explain its lack of progress, and HUD may take further action, including remedies available for substantial default.

Under 24 CFR 902.64(b)(2), HACB must post a notice of its final PHAS score and designation in conspicuous and accessible locations in its offices within two weeks of receiving them. If HACB believes an objectively verifiable and material error exists in its score that, if corrected, would change its designation, HACB may appeal under 24 CFR 902.69 by submitting a written appeal with supporting evidence to the Deputy Assistant Secretary of the Real Estate Assessment Center within 30 days following issuance of the score.

If you have any questions or need assistance in developing your plan, please contact Allyson Weiyong Tang, Portfolio Management Specialist, at [Weiyong.tang@hud.gov](mailto:Weiyong.tang@hud.gov) or 415-489-6428.

Sincerely,



Rudy Rodriguez  
Acting Director  
Office of Public Housing, San Francisco

Enclosures:

PHAS Score Report, Fiscal Year Ending September 30, 2025  
MASS Review Score Details and Subindicator Details, Project CA043000001

cc:

David Pittman, Chairperson  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Rich Ober, Vice Chairperson  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Robert Crowe, Commissioner  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Timothy Merrill, Commissioner  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Sarah Richter, Commissioner  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Paula “Jean” Snow, Tenant Commissioner  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Laurel Faulk, Tenant Commissioner  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928

Lawrence Guanzon, Executive Director  
Housing Authority of the County of Butte  
2039 Forest Avenue  
Chico, CA 95928



## U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

### Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 09/18/2026

|                  |                          |
|------------------|--------------------------|
| PHA Code:        | CA043                    |
| PHA Name:        | COUNTY OF BUTTE HSG AUTH |
| Fiscal Year End: | 09/30/2025               |

| PHAS Indicators            | Original Score | Adjustment | Net Score          | Maximum Score |
|----------------------------|----------------|------------|--------------------|---------------|
| Physical                   | 0              | 34         | 34                 | 40            |
| Financial                  | 25             | 0          | 25                 | 25            |
| Management                 | 13             | 0          | 13                 | 25            |
| Capital Fund               | 7              | 0          | 7                  | 10            |
| Late Penalty Points        | -              | 0          | 0                  |               |
| PHAS Adjustment            | -              | 0          | 0                  |               |
| <b>PHAS Total Score</b>    | <b>45</b>      | <b>34</b>  | <b>79</b>          | <b>100</b>    |
| <b>Designation Status:</b> |                |            | <b>Substandard</b> |               |

Published 09/18/2026

Initial published 08/25/2026

| Financial Score Details                             | Score | Maximum Score |
|-----------------------------------------------------|-------|---------------|
| Submission Type:Audited/Single Audit                |       |               |
| 1. FASS Score before deductions                     | 25.00 | 25            |
| 2. Audit Penalties                                  | 0.00  |               |
| Total Financial Score Unrounded (FASS Score - Audit | 25.00 | 25            |

| Capital Fund Score Details                                   | Score | Maximum Score |
|--------------------------------------------------------------|-------|---------------|
| Timeliness of Fund Obligation:                               |       |               |
| 1. Timeliness of Fund Obligation %                           | 90.0  |               |
| 2. Timeliness of Fund Obligation Points                      | 5     | 5             |
| Occupancy Rate:                                              |       |               |
| 3. Occupancy Rate %                                          | 95.65 |               |
| 4. Occupancy Rate Points                                     | 2     | 5             |
| Total Capital Fund Score (Fund Obligation + Occupancy Rate): | 7     | 10            |

#### Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

October 14, 2026

MEMO

To: HACB Board of Commissioners

From: Karen Wells, Finance Director  
Marco Cruz, CFO Consultant

Subject: 5.4 Write-Off of Uncollectible Accounts Receivable, as of September 30, 2026  
Resolution Number 5009

Annually, at fiscal year-end, accounts receivable balances are written off the Balance Sheet for vacated participant and landlord accounts for which HACB has not received a payment for ninety (90) days or more. Last month we submitted items through August 30, 2026<sup>th</sup>. With the close of the September 30<sup>th</sup>, 2026 receipts, we wanted to capture the amounts for the final month of the fiscal year. There is a balance of **\$12,155,14** of uncollectable tenant rent, repayment agreements, and other charges that qualify as uncollectible revenue.

The amount written off the Balance Sheet is not the same as Bad Debt and Allowance for Doubtful Accounts (ADA), which are calculated as a percentage of the total Tenant Accounts Receivable. The process of recording the ADA does not require Board action; its purpose is to account for potentially uncollectible amounts, and not to write-off the debt.

These write-off accounts will be sent to a Collection Agency for further action.

*Recommendation: adoption of Resolution No. 5009*

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**  
**RESOLUTION NO. 5009**  
**WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE**

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Butte to hereby authorize the following accounts receivable amounts to be written off the Balance Sheet as uncollectible as of SEPTEMBER 30, 2026:

| <b>PROJECT</b>                                         | <b># of UNITS</b>                        | <b>RENT</b>               | <b>OTHER CHARGES</b> | <b>TOTAL</b>              |
|--------------------------------------------------------|------------------------------------------|---------------------------|----------------------|---------------------------|
| <b><u>DEMO:</u></b> Balances                           |                                          |                           |                      |                           |
| DEMO                                                   | 0                                        | <u>\$0.00</u>             | <u>\$0.00</u>        | <u>\$0.00</u>             |
|                                                        | <b>TOTAL DEMO:</b>                       | <b><u>\$0.00</u></b>      | <b><u>\$0.00</u></b> | <b><u>\$0.00</u></b>      |
| <b><u>PUBLIC HOUSING:</u></b>                          |                                          |                           |                      |                           |
| BIGGS                                                  | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| CHICO                                                  | 0                                        | \$1,157.71                | \$0.00               | \$1,157.71                |
| GRIDLEY                                                | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| OROVILLE                                               | 0                                        | <u>\$10,997.43</u>        | <u>\$0.00</u>        | <u>\$10,997.43</u>        |
|                                                        | <b>TOTAL PUBLIC HOUSING:</b>             | <b><u>\$12,155.14</u></b> | <b><u>\$0.00</u></b> | <b><u>\$12,155.14</u></b> |
| <b><u>GRIDLEY FARM LABOR HOUSING:</u></b>              |                                          |                           |                      |                           |
| GFLH                                                   | 0                                        | <u>\$0.00</u>             | <u>\$0.00</u>        | <u>\$0.00</u>             |
|                                                        | <b>TOTAL GRIDLEY FARM LABOR HOUSING:</b> | <b><u>\$0.00</u></b>      | <b><u>\$0.00</u></b> | <b><u>\$0.00</u></b>      |
| <b><u>HOUSING AUTHORITY OWNED:</u></b>                 |                                          |                           |                      |                           |
| LOCUST ST APTS                                         | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| PARK PLACE APTS                                        | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| KATHY CT APTS                                          | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| ALAMONT APTS                                           | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| CAMEO APTS                                             | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| EVANSWOOD ESTATES                                      | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| LINCOLN APTS                                           | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| DEMO                                                   | 0                                        | <u>\$0.00</u>             | <u>\$0.00</u>        | <u>\$0.00</u>             |
|                                                        | <b>TOTAL AUTHORITY OWNED:</b>            | <b><u>\$0.00</u></b>      | <b><u>\$0.00</u></b> | <b><u>\$0.00</u></b>      |
| <b><u>HOUSING CHOICE VOUCHER PROGRAM: (SEC 8):</u></b> |                                          |                           |                      |                           |
| S8 COC                                                 | 1                                        | \$0.00                    | \$0.00               | \$0.00                    |
| S8 EHV                                                 | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| S8 HCV Glenn                                           | 1                                        | \$0.00                    | \$0.00               | \$0.00                    |
| S8 HCV                                                 | 15                                       | \$0.00                    | \$0.00               | \$0.00                    |
| S8 BOTIQUE                                             | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| HUD VASH SECURITY DEPT                                 | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
| VP LINCOLN FAMILY                                      | 1                                        | \$0.00                    | \$0.00               | \$0.00                    |
| VP NORTH CREEK 2                                       | 0                                        | \$0.00                    | \$0.00               | \$0.00                    |
|                                                        | <b>TOTAL SECTION 8:</b>                  | <b><u>\$0.00</u></b>      | <b><u>\$0.00</u></b> | <b><u>\$0.00</u></b>      |
| <b><u>COLLECT ACCOUNTS - PAST TENANTS:</u></b>         |                                          |                           |                      |                           |
| Collects (S8 & PH)                                     | 2                                        | \$0.00                    | \$0.00               | \$0.00                    |
|                                                        | <b>TOTAL COLLECTS ACCOUNT</b>            | <b><u>\$0.00</u></b>      | <b><u>\$0.00</u></b> | <b><u>\$0.00</u></b>      |
| <b>GRAND TOTAL:</b>                                    |                                          |                           |                      | <b><u>\$12,155.14</u></b> |

Date: October 22, 2026

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

☰ **Catalog (<https://learn.nahro.org/Site/Catalog>) / Commissioners' Fundamentals**



## Commissioners' Fundamentals

### Summary

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Availability:</b>   | Registration ends on October 26, 2026    |
| <b>Location:</b>       | Online Meeting                           |
| <b>Date / Time:</b>    | Oct 27 - Oct 29, 2026 PT                 |
| <b>Cost:</b>           | Member: \$402.00<br>Non-Member: \$702.00 |
| <b>Credit Offered:</b> | 1 CEU Credit                             |

Login

### Time/Schedule

October 27th-29th from 1pm-4pm ET each day.

### Description

This training will provide you with a strong foundation for your work as a housing commissioner. The commissioner's role is complex and can be daunting at times. We hope you will join us as we explore the roles and responsibilities of housing commissioners.

Participants will also discover that the commissioner role is multi-faceted; commissioners are advocates, leaders, team builders and strategists. You'll also learn the intricacies of board-staff relationships and boundaries, and review the principles and strategies of board governance, as well as some of the oversight functions of the board.

Commissioner Fundamentals is one of two NAHRO courses required to obtain your NAHRO Commissioners Certification (<https://www.nahro.org/certification-training/nahro-certification/nahro-commissioners-certification-ncc/>). Becoming a NAHRO Certified Commissioner is a great way to show your commitment to becoming a knowledgeable, engaged and ethical leader in your organization. Ethics for Commissioners is the other course you'll want to complete to apply for your certification.

## **Objectives**

After completing this training, participants will be able to:

- Identify and understand your role and responsibilities as a commissioner.
- Understand and apply the principles of board governance.
- Define the commissioner's role in agency policies.
- Describe the commissioner's role in the oversight and monitoring of agency finances.
- Explore the boundaries and relationship between commissioners and the Executive Director
- Establish an ethical workplace environment and set ethical standards for the agency.
- Advocate for the affordable housing needs in your community

## **Who Should Attend?**

- New Housing Commissioners
- Experienced Housing Commissioners
- Commissioners seeking NAHRO Commissioner Certification

## Note on Certification

Please note that if you are planning to use this training for a NAHRO Certification that a NAHRO ethics training is a requirement for ALL NAHRO certifications. Ethics is NOT included in this course - if you would like to take one of our ethics trainings, you must purchase and take that course separately. Ethics is free for NAHRO members and can be purchased for

Show Less



(<https://www.oasis-lms.com/>)