



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
FINANCE/DEVELOPMENT COMMITTEE

DATE: TUESDAY, JANUARY 16, 2024

TIME: 5:00 P.M.

LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09&from=addon

Phone: (669) 900-6833 (\*9 to raise hand, \*6 to unmute)
Meeting ID: 350 189 1938
Passcode: 438419

LOCATION: Housing Authority of the County of Monterey
Central Office
123 Rico Street, Salinas, CA 93907

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

NW Corner of Mission St and 11th Ave, Carmel, CA, 93921
Hans Buder's Open Meeting Location

10855 Ocean Mist parkway, Castroville CA 95012
Kevin Healy's Open Meeting Location

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

PRESENT

ABSENT

Commissioner Vacant
Commissioner Kevin Healy
Commissioner Hans Buder

Three horizontal lines under PRESENT and ABSENT columns for each commissioner name.

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Finance/Development Meeting held on September 18, 2023.

5. INFORMATION

A. Finance Report
B. Property Management Report
C. Development Report

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

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This agenda was posted on the Housing Authority's Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Commissioners will next meet at the Regular Board Meeting on January 22, 2024, at 5:00pm

## **THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all



Updated July 2017

### **Roll Call**

Commissioner Hans Buder

Commissioner Kevin Healy



COMMENTS FROM THE PUBLIC





ACTION  
MINUTES OF THE FINANCE AND DEVELOPMENT COMMITTEE OF  
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD SEPTEMBER 18, 2023

**SUMMARY ACTION MINUTES**

1. **CALL TO ORDER** (Pledge of Allegiance)

**CALL TO ORDER:**

Commissioner Buder called the meeting to order at 5:04 p.m.

2. **ROLL CALL:**

**Present:**

Commissioner Kevin Healy  
Commissioner Hans Buder

**Absent:**

Also, Present: Jose Acosta, Director of Property Management; Michael Underwood, Director of Finance; Kim Shehorn, Auditor/Controller; Nora Ruvalcaba, Development Analyst.  
Recorder: Gabriela Rivero

3. **COMMENTS FROM THE PUBLIC**

- A. Julio Hernandez, HACM employee and Union Steward, commented on ongoing negotiations.
- B. Adriana Puente, HACM employee, comments on ongoing negotiations.

4. **MINUTES**

- A. Approval of the Minutes of The Finance and Development Committee Meeting held on August 21, 2023.

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Committee approved the minutes of the Finance and Development Committee Meeting held on August 21, 2023. Motion carried with the following roll-call vote:

AYES: Healy, Buder  
NOES: None  
ABSENT: None

5. **NEW BUSINESS**

- A. Resolution 3095: Resolution to Increase Posted Salary for Director of Housing Programs Position

Commissioner Healy made a motion to move Resolution 3095: Resolution to Increase Posted Salary for Director of Housing Programs Position Manager to the full board agenda under New Business, seconded by Commissioner Buder. The motion was carried through a roll call vote.

AYES: Healy, Buder

NOES: None

ABSENT: None

## **6. INFORMATION**

### **A. Finance Report – Presented by Director of Finance, Michael Underwood**

Mr. Underwood is actively improving procurement processes, seeking guidance from Santa Cruz County Housing Authority. His report covers critical elements of HACM/HDC's financial reports, emphasizes ongoing audits, and identifies the need to enhance Section 8 procedures. Monthly financial reviews are conducted, and efforts to update procurement policies are underway. Financially, HACM showed favorable revenue in July, while HDC reported below-budget revenue and a net loss of \$0.14M. The combined entities reported a total bottom-line loss of \$0.03M for the month.

### **B. Budgets – Presented by Director of Finance, Michael Underwood**

Mr. Underwood examined the budgets, with a specific focus on the rise in insurance premium costs.

### **C. Property Management Report – Presented by Director of Property Management, Jose Acosta**

Mr. Acosta reported successfully completing the Tax Credit Audit for East Salinas Family RAD, implemented Yardi Screening, and conducted audits for Farm Labor Sites. September goals include audits for Haciendas 1 and Haciendas 3, visits from the U.S. Dept of Health and Human Services, addressing insurance claims at Casanova Plaza, and FLC rent increase meetings. Voucher status revealed a \$231,370 monthly subsidy, and August rent collection averaged 98% for HACM and 99% for HDC sites. With 20 vacancies (excluding Pueblo del Mar), the department aims for prompt leasing. Achievements include fire prevention inspections, sidewalk repairs, and initiation of annual recertifications and plans are underway to digitize Tax Credit files with MBS.

### **D. Development Report – Presented by Nora Ruvalcaba, Development Analyst**

Mrs. Rubalcava reported on the departments progress, emphasizing the successful approval of the second capital contribution for One Parkside, LP along with efforts to address challenges such as increased property insurance premiums, ongoing compliance assessments, and collaborative budget submissions. Mrs. Rubalcava mentioned the exploration of development opportunities in Salinas and Greenfield, with scheduled meetings for further exploration. Project-specific updates included advancements in One Parkside, LP, modifications to the 123 Rico CLEEN Loan, and ongoing audits and capital improvements across the portfolio.

## **7. COMMISSIONER COMMENTS**

The Commissioners collectively thanked everyone involved for their efforts and welcomed Yuri Anderson to the board.

## **8. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:39 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## MEMORANDUM

TO: Board of Commissioners  
THROUGH: Zulieka Boykin, Executive Director  
FROM: Mike Underwood, Director of Finance  
RE: Status Report: Finance Report for November 2023  
DATE: January 10, 2024



### Highlights:

- **HACM/ HDC – Non-Quarterly Financial Reports**
  - Voucher Funding and HCV Payments
  - Department Transactional Statistics
  - Revenue Sources by Property
  - Balance Sheets – HACM / HDC
  - Budget Comparisons – HACM / Voucher Program / HDC
  - 12 Month Income Statement Reports – HACM / Voucher Program / HDC

### Finance Operational Update

Audits continue to be a key focus for staff. We have open audits as follows:

- MCHI for 2021 and 2022 (in discussion with ED and MCHI Board)
- HDC 2022 (completed)
- HDC 2023 (preparing to submit initial items)
- King City 2022 (completed)
- King City 2023 (in process)
- Tynan 2022 (completed)
- 1 Parkside 2022 (completed audit and third capital contribution)
- HACM for 2022 and 2023 (2022 in final partner review)
- FLC 23 (in process)
- PDM 23 (completed)
- LP Calendar Year Audits (submitting initial items)

The November closing was the second month working with BDO, our outside accounting service. Staff meets with the BDO partner three times a week for coordination purposes. BDO has made significant progress in bringing our main disbursement account up to date. In December we will be completing our quarterly reporting cycle which is focused on providing investor reports for our

limited partners.

Finance is working with our SmartSheet vendor to create and improve our tracking tools. Our plan is to use SmartSheet for tracking journal entry status, audit progress and monthly reporting deliverables to all our stakeholders. Our intent is to have a yearly calendar of requirements tracked by due date to avoid missing required deadlines.

Rent Café and PayScan will be implemented in the coming months. Rent Café allows tenants to pay electronically and PayScan is an AP system that is based on paperless processing. Both will be more efficient methods than current practice.

The Finance Director has spent considerable time working with our banking partners to update all our accounts which total over one hundred and fifty. This includes updating singers and verifying whether accounts are appropriately collateralized and interest bearing to meet HUD requirements. We continue to add bank accounts required to segregate our Section 8 funds by program which is best practice.

Procurement has published Requests for Proposal for our legal services, landscaping services and general contractor services. We are emphasizing compliance with our procurement policies. This includes updating contract listings and confirming all purchases are routed through the Procurement Department so that signature authorization requirements are adhered to by all employees authorized to initiate purchase activity.

HACM performance for November:

- November revenue was \$8.8M or \$3.4M favorable to budget
- YTD revenue was \$32.6M or \$5.7M favorable
- Monthly operating expenses were \$6.4M or \$1.0M unfavorable
- YTD operating expenses were \$30.0M or \$2.9M unfavorable
- November surplus was \$2.4M or favorable \$2.4M
- YTD surplus was \$2.5M or \$2.7M favorable
  
- Summary - November results for surplus were favorable to budget due to significant catchup payments in HAP funding reflecting increased voucher usage.

HDC performance for November:

- Revenue for the month was \$.26M or \$.24M below budget...timing related
- YTD revenue was \$1.17M or \$1.30M unfavorable
- Monthly operating expenses were \$.68M or \$.40M unfavorable
- YTD operating expenses were \$1.73M or \$.34M unfavorable
- November deficit was \$.42M or unfavorable \$.68M
- YTD deficit was \$.56M or unfavorable \$1.64M
  
- Summary – November results for net income unfavorable due to low level of other income and high interest expense.

Total November bottom-line gain for combined entities was \$1.94M. Budget is \$.15M. Favorable



\$1.79M. YTD entity surplus \$1.96M or favorable \$1.09M.

Board Action: Information only.

**Voucher Funding and HCV Payments**

	23-Sep	23-Oct	30-Nov	Total
HUD Grant - HAP Payments	\$ 4,434,895	\$ 5,121,417	\$ 7,855,345	\$ 17,411,657
Total Housing Assistance Payments	\$ 5,088,018	\$ 5,263,378	\$ 5,447,210	\$ 15,798,606

Finance Transactional Statistics - Nov 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
<b>Receipts</b>	22	21,923	2780	2,328,885	2802	2,350,808
<b>Charges</b>	3	5	2294	1,445,203	2297	1,445,208
<b>Journal Entries</b>	319	8,890,410	537	41,450,750	856	50,341,160
<b>Payables</b>	4520	5,841,955	904	2,278,875	5424	8,120,830
<b>Checks</b>	1300	5,775,722	245	2,174,626	1545	7,950,348
<b>Transaction Amts Processed*</b>	6164	\$ 20,530,015	6760	\$ 49,678,339	12924	\$ 70,208,354

**REVENUE SOURCES BY PROPERTY**

**Nov-23**

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	5,807.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ 5,807.00	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	3,894.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 3,894.00	\$ -	\$ -	
204	Oak Grove	5,335.00	0.00	4,921.00	HCV
552	Single Family Homes	8,301.00	0.00	20,059.00	HCV
555	Casanova	50,330.00	0.00	117,724.00	HCV
934	Jardines	10,531.00	0.00	7,622.00	HCV
960	Rippling River	0.00	0.00	0.00	HCV
965	Tynan Affordable	201,733.00	12,887.92	118,148.00	HCV
973	Monterey Affordable	56,458.00	0.00	18,405.00	HCV
974	Benito Affordable	65,415.00	750.00	47,771.00	HCV
980	Fanoe Vista	36,872.00	0.00	58,035.00	HCV
985	Haciendas 1	43,802.00	0.00	50,430.00	HCV
986	Haciendas 2	47,194.00	0.00	30,322.00	HCV
988	Haciendas Senior	13,734.00	0.00	45,026.00	HCV
989	Haciendas 3	39,581.00	0.00	55,655.00	HCV
990	Oak Park !	59,518.00	0.00	57,082.00	HCV
991	Oak Park 2	55,345.00	1,400.00	45,385.00	HCV / USDA
		\$ 694,149.00	\$ 15,037.92	\$ 676,585.00	
212	Portola Vista	23,515.00	0.00	95,835.00	PBRA
214	Montecito Watson	8,978.00	0.00	4,195.00	PBRA
801	South County RAD	24,592.00	0.00	23,460.00	PBRA
802	Salinas Family RAD	116,159.00	0.00	54,859.00	PBRA
803	East Salinas Family RAD	161,102.00	0.00	49,868.00	PBRA
804	Gonzales Family RAD	27,100.00	0.00	7,025.00	PBRA
		\$ 361,446.00	\$ -	\$ 235,242.00	
992	One Parkside	31,019.00	0.00	109,400.00	PBV
		\$ 31,019.00	\$ -	\$ 109,400.00	
904	Chualar FLC	15,859.00	0.00	276.00	USDA
906	Salinas FLC	33,891.00	0.00	2,123.00	USDA
972	Benito FLC	77,244.00	0.00	17,212.00	USDA
984	Castroville FLC	56,096.00	0.00	43,689.00	USDA
		\$ 183,090.00	\$ -	\$ 63,300.00	
	<b>TOTAL</b>	\$ 1,279,405.00	\$ 20,222.43	\$ 1,084,527.00	
		\$ -	\$ -	\$ -	

## Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Nov 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	7,532,642.46	4,720,642.42	2,812,000.04
Cash - Restricted	8,514,152.97	8,819,475.51	-305,322.54
Total Cash	16,046,795.43	13,540,117.93	2,506,677.50
Accounts Receivable:			
Accounts Receivable - Tenants	929,614.99	912,475.61	17,139.38
Accounts Receivable - Agency	-291,058.89	362,410.11	-653,469.00
Accounts Receivable - Developer Fees	-71,499.45	-71,499.45	0.00
Accounts Receivable - Other	2,385,488.80	2,329,627.40	55,861.40
Accrued Interest Receivable	14,814,784.55	14,683,515.53	131,269.02
Less: Allowance for Doubtful Accounts	-1,100,455.74	-1,097,420.74	-3,035.00
Total Receivables, Net of Allowance	16,666,874.26	17,119,108.46	-452,234.20
Current Investments:			
Investments - Unrestricted	1,013,719.72	1,014,177.72	-458.00
Total Current Investments	1,013,719.72	1,014,177.72	-458.00
Prepaid Expenses			
Prepaid Expenses	444,730.30	432,428.74	12,301.56
Inventories, Net of Obsolete Inventories	495,895.78	524,037.31	-28,141.53
Interprogram - Due From	-1,776,388.40	-1,965,063.19	188,674.79
TOTAL CURRENT ASSETS	32,891,627.09	30,664,806.97	2,226,820.12
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	21,251,256.67	21,251,256.67	0.00
Site Improvements	5,825.41	5,825.41	0.00
Furniture & Equipment	816,018.40	816,018.40	0.00
Less: Depreciation	-14,263,119.72	-14,263,119.72	0.00
Total Capital Assets, Net of Depreciation	11,379,604.23	11,379,604.23	0.00
Construction In Progress			
Construction In Progress	788,245.48	673,144.48	115,101.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	11,567,425.44	11,567,425.44	0.00
Less: Accumulated Amortization	-556,412.08	-555,915.24	-496.84
TOTAL NONCURRENT ASSETS	95,607,477.21	95,492,873.05	114,604.16

## Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Nov 2023

	Balance	Beginning	Net
TOTAL ASSETS	128,499,104.30	126,157,680.02	2,341,424.28
<b>LIABILITIES &amp; EQUITY</b>			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-89,640.60	-69,783.07	-19,857.53
Accounts Payable - Other	1,205,630.17	1,192,742.25	12,887.92
Accrued Wages/Taxes/Benefits Payable	767,237.55	735,287.97	31,949.58
Accrued Interest Payable	679,071.51	675,306.80	3,764.71
Accounts Payable - Agency	2,401.61	2,401.61	0.00
Tenant Security Deposits	102,579.71	103,087.50	-507.79
Total Accounts Payable	2,667,279.95	2,639,043.06	28,236.89
Deferred Revenues	148,792.25	145,599.30	3,192.95
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	367,484.59	399,389.35	-31,904.76
Other Current Liabilities	113,077.20	113,077.20	0.00
TOTAL CURRENT LIABILITIES	3,326,633.99	3,327,108.91	-474.92
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,592,036.44	7,606,600.75	-14,564.31
Long-Term Subordinate Debt	-1,079,404.55	-1,079,404.55	0.00
Other Noncurrent Liabilities	714,325.00	714,325.00	0.00
TOTAL NONCURRENT LIABILITIES	7,226,956.89	7,241,521.20	-14,564.31
TOTAL LIABILITIES	10,553,590.88	10,568,630.11	-15,039.23
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,486,651.45	105,486,651.45	0.00
Current Year Retained Earnings	12,458,861.68	10,102,398.17	2,356,463.51
TOTAL LIABILITIES AND EQUITY	128,499,104.01	126,157,679.73	2,341,424.28

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**  
**Balance Sheet (With Period Change)**

Period = Nov 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,503,177.33	1,568,429.87	-65,252.54
Cash - Restricted	1,435,144.38	1,429,675.65	5,468.73
Total Cash	2,938,321.71	2,998,105.52	-59,783.81
Accounts Receivable:			
Accounts Receivable - Tenants	67,374.85	60,668.85	6,706.00
Accounts Receivable - Agency	158,871.00	145,464.00	13,407.00
Accounts Receivable - Developer Fees	4,067,186.22	4,067,186.22	0.00
Accounts Receivable - Other	1,219,203.22	1,217,937.54	1,265.68
Accrued Interest Receivable	3,179,743.68	3,129,638.39	50,105.29
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	8,684,972.97	8,613,489.00	71,483.97
Prepaid Expenses	225,888.94	231,567.44	-5,678.50
Interprogram - Due From	3,523,535.19	3,964,905.70	-441,370.51
TOTAL CURRENT ASSETS	15,372,718.81	15,808,067.66	-435,348.85
NONCURRENT ASSETS			
Capital Assets:			
Land	5,009,826.00	5,009,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-964,090.37	-964,090.37	0.00
Total Capital Assets, Net of Depreciation	17,971,754.78	17,971,754.78	0.00
Construction In Progress	13,965,515.91	13,920,181.35	45,334.56
Notes Receivable	33,643,996.47	33,643,996.47	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	66,410,086.16	66,364,751.60	45,334.56
TOTAL ASSETS	81,782,804.97	82,172,819.26	-390,014.29

**LIABILITIES & EQUITY**

## LIABILITIES

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**  
**Balance Sheet (With Period Change)**

Period = Nov 2023

	Balance	Beginning	Net
<b>CURRENT LIABILITIES</b>			
Accounts Payable:			
Accounts Payable - Vendors	-84,061.37	-75,913.79	-8,147.58
Accounts Payable - Other	117,819.10	118,829.24	-1,010.14
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	1,163,182.96	1,126,471.22	36,711.74
Tenant Security Deposits	108,422.06	107,890.82	531.24
Total Accounts Payable	1,480,793.10	1,452,707.84	28,085.26
Deferred Revenues	9,727,843.57	9,710,698.57	17,145.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	62,055.23	59,471.76	2,583.47
<b>TOTAL CURRENT LIABILITIES</b>	11,675,084.90	11,627,271.17	47,813.73
<b>NONCURRENT LIABILITIES</b>			
Long-Term Hard Debt	21,293,364.13	21,310,544.78	-17,180.65
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
Other Noncurrent Liabilities	-232,462.00	-232,462.00	0.00
<b>TOTAL NONCURRENT LIABILITIES</b>	34,333,152.13	34,350,332.78	-17,180.65
<b>TOTAL LIABILITIES</b>	46,008,237.03	45,977,603.95	30,633.08
<b>EQUITY/NET ASSETS:</b>			
Equity/Net Assets at Prior Year-end	33,129,057.56	33,129,057.56	0.00
Current Year Retained Earnings	2,645,510.38	3,066,157.75	-420,647.37
<b>TOTAL LIABILITIES AND EQUITY</b>	81,782,804.97	82,172,819.26	-390,014.29

**Housing Authority of the County of Monterey  
Income Statement**

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
<b>REVENUE:</b>													
Tenant Rents	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	89,047.00	92,607.00	118,734.50	116,101.00	104,594.50	115,287.00	98,214.00	1,218,858.00
Tenant Subsidies	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	98,581.71	123,624.00	106,600.00	104,390.00	106,347.00	107,350.00	1,246,751.71
Other Tenant Income	9,241.00	0.00	0.00	580.00	42.00	27,919.00	116,559.00	1,582.00	1,325.00	2,362.00	2,080.00	1,924.31	163,614.31
<b>Total Tenant Revenue</b>	<b>207,418.75</b>	<b>194,310.75</b>	<b>194,002.75</b>	<b>197,807.75</b>	<b>199,257.00</b>	<b>218,164.00</b>	<b>307,747.71</b>	<b>243,940.50</b>	<b>224,026.00</b>	<b>211,346.50</b>	<b>223,714.00</b>	<b>207,488.31</b>	<b>2,629,224.02</b>
HUD Operating Grants	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	-74,059.00	0.00	0.00	0.00	0.00	0.00	116,527.00
Section 8 HAP Subsidies	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	56,427,932.00
Section 8 Administrative Fees	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	5,614,952.54
Operating Grants (Non-HUD)	23,977.56	22,811.89	20,683.72	93,486.54	22,961.26	42,140.55	68,664.72	0.00	0.00	0.00	0.00	0.00	294,726.24
Other Income	180,955.52	232,411.22	197,912.84	194,295.74	171,723.80	146,235.12	313,812.54	313,154.26	195,400.80	191,248.33	267,024.42	179,208.86	2,583,383.45
Interest Income	179,076.30	146,941.64	136,194.56	144,570.81	140,928.40	111,027.85	576,332.29	177,132.47	165,927.41	132,209.04	147,619.55	132,188.56	2,190,148.88
<b>Total Revenue</b>	<b>4,900,215.13</b>	<b>4,922,964.50</b>	<b>5,083,292.87</b>	<b>4,972,716.84</b>	<b>6,256,582.46</b>	<b>5,261,822.52</b>	<b>5,908,323.26</b>	<b>5,841,817.23</b>	<b>5,519,342.21</b>	<b>6,382,906.74</b>	<b>6,009,862.69</b>	<b>8,797,047.68</b>	<b>69,856,894.13</b>
<b>EXPENSES:</b>													
Administrative	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	501,858.83	711,469.17	551,095.48	516,661.77	462,796.85	463,406.21	674,355.24	6,757,966.80
Administrative Fees	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	22,599.09	18,096.09	17,305.09	18,953.09	18,162.09	18,162.09	212,422.08
Tenant Services	84,567.13	52,447.22	91,241.98	64,036.63	80,421.37	68,596.26	91,843.88	88,450.14	136,466.24	61,521.62	125,034.40	93,717.36	1,038,344.23
Utilities	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	45,146.95	58,827.33	47,161.21	60,278.57	28,656.09	477,474.18
Maintenance	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	132,807.93	208,829.44	110,461.06	135,013.69	129,602.54	134,342.90	1,640,303.61
Protective Services	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	11,721.00	12,162.68	10,200.00	7,971.00	0.00	54,143.74
Insurance	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	23,831.45	16,120.61	15,264.11	19,410.86	41,126.08	315,229.11
Other General Expenses	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	-534,035.41	37,735.96	30,762.67	34,325.43	42,334.60	30,913.67	-110,918.01
Payments in Lieu of Taxes	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06	0.00	82,946.23	0.00	289.07	0.00	-45,029.13	66,426.41
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	0.00	0.00	0.00	0.00	3,038.00	5,864.00
Housing Assistance Payments	4,016,210.75	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,539,404.83	4,703,393.85	4,661,345.49	4,907,308.19	5,086,109.18	5,173,600.61	5,432,274.74	56,061,047.65
FSS Escrows	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	205,946.00
<b>Total Operating Expenses</b>	<b>5,213,065.20</b>	<b>5,041,986.47</b>	<b>5,447,073.85</b>	<b>5,170,333.63</b>	<b>5,367,603.33</b>	<b>5,332,341.44</b>	<b>5,217,296.84</b>	<b>5,744,324.23</b>	<b>5,822,076.64</b>	<b>5,887,074.25</b>	<b>6,054,581.88</b>	<b>6,426,492.04</b>	<b>66,724,249.80</b>
Interest Expense	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	13,903.77	54,362.36	-1,028.33	13,894.27	13,863.06	14,109.29	248,597.14
Extraordinary Maintenance	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	0.00	0.00	0.00	0.00	0.00	31,800.00
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,702.22	0.00	0.00	0.00	0.00	5,702.22
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	537,477.23	0.00	0.00	0.00	0.00	0.00	537,477.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	36,234.12	496.84	496.84	496.84	496.84	496.84	41,699.36
<b>NET INCOME</b>	<b>-342,532.11</b>	<b>-173,991.75</b>	<b>-378,007.80</b>	<b>-219,014.02</b>	<b>874,534.54</b>	<b>-95,872.22</b>	<b>89,211.30</b>	<b>36,931.58</b>	<b>-302,202.94</b>	<b>481,441.38</b>	<b>-59,079.09</b>	<b>2,355,949.51</b>	<b>2,267,368.38</b>



**VOUCHER PROGRAM ONLY**  
**Income Statement**

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
<b>REVENUE:</b>													
Tenant Subsidies	0.00	0.00	0.00	0.00	0.00	0.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	-1,110.17
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	25.00	-1,110.17	0.00	0.00	0.00	0.00	0.00	-1,085.17
Section 8 HAP Subsidies	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	4,402,308.00	4,458,118.00	4,736,439.00	4,434,895.00	5,121,417.00	4,739,245.00	7,855,345.00	56,427,932.00
Section 8 Administrative Fees	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	257,707.00	371,151.00	499,093.00	726,685.87	632,259.72	422,816.95	5,614,952.54
Other Income	567.10	9,658.33	11,349.20	12,863.98	0.00	0.00	0.00	0.00	0.00	0.00	70,990.63	0.00	105,429.24
Interest Income	45.00	48.01	42.01	46.50	42.01	49.51	42.94	46.51	46.51	43.51	48.02	0.00	500.53
Total Revenue	4,363,492.10	4,291,030.34	4,392,249.21	4,309,593.48	5,721,754.01	4,744,329.51	4,714,757.77	5,107,636.51	4,934,034.51	5,848,146.38	5,442,543.37	8,278,161.95	62,147,729.14
<b>EXPENSES:</b>													
Administrative	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	344,204.35	252,724.27	210,033.69	221,142.88	214,624.31	316,808.59	2,913,899.09
Tenant Services	72,473.80	40,353.89	79,099.15	51,270.52	68,328.04	68,596.26	79,750.55	76,356.77	136,466.24	61,521.62	125,034.40	93,717.36	952,968.60
Maintenance	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	933.26	917.22	866.66	1,099.23	389.49	10,103.14
Insurance	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	4,761.05	4,847.23	4,675.79	7,937.58	10,528.98	108,597.97
Other General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	-578,350.00	0.00	0.00	1,417.50	0.00	151.00	-576,781.50
Housing Assistance Payments	4,102,520.75	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,675,391.83	4,849,682.85	4,801,592.49	5,084,704.19	5,269,946.18	5,372,603.61	5,639,808.74	57,772,195.65
FSS Escrows	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	15,126.00	16,001.00	15,440.00	14,781.00	14,935.00	205,946.00
Total Operating Expenses	4,464,338.31	4,559,758.02	4,989,962.62	4,702,359.01	4,952,291.14	5,000,416.71	4,725,909.81	5,151,493.84	5,452,969.57	5,575,010.63	5,736,080.13	6,076,339.16	61,386,928.95
NET INCOME	-100,846.21	-268,727.68	-597,713.41	-392,765.53	769,462.87	-256,087.20	-11,152.04	-43,857.33	-518,935.06	273,135.75	-293,536.76	2,201,822.79	760,800.19

**Monterey County Housing Development Corporation  
Income Statement**

Period = Dec 2022-Nov 2023

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
<b>REVENUE:</b>													
Tenant Rents	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	55,327.00	56,218.00	56,829.00	58,931.00	58,631.00	634,830.00
Tenant Subsidies	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	102,772.00	104,113.00	102,655.00	141,740.00	137,783.00	1,293,414.00
Other Tenant Income	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	564.00	1,183.00	564.00	634.00	6,027.22	22,624.72
Total Tenant Revenue	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	158,663.00	161,514.00	160,048.00	201,305.00	202,441.22	1,950,868.72
Other Income	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,539.67	5,582.46	5,912.44	5,158.18	16,964.13	5,652.42	610,979.94
Interest Income	49,010.00	51,301.58	48,466.63	50,962.53	58,734.05	52,084.88	50,189.74	50,098.12	50,111.99	49,166.86	50,113.03	50,111.27	610,350.68
Total Revenue	241,634.59	554,193.73	203,857.13	210,264.73	214,571.25	212,595.38	362,240.41	214,343.58	217,538.43	214,373.04	268,382.16	258,204.91	3,172,199.34
<b>EXPENSES:</b>													
Administrative	135,707.37	104,237.22	106,934.49	103,191.71	149,626.95	172,303.82	100,692.51	107,035.05	77,918.16	76,501.04	75,430.34	75,784.20	1,285,362.86
Administrative Fees	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	18,880.67	21,016.88	21,009.62	24,345.87	21,100.96	239,580.24
Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.09	0.00	0.00	0.00	530.09
Utilities	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	15,268.28	24,311.68	17,392.59	17,176.47	20,888.72	228,520.46
Maintenance	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,403.89	33,710.25	50,242.24	18,659.21	19,254.95	36,133.19	363,199.76
Protective Services	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	592.50	0.00	0.00	592.50	0.00	3,589.11
Insurance	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	56,129.50	2,891.49	2,280.14	23,076.93	2,241.41	24,162.94	198,418.37
Other General Expenses	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,040.94
Payments in Lieu of Taxes	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	976.38	0.00	0.00	200.00	2,691.99	-61,743.56
Total Operating Expenses	155,444.33	194,991.89	226,583.21	160,437.68	228,670.24	242,509.56	222,564.62	179,354.62	176,299.19	156,639.39	139,241.54	180,762.00	2,263,498.27
Interest Expense	73,656.00	61,980.18	59,504.44	60,509.86	59,501.45	645,410.02	55,752.50	213,414.90	62,610.89	62,517.68	61,687.80	484,290.28	1,900,836.00
Extraordinary Maintenance	0.00	1,330.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	10,690.00	0.00	0.00	0.00	74.78	0.00	0.00	0.00	13,800.00	24,564.78
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	0.00	0.00	0.00	0.00	0.00	77,408.33
NET INCOME	3,523.82	286,881.16	-91,240.96	-30,383.25	-82,610.88	-684,334.64	60,577.60	-178,500.72	-21,371.65	-4,784.03	67,452.82	-420,647.37	-1,095,438.10

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	552,931.00	600,009.55	-47,078.55
Tenant Subsidies	548,311.00	532,698.35	15,612.65
Other Tenant Income	9,273.31	8,241.65	1,031.66
Total Tenant Revenue	1,110,515.31	1,140,949.55	-30,434.24
HUD Operating Grants	0.00	156,650.85	-156,650.85
Section 8 HAP Subsidies	26,887,341.00	21,721,335.85	5,166,005.15
Section 8 Administrative Fees	2,652,006.54	1,854,440.00	797,566.54
Operating Grants (Non-HUD)	0.00	227,400.00	-227,400.00
Other Income	1,146,036.67	979,053.70	166,982.97
Interest Income	755,077.03	790,070.00	-34,992.97
Total Revenue	32,550,976.55	26,869,899.95	5,681,076.60
<b>EXPENSES:</b>			
Administrative	2,668,315.55	2,809,071.10	140,755.55
Administrative Fees	90,678.45	89,782.90	-895.55
Tenant Services	505,189.76	304,390.00	-200,799.76
Utilities	240,070.15	190,930.50	-49,139.65
Maintenance	718,249.63	1,218,925.40	500,675.77
Protective Services	42,054.68	4,360.00	-37,694.68
Insurance	115,753.11	163,341.20	47,588.09
Other General Expenses	176,072.33	342,307.53	166,235.20
Payments in Lieu of Taxes	38,206.17	36,040.00	-2,166.17
Bad Debts	3,038.00	0.00	-3,038.00
Housing Assistance Payments	25,260,638.21	21,617,169.10	-3,643,469.11
FSS Escrows	76,283.00	104,166.65	27,883.65
Total Operating Expenses	29,934,549.04	26,880,484.38	-3,054,064.66
Interest Expense	95,200.65	199,405.00	104,204.35
Extraordinary Maintenance	0.00	10,231.65	10,231.65
Casualty Losses - Non-Capitalized	5,702.22	0.00	-5,702.22
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	2,484.20	0.00	-2,484.20
NET INCOME	2,513,040.44	-220,221.08	2,733,261.52

**VOUCHER PROGRAM ONLY**  
**Budget Comparison**

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Section 8 HAP Subsidies	26,887,341.00	21,721,335.85	5,166,005.15
Section 8 Administrative Fees	2,652,006.54	1,854,440.00	797,566.54
Other Income	70,990.63	0.00	70,990.63
Interest Income	184.55	0.00	184.55
	<hr/>		
Total Revenue	29,610,522.72	23,575,775.85	6,034,746.87
<b>EXPENSES:</b>			
Administrative	1,215,333.74	1,192,766.50	-22,567.24
Tenant Services	493,096.39	240,900.00	-252,196.39
Maintenance	4,205.86	2,083.30	-2,122.56
Insurance	32,750.63	53,983.30	21,232.67
Other General Expenses	1,568.50	3,116.69	1,548.19
Housing Assistance Payments	26,168,655.21	21,617,169.10	-4,551,486.11
FSS Escrows	76,283.00	104,166.65	27,883.65
	<hr/>		
Total Operating Expenses	27,991,893.33	23,214,185.54	-4,777,707.79
	<hr/>		
NET INCOME	1,618,629.39	361,590.31	1,257,039.08

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**  
**Budget Comparison**

Period = Jul 2023-Nov 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	285,936.00	775,320.00	-489,384.00
Tenant Subsidies	589,063.00	69,065.00	519,998.00
Other Tenant Income	8,972.22	2,830.00	6,142.22
Total Tenant Revenue	883,971.22	847,215.00	36,756.22
Other Income	39,269.63	1,409,530.00	-1,370,260.37
Interest Income	249,601.27	218,765.00	30,836.27
Total Revenue	1,172,842.12	2,475,510.00	-1,302,667.88
<b>EXPENSES:</b>			
Administrative	412,668.79	545,815.00	133,146.21
Administrative Fees	106,354.00	119,330.00	12,976.00
Tenant Services	530.09	21,875.00	21,344.91
Utilities	95,037.74	158,175.00	63,137.26
Maintenance	157,999.84	172,580.00	14,580.16
Protective Services	1,185.00	1,380.00	195.00
Insurance	54,652.91	59,285.00	4,632.09
Other General Expenses	0.00	1,370.00	1,370.00
Payments in Lieu of Taxes	3,868.37	4,230.00	361.63
Total Operating Expenses	832,296.74	1,084,040.00	251,743.26
Interest Expense	884,521.55	249,285.00	-635,236.55
Casualty Losses - Non-Capitalized	13,874.78	0.00	-13,874.78
Depreciation Expense	0.00	57,585.00	57,585.00
NET INCOME	-557,850.95	1,084,600.00	-1,642,450.95

## Housing Authority of the County of Monterey Monthly Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	98,214.00	120,001.91	-21,787.91
Tenant Subsidies	107,350.00	106,539.67	810.33
Other Tenant Income	1,924.31	1,648.33	275.98
Total Tenant Revenue	<u>207,488.31</u>	<u>228,189.91</u>	<u>-20,701.60</u>
HUD Operating Grants	0.00	31,330.17	-31,330.17
Section 8 HAP Subsidies	7,855,345.00	4,344,267.17	3,511,077.83
Section 8 Administrative Fees	422,816.95	370,888.00	51,928.95
Operating Grants (Non-HUD)	0.00	45,480.00	-45,480.00
Other Income	179,208.86	195,810.74	-16,601.88
Interest Income	132,188.56	158,014.00	-25,825.44
Total Revenue	<u>8,797,047.68</u>	<u>5,373,979.99</u>	<u>3,423,067.69</u>
<b>EXPENSES:</b>			
Administrative	674,355.24	561,814.22	-112,541.02
Administrative Fees	18,162.09	17,956.58	-205.51
Tenant Services	93,717.36	60,878.00	-32,839.36
Utilities	28,656.09	38,186.10	9,530.01
Maintenance	134,342.90	243,785.08	109,442.18
Protective Services	0.00	872.00	872.00
Insurance	41,126.08	32,668.24	-8,457.84
Other General Expenses	30,913.67	88,461.49	57,547.82
Payments in Lieu of Taxes	-45,029.13	7,208.00	52,237.13
Bad Debts	3,038.00	0.00	-3,038.00
Housing Assistance Payments	5,432,274.74	4,323,433.82	-1,108,840.92
FSS Escrows	14,935.00	20,833.33	5,898.33
Total Operating Expenses	<u>6,426,492.04</u>	<u>5,396,096.86</u>	<u>-1,030,395.18</u>
Interest Expense	14,109.29	39,881.00	25,771.71
Extraordinary Maintenance	0.00	2,046.33	2,046.33
Casualty Losses - Non-Capitalized	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00
Amortization Exp	496.84	0.00	-496.84
NET INCOME	<u>2,355,949.51</u>	<u>-64,044.20</u>	<u>2,419,993.71</u>

## VOUCHER PROGRAM ONLY Monthly Budget Comparison

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
<b>REVENUE:</b>			
Section 8 HAP Subsidies	7,855,345.00	4,344,267.17	3,511,077.83
Section 8 Administrative Fees	422,816.95	370,888.00	51,928.95
Other Income	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00
<b>Total Revenue</b>	<b>8,278,161.95</b>	<b>4,715,155.17</b>	<b>3,563,006.78</b>
<b>EXPENSES:</b>			
Administrative	316,808.59	238,553.30	-78,255.29
Tenant Services	93,717.36	48,180.00	-45,537.36
Maintenance	389.49	416.66	27.17
Insurance	10,528.98	10,796.66	267.68
Other General Expenses	151.00	983.33	832.33
Housing Assistance Payments	5,639,808.74	4,323,433.82	-1,316,374.92
FSS Escrows	14,935.00	20,833.33	5,898.33
<b>Total Operating Expenses</b>	<b>6,076,339.16</b>	<b>4,643,197.10</b>	<b>-1,433,142.06</b>
<b>NET INCOME</b>	<b>2,201,822.79</b>	<b>71,958.07</b>	<b>2,129,864.72</b>

**MONTEREY COUNTY HOUSING DEVELOPMENT CORP.**  
**Monthly Budget Comparison**

Period = Nov 2023

	PTD Actual	PTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	58,631.00	155,064.00	-96,433.00
Tenant Subsidies	137,783.00	13,813.00	123,970.00
Other Tenant Income	6,027.22	566.00	5,461.22
Total Tenant Revenue	202,441.22	169,443.00	32,998.22
Other Income	5,652.42	281,906.00	-276,253.58
Interest Income	50,111.27	43,753.00	6,358.27
Total Revenue	258,204.91	495,102.00	-236,897.09
<b>EXPENSES:</b>			
Administrative	75,784.20	109,163.00	33,378.80
Administrative Fees	21,100.96	23,866.00	2,765.04
Tenant Services	0.00	4,375.00	4,375.00
Utilities	20,888.72	31,635.00	10,746.28
Maintenance	36,133.19	34,516.00	-1,617.19
Protective Services	0.00	276.00	276.00
Insurance	24,162.94	11,857.00	-12,305.94
Other General Expenses	0.00	274.00	274.00
Payments in Lieu of Taxes	2,691.99	846.00	-1,845.99
Total Operating Expenses	180,762.00	216,808.00	36,046.00
Interest Expense	484,290.28	49,857.00	-434,433.28
Casualty Losses - Non-Capitalized	13,800.00	0.00	-13,800.00
Depreciation Expense	0.00	11,517.00	11,517.00
NET INCOME	-420,647.37	216,920.00	-637,567.37





## MEMORANDUM

TO: Board of Commissioners  
THRU: Zulieka Boykin  
Executive Director  
FROM: Socorro Vasquez  
Sandra Rosales  
RE: **Property Management Report**  
DATE: January 11, 2024

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### Goals:

Property management has met the following goals for the month of December:

- Completed Yardi training for property management scheduled for December 13<sup>th</sup> and 14<sup>th</sup>.
- Complete RFP for PDM rehabilitation
- Start the process to set up inventory at the sites.
- PM to start collecting necessary information to complete welfare exemptions.

Property management has the following goals for the month of January:

- Complete filling organization for Portola Vista
- Submit application for PDM program change to Health and Human Services
- Complete installation of computers at Casanova, Portola Vista, Casa de Oro and Los Ositos
- Complete full set up of inventory at the sites
- Complete annual exemptions forms for all sites
- Submit file audit requests for RAD and FLC sites
- Complete rent increase notifications to residents at Castroville, Salinas and Chualar FLC sites

### Property Updates:

- King City Migrant Center:
  - The rehabilitation at site continues as scheduled. Painting and repairs to decks and patios are pending weather permits.
- RAD properties:
  - Due to normal wear and tear, repairs on playgrounds at the Casentini site are in process
  - Sump pumps at 44 Natividad have been repaired and are working.
  - PM has assessed all sites to determine what sites are able to house inventory. The list will be discussed with the ED and once approved PM will proceed to set up inventory at sites

- Haciendas 1-4:
  - Repairs to the decks for Haciendas I and II continue as scheduled.
  - PM continues to gather replacement costs for the tankless water heaters at Haciendas 1 and 2. These water heaters have been in-place from 2012 and 2014 respectively and PM is recommending these units to be replaced.
- Portola Vista and Casanova:
  - The computer installation process for these sites has started, Adaptive IT has surveyed the sites, desks are being placed in the community rooms and the rest of the wiring and infrastructure is being installed. The computers will be installed before the end of the month.
  - Control Panel at Casanova for front door has been replaced
  - Property management is pending an inspection from vendor for the side gate at Casanova to determine if a FOB reader can be installed.
  - PM researched the issues with the fire alarm, the problem has been identified and is being addressed.
  - PM has received two proposals for the bay window repair at Portola Vista, PM is pending one more proposal, once received a selection will be made the repair will be completed.
  - HACM and a non-profit agency provided two Holiday dinners for residents.
  - Residents continue to hold Sunday tea and bingo nights
- Pueblo Del Mar:
  - PM is working on relocating the remaining residents at PDM. There are three families relocating in January and will have one remaining family
  - RFP has been submitted and contractors have shown interest.
- Farm Labor (Salinas and Chualar):
  - Rent increases have been approved by USDA. Property management is updating rent increases and notifying residents with new changes.
  - Property management continues to work on the out-of-occupancy units at Salinas and Chualar FLC.
  -

**New Hires**

- None

**Evictions:**

- 6 files sent to attorney for termination

## Monthly Summary

### Rent Collection

Property	Monthly Rent	monthly Rent Collected	Monthly Subsidy Collected	Collection Rate
Oakgrove	\$ 5,335.00	\$ 5,335.00	\$ 3,684.00	100%
Pueblo Del Mar	\$ 3,806.00	\$ 3,807.00	\$ -	100%
Portola Vista	\$ 23,823.00	\$ 23,823.00	\$ 95,037.00	100%
Montecito Watson	\$ 9,029.00	\$ 9,029.00	\$ 4,195.00	100%
Homes	\$ 8,301.00	\$ 8,301.00	\$ 20,059.00	100%
Chualar FLC	\$ 19,600.00	\$ 16,825.00	\$ 379.00	86%
Sallinas FLC	\$ 38,268.00	\$ 35,513.00	\$ 2,518.00	93%
King City Migrant	\$ -	\$ -	\$ -	100%
Jardines	\$ 10,531.00	\$ 10,531.00	\$ 7,820.00	100%
South County RAD	\$ 22,678.00	\$ 21,525.00	\$ 23,442.00	95%
Salinas Family RAD	\$ 109,342.00	\$ 107,650.00	\$ 56,567.00	98%
East Salinas Family RAD	\$ 156,867.00	\$ 153,300.00	\$ 48,937.00	98%
Gonzales Family RAD	\$ 26,928.00	\$ 23,293.00	\$ 8,067.00	87%
Casanova	\$ 48,032.00	\$ 42,813.00	\$ 132,303.00	89%
Castroville FLC	\$ 53,590.00	\$ 52,794.00	\$ 44,281.00	99%
Haciendas I	\$ 41,512.00	\$ 40,290.66	\$ 52,302.00	97%
Haciendas II	\$ 42,635.00	\$ 42,674.00	\$ 34,438.00	100%
Haciendas III	\$ 39,828.00	\$ 39,828.85	\$ 59,042.00	100%
Haciendas IV	\$ 15,342.00	\$ 15,342.00	\$ 43,417.00	100%
One Parkside	\$ 31,329.00	\$ 29,534.00	\$ 109,812.00	94%
	<b>\$ 706,776.00</b>	<b>\$ 682,208.51</b>	<b>\$ 746,300.00</b>	<b>97%</b>

**Occupancy**

<b>Property</b>	<b>Total Units</b>	<b>Current Occupied</b>	<b>Current Vacant</b>	<b>Occupancy Rate</b>	<b>Out of Occupancy</b>
Oakgrove	5	5	0	100%	0
Pueblo Del Mar	56	6	0	12%	50
Portola Vista	64	63	1	98%	0
Montecito Watson	13	13	0	100%	0
Homes	9	9	0	100%	0
Chualar FLC	29	25	1	97%	3
Salinas FLC	57	51	2	96%	4
King City Migrant	83	2	0	0%	81
Jardines	11	11	0	100%	0
South County RAD	70	69	1	99%	0
Salinas Family RAD	170	168	2	99%	0
East Salinas Family RAD	202	199	3	99%	0
Gonzales Family RAD	30	29	1	97%	0
Casanova	86	83	3	97%	0
Castroville FLC	54	53	1	98%	0
Haciendas I	53	53	0	100%	0
Haciendas II	46	45	1	98%	0
Haciendas III	50	49	1	98%	0
Haciendas IV	41	40	1	98%	0
One Parkside	80	78	2	98%	0
	<b>1209</b>	<b>1051</b>	<b>20</b>	<b>89%</b>	<b>138</b>

**Work Orders**

<b>Property</b>	<b>Forwarded WO</b>	<b>Created WO</b>	<b>Completed WO</b>	<b>Pending WO</b>
Oakgrove	8	4	7	5
Pueblo Del Mar	4	1	2	3
Portola Vista	117	36	131	22
Montecito Watson	2	2	3	1
Homes	13	6	16	3
Chualar FLC	7	9	7	9
Salinas FLC	65	17	59	23
King City Migrant	3	25	24	4
Jardines	7	2	2	7
South County RAD	22	19	30	11
Salinas Family RAD	35	47	63	19
East Salinas Family RAD	42	57	63	36
Gonzales Family RAD	9	4	6	7
Casanova	25	35	49	11
Castroville FLC	62	17	27	52
Haciendas I	24	21	31	14
Haciendas II	19	30	42	7
Haciendas III	5	14	12	7
Haciendas IV	3	6	4	5
One Parkside	30	24	38	16
	<b>502</b>	<b>376</b>	<b>616</b>	<b>262</b>



Waiting Lists

Property	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Oakgrove	0	299	0	0	0
Pueblo Del Mar	0	0	0	0	0
Portola Vista	77	0	0	0	0
Montecito Watson	0	120	0	0	0
Homes	0	0	10	0	0
Chualar FLC	0	19	114	27	0
Salinas FLC	0	66	81	22	0
King City Migrant	0	0	0	0	0
Jardines	0	0	73	0	0
South County RAD	504	0	0	0	0
Salinas Family RAD	319	331	297	63	0
East Salinas Family RAD	271	165	124	25	2
Gonzales Family RAD	633	287	386	125	34
Casanova	0	0	0	0	0
Castroville FLC	0	124	119	41	0
Haciendas I	689	924	406	99	0
Haciendas II	958	633	458	132	0
Haciendas III	353	323	309	0	0
Haciendas IV	0	0	0	0	0
One Parkside	0	0	0	0	0
	3804	3291	2377	534	36



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## Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Dec 01, 2023

Period Ending

Dec 31, 2023

### Administrative Comments

During this period, LifeSTEPS observed the Christmas Eve, New Year's Eve and Christmas Day holidays. Due to the holiday(s), Service hours were reduced. Service make-up hours were applied during this period.

### Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 408 hours per year and Individualized Health and Wellness services 117 hours per year

### DSS Site Visits

Dec 01, 2023

Dec 04, 2023

Dec 08, 2023

Dec 12, 2023

Dec 15, 2023

Dec 18, 2023

Dec 22, 2023

Dec 29, 2023

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in care areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Dec 01, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	11	0.25
Dec 04, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	10	0.25
Dec 08, 2023	JOBS: Admin and Clerical	10	0.25
Dec 12, 2023	Stand-Alone Classes: CDC Hygiene	11	0.25
Dec 15, 2023	Stretch Your Dollar: with Holiday Decorations	18	0.25
Dec 15, 2023	Stretch Your Dollar: with Holiday Fun	18	0.25
Dec 18, 2023	Stretch Your Dollar: Starting the New Year Right	10	2.25

Totals

84

3.75

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Dec 08, 2023	Nutrition: Nutritional Values	10	2.75
Dec 12, 2023	Nutrition: Healthy Holiday Meals	11	2.25
Dec 12, 2023	Mental Health: Mental Health Awareness	11	2.25
Dec 18, 2023	Food Distribution: Food Bank Distribution	42	4.75
Dec 22, 2023	Mental Health: New Year, New You	7	2.50

Date	Topic	Participants	Hours
<b>Subtotal for Health and Wellness</b>		<b>81</b>	<b>14.50</b>

**Totals**      **81**      **14.50**

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Dec 01, 2023	Parenting	11	2.75
Dec 01, 2023	Healthy Lifestyles	52	13.00
Dec 04, 2023	Healthy Lifestyles	53	13.25
Dec 08, 2023	Healthy Lifestyles	10	2.50
Dec 12, 2023	Healthy Lifestyles	11	2.75
Dec 15, 2023	Healthy Lifestyles	32	8.00
Dec 18, 2023	Healthy Lifestyles	4	1.00
Dec 29, 2023	Healthy Lifestyles	1	2.00

**Totals**      **174**      **45.25**

**Social Service Coordination**

Date	Administration Type	Hours
Dec 08, 2023	Service Coordination Administration	2.50
Dec 12, 2023	Service Coordination Administration	0.50
Dec 22, 2023	Service Coordination Administration	1.50
Dec 29, 2023	Service Coordination Administration	2.00

**Total**      **6.50**

**Donations**

Date	Donor	Item Donated	Value
Dec 18, 2023	Food Bank of Monterey	Food Commodities	\$420.00

**Total**      **\$ 420.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Dec 15, 2023	Holiday: Christmas Cookie Celebration	39	2.75

**Totals**      **39**      **2.75**

**Percent of units served during the past 12 months: 99.0%**



**Resident Services In Action**



**Holiday Cookie Celebration**  
*Dec 15, 2023*



**Food Distribution**  
*Dec 18, 2023*



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## Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

Dec 01, 2023

Period Ending

Dec 31, 2023

### Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 328 hours per year

### DSS Site Visits

Dec 06, 2023   Dec 13, 2023   Dec 20, 2023   Dec 27, 2023

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Dec 06, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	11	2.25
Dec 06, 2023	Stretch Your Dollar: with Holiday Decorations	11	2.25
Dec 13, 2023	JOBS: Admin and Clerical	10	3.25
Dec 20, 2023	Stand-Alone Classes: CDC Hygiene	10	2.25
Dec 20, 2023	JOBS: Admin and Clerical	10	1.75
Dec 27, 2023	Stretch Your Dollar: Starting the New Year Right	11	2.25
<b>Totals</b>		<b>63</b>	<b>14.00</b>

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Dec 06, 2023	Food Distribution: Food Bank Distribution	21	3.25
Dec 13, 2023	Safety: Stay Healthy Wash Your Hands	10	2.25
Dec 20, 2023	Food Distribution: Food Bank Distribution	16	4.00
Dec 27, 2023	Mental Health: New Year, New You	7	2.50
<b>Subtotal for Health and Wellness</b>		<b>54</b>	<b>12.00</b>
<b>Totals</b>		<b>54</b>	<b>12.00</b>

### Social Service Coordination

Date	Administration Type	Hours
Dec 06, 2023	Service Coordination Administration	0.25
Dec 07, 2023	Service Coordination Administration	0.75

Date	Administration Type	Hours
Dec 13, 2023	Service Coordination Administration	0.25
Dec 14, 2023	Service Coordination Administration	0.75
Dec 21, 2023	Service Coordination Administration	0.75
Dec 27, 2023	Service Coordination Administration	0.50
Dec 28, 2023	Service Coordination Administration	0.75

Total 4.00

**Donations**

Date	Donor	Item Donated	Value
Dec 06, 2023	Food Bank of Monterey	Food Commodities	\$210.00
Dec 20, 2023	Food Bank of Monterey	Food Commodities	\$160.00

Total \$ 370.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Dec 13, 2023	Holiday: Christmas Cookies	8	2.25
Dec 27, 2023	Bingo/Loteria: Bingo with LifeSTEPS	3	2.75

Totals 11 5.00

**Percent of units served during the past 12 months: 98.9%**

**Resident Services in Action**



**Holiday Cookies!**  
*Dec 13, 2023*



**BINGO Winners**  
*Dec 27, 2023*



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## Castroville Farm Labor Center

Property Owner: Housing Authority County of Monterey  
Property Management Company: Housing Authority County of Monterey  
Director of Social Services: Martha Rodriguez

Period Beginning

Dec 01, 2023

Period Ending

Dec 31, 2023

### Administrative Comments

Service make-up hours were applied during this period.

### Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 400 hours per year

### DSS Site Visits

Dec 05, 2023 | Dec 12, 2023 | Dec 19, 2023 | Dec 26, 2023

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Dec 05, 2023	Stretch Your Dollar: with Holiday Decorations	15	0.25
Dec 12, 2023	JOBS: Admin and Clerical	10	0.25
Dec 12, 2023	Healthy Lifestyles 2023: Celebrate with Self-Compassion	10	0.25
Dec 19, 2023	Admin/Clerical, Information Technology: General Office Protocol	10	0.25
Dec 19, 2023	Stand-Alone Classes: CDC Hygiene	10	0.25
Dec 26, 2023	Stretch Your Dollar: Starting the New Year Right	15	0.25

Totals 70 1.50

### Individualized Case Management Services

Date	Topic	Residents	Hours
Dec 05, 2023	Financial Budgeting	15	3.75
Dec 12, 2023	Coping Skills/Emotional Support	10	2.50
Dec 12, 2023	Employment Counseling	10	2.50
Dec 19, 2023	Employment Counseling	10	2.50
Dec 19, 2023	Healthy Lifestyles	10	2.50
Dec 26, 2023	Financial Budgeting	15	3.75

Totals 70 17.50

### Social Service Coordination

Date	Administration Type	Hours
Dec 05, 2023	Service Coordination Administration	1.75



Date	Administration Type	Hours
Dec 12, 2023	Service Coordination Administration	0.25
Dec 16, 2023	Service Coordination Administration	3.00
Dec 19, 2023	Service Coordination Administration	0.25
Dec 26, 2023	Service Coordination Administration	1.75

**Total** 7.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Dec 05, 2023	Socals, General: December Birthday Social	14	2.25
Dec 12, 2023	Crafts: Painting Social	6	2.25
Dec 19, 2023	Crafts: Gingerbread Cookie Decorating	8	2.25
Dec 26, 2023	Socals, General: December Social	10	2.25

**Totals** 38 9.00

**Percent of units served during the past 12 months: 100.0%**

**Resident Services In Action**



**Gingerbread Social**  
Dec 19, 2023



**Social**  
Dec 26, 2023



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## One Parkside

Property Owner: Housing Authority County of Monterey

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Martha Rodriguez

Period Beginning

Dec 01, 2023

Period Ending

Dec 31, 2023

### Administrative Comments

During this period, LifeSTEPS observed the Christmas Eve, New Year's Eve and Christmas Day holidays. Due to the holiday(s), Service hours were reduced.

### DSS Site Visits

Dec 08, 2023

Dec 15, 2023

Dec 22, 2023

Dec 29, 2023

### Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
Dec 08, 2023	Stretch Your Dollar (Senior): with Holiday Decorations	12	0.25
Dec 15, 2023	Healthy Lifestyles 2023 (Senior): Celebrate with Self-Compassion	12	0.25
Dec 22, 2023	Stretch Your Dollar (Senior): Starting the New Year Right	10	0.25
Dec 29, 2023	Stand-Alone Classes (Senior): CDC Hygiene	10	0.25

Totals 44 1.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Dec 08, 2023	Coping Skills/Emotional Support	1	0.75
Dec 08, 2023	Financial Budgeting	12	3.00
Dec 15, 2023	Coping Skills/Emotional Support	12	3.00
Dec 15, 2023	Computer/Technology	1	0.50
Dec 22, 2023	Financial Budgeting	10	2.50
Dec 29, 2023	Healthy Lifestyles	10	2.50

Totals 46 12.25

### Social Service Coordination

Date	Administration Type	Hours
Dec 08, 2023	Service Coordination Administration	1.25
Dec 15, 2023	Service Coordination Administration	1.75

Total 3.00

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Dec 08, 2023	Bingo/Loteria: Bingo	8	2.25
Dec 15, 2023	Socials, Coffee: Coffee Social	5	2.00
Dec 22, 2023	Socials, General: Christmas Social	14	2.00
Dec 29, 2023	Socials, General: New Year Social	9	2.00

**Totals**      **36**      **8.25**

**Percent of units served during the past 12 months: 97.5%**

**Resident Services In Action**



**Christmas Social**

*Dec 22, 2023*



**New Year Social**

*Dec 29, 2023*



MEMORANDUM

**To:** Board of Commissioners  
**From:** Nora Ruvalcaba, Development Analyst  
**Thru:** Zulieka Boykin, Executive Director/President/CEO  
**Date:** January 9, 2023  
**Re:** **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



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Development department highlights

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- **One Parkside, LP:** Now that we have successfully converted to permanent financing, staff is working on compiling the Placed-In-Service package to CTCAC by end of January 2024.
- **One Parkside, LP - HOME/PLHA Retention Release of Funds:** City of Salinas staff has finalized approval of release of retention funds. The check is being processed by City staff and should be available in early January. The amount we will be receiving is \$94,801.30.
- **Potential Development Partner:** Development staff and Executive Director met with potential Development Partner to discuss and review potential projects and a timeline for potential developments.
- **Rippling River Affordable Housing LP:** Notification was issued to the John Stewart Company of termination of Property Management services. Effective February 1, 2024, HACM Property Management will be managing site.

There was a resident meeting held at the site on January 4, 2024, at which John Stewart Company and HACM staff were present. The purpose of the meeting was to notify the residents of the plan for the management transition and to include them in the process.

Residents had the opportunity to provide feedback and were provided with information related to the proposed changes, how to contact staff and how to share their concerns so that they are addressed.

Tentative follow-up meeting pending for early February.

- **Tynan Affordable Housing LP:** The Development Department is in receipt of a Deferred Developer Fee for the project in the amount of \$107, 916.00 for the tax return period of 2020. There is additional Deferred Developer Fee payments forthcoming.

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## Potential Development Opportunities

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- **Division Avenue (Salinas)**
  - The Development staff and Executive Director have continued discussions with the City of Salinas regarding available parcels and potential development of the available land.
  - The Draft Exclusive Negotiating Rights Agreement with the City of Salinas is pending execution and a potential Land Disposition Agreement to obtain site control of the seven parcels associated with this potential development is in discussion. The City of Salinas has discussed their intent related to the various parcels being discussed.
  - Development staff and Executive Director are moving forward with the help of Knight Development in accessing next steps to move into predevelopment activity including obtaining funds for predevelopment activity, preparing for funding applications and obtaining site control.
  - HACM staff are pending a follow-up meeting with City staff regarding site control and predevelopment funds for the expected remediation of environmental concerns.
  
- **Parcel B Property (Salinas)**
  - Pending City of Salinas request for funding submitted along with Division Avenue.
  - The Executive Director initiated a meeting between HACM Staff and a potential development partner to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.
  
- **APN# 024-261-001 (Greenfield)**
  - Preliminary market study is in process; revisions to the initial site plan to increase the number of units with density bonus allowed are also being updated.
  - Met with potential Development partner and are exploring next steps and potential timeline.
  
- **855 E. Laurel Avenue (Salinas)**
  - Determination of development opportunity is pending further details from County staff regarding land access and funding opportunities.
  
- **Rippling River (Carmel Valley)**
  - The Executive Director initiated a meeting between HACM Staff and a potential development partner to determine if a joint venture would be appropriate to proceed with development at this location. Initial feasibility determination underway.

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## Marketing

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- Staff are working with Executive Assistant and new vendor to incorporate the HDC website into the new HACM website.
- On-going internal review of potential marketing events and/or media opportunities being explored on a regular basis to determine proper platforms to publish on.

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### One Parkside, LP

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- Assembling the Placed-in-Service package for submission to CTCAC, followed by request for issuance of 8609's and release of final Capital Contribution.

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### 123 Rico CLEEN loan

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- Information regarding proposed use of funds was provided to state IBank representative and is pending response before proceeding with acquiring bids for scope of work.
- Remaining funds available are \$366,758.02.

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### Audits

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- Weekly meetings with the Finance Director and Auditor are ongoing.
- Weekly meetings with third party audit team to review outstanding items for the LP audits and tax returns.
- Final HDC audit and draft HACM 2022 audits received.

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### Capital Improvements

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- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner and with the approval of appropriate Lender/Investor groups. Details can be found in the property management section of the report for those items currently underway and in the property management reports.

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### Tynan Modernization job close-out

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- Building C – DKI has completed approximately 65% of the needed remediation and repairs.
- Final phase of sand coating (stucco) in process, followed by drywall texture and exterior painting.
- The tentative completion date for all work and for contractors to be off site is February 12, 2024.

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### Tynan commercial space

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- Approximately 2,500 sf commercial space available.
- There have been inquiries made regarding the available space that is currently vacant.

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### Haciendas 1&2 metals job

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- Maintenance staff assisting in repairs of some of the rusted railings and fascia.
- Development staff working on timeline and assisting with coordinating of repairs and for installation of new awnings.

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### Project Based Section 8

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- East Garrison aka Alfred Diaz-Infante apartments has submitted the required supporting documentation for the Executive Director execution of the HAP Contract.
- Magnolia Place apartments is pending the required supporting documentation submitted prior to the Executive Director executing the HAP contract.
- Greenfield Commons I was awarded 27 PBV vouchers, for which the Agreement to Enter into a Housing Assistance Payments Contract (AHAP) was executed by the Executive Director in August 2023. The project is now under construction and pending finalization and submission of required documentation to execute the HAP.

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### HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority

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- Please see attached property management reports.

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### Resident Services

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- Please see attached resident services highlights.

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### Staffing

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- The Development Analyst position remains open. Human Resources is in the recruitment process and pending a potential job fair.
- The Director of Development position was posted and remains open. Human Resources is in the recruitment process and pending a potential job fair.



**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**