



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

DATE: TUESDAY, FEBRUARY 21, 2023

TIME: 5:00 P.M.

LINK/PHONE: To join via Zoom, tap link or call (669)900-6833 (*6 to unmute)

https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRlR0Q1bnYwZ3dtekxkdz09

Meeting ID: 841 4226 2200

Passcode: 438419

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

1. CALL TO ORDER (Pledge of Allegiance)

Table with 3 columns: Item, PRESENT, ABSENT. Row 1: ROLL CALL, Commissioner Viviana Gama, Chair. Row 2: Commissioner Kevin Healy. Row 3: Commissioner Hans Buder.

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Finance/Development Meeting held on December 12, 2022.

5. NEW BUSINESS

A. HDC -- MDC-224 – Resolution Authorizing the Use of Digital Signatures

6. DISCUSSION

- A. HCV Bank Account
B. In Person Meetings

7. INFORMATION

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

8. COMMISSIONER COMMENTS

9. ADJOURNMENT

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 February 27, 2023, at 5:00pm



ACTION
 MINUTES OF THE FINANCE AND DEVELOPMENT COMMITTEE OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD DECEMBER 12, 2022

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Commissioner Ballesteros called the meeting to order at 5:01 p.m.

2. ROLL CALL:

Present:

Commissioner Viviana Gama, Chair
 Commissioner Kevin Healy
 Commissioner Hans Buder

Absent:

Also, Present: Interim Executive Director, Tory Gunsolley; Maria Madera, Director of Housing Programs; Jose Acosta, Interim Property Manager; Carolina Sahagun-Gomez, Director of Housing Development; Kim Shehorn, Interim Director of Finance.
 Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

4. MINUTES

A. Approval of the Minutes of The Finance and Development Committee Meeting held on November 21, 2022

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Committee approved the minutes of the Finance and Development Committee Meeting held on November 21, 2022. Motion carried with the following roll-call vote:

AYES: Gama, Healy, Buder
NOES: None
ABSENT: None

5. NEW BUSINESS

A. Authorization of Semi-Annual Write Offs of Bad Debt for Salinas Family RAD, LP (HDC)

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Committee approved to move Authorization of Semi-Annual Write Offs of Bad Debt for Salinas Family RAD, LP to the HDC board. Motion carried with the following roll-call vote:

AYES: Gama, Healy, Buder
NOES: None
ABSENT: None

6. INFORMATION

A. Finance Report – Presented by Tory Gunsolley

The audits will not be finished by December 31st, 2022. FLC and Pueblo del Mar are the last audits. Although they are currently being finalized, the RAD reconciliation process is still ongoing and being diligently worked on. It is expected to be completed soon. Please note that the report figures do not incorporate the latest payroll entries.

B. Development and Property Management Report – Presented by Carolina Sahagun-Gomez, Director of Housing Development & Jose Acosta, Interim Property Manager
Parkside has successfully leased out 52 units and anticipates leasing an additional 15 units soon. Weekly lease-up meetings are still ongoing, and efforts are being made to complete the latest contract draw, pending audits. To comply with city regulations, a separate application for the security gate has been submitted, and the general contractor is expected to complete the installation. The grand opening is scheduled for January 19th, 2023. Tynan has only two items left to complete, and the general contractor has reached out to a local sub-contractor to finish the handrails work. Although deck repair was slowed down by the rain, the work is expected to resume soon. Zumwalt repairs at Castroville and Haciendas 3 are almost complete. The commercial tenant at Tynan has requested an additional 6-month extension to their lease. Rent studies are currently underway for FLC and Portola Vista. OCAFS will take effect in February 2023, and Tax Credit AOC's are expected to be completed soon. The DAR is also slated for completion, and a scanning project is set to commence next week.

7. COMMISSIONER COMMENTS

The Commissioners collectively thanked everyone involved in the reports and welcomed the new Executive Director, Zulieka Boykin, to HACM.

8. **ADJOURMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



MEMORANDUM

TO: Board of Directors

THRU: Zulieka Boykin
Executive Director

FROM: Gabriela Rivero
Clerk of the Board

RE: **Resolution MDC-224 – Authorization to Use Digital Signatures**

DATE: February 21, 2023

The Housing Authority of the County of Monterey (“HACM”) and The Housing Development Corporation (“HDC”) recommends adopting a Resolution authorizing the use of digital signatures in compliance with State law. On December 6th, 2021, the HACM Board of Commissioners authorized the use of and acceptance of digital signatures to conduct business. It is recommended that the Board of Directors of HDC do the same and permanently adopt electronic signatures.

Digital signatures are broadly allowed in place of traditional wet-ink signatures for official municipal documents under California’s Uniform Electronic Transactions Act (Civ. Code, §§ 1633.1 et seq., “UETA”) with limited exceptions. For example, wet-ink signatures will be required where mandated by State law. For purposes of the UETA, a valid digital signature must be: 1) unique to the person using it; 2) capable of verification; 3) under the sole control of the person using it; 4) linked to data in such a manner that if the data are changed, the signature is invalidated; and 5) in conformance with relevant regulations adopted by the California Secretary of State. (Civ. Code, § 16332.2(h); Gov. Code, § 16.5.) While State law allows the use of digital signatures, it does not require it. (See, Gov. Code, § 16.5(b).)

Therefore, should the Directors approve the proposed Resolution authorizing the use of digital signatures, such use would not be required. Rather, any individual who wishes to use a traditional wet-ink signature would still be allowed to do so. California Secretary of State regulations outline acceptable types of digital signature technology. Various digital signature platforms offer a high degree of security and have been widely adopted by the private sector, municipalities, and state governments across the country, as well as by the Internal Revenue Service for certain tax filings. For example, DocuSign is an approved provider of digital signature technology by the Secretary of State, and one commonly used in California jurisdictions.

Allowing the use of digital signatures in compliance with state law would benefit the agency for several reasons: the use of digital signatures is a mechanism that the agency can use to reduce in-person contact while efficiently maintaining agency functions. Additionally, there are other benefits to the use of digital signatures. Digital signatures have a positive environmental effect by decreasing the use of paper and ink. Digital signatures can also improve efficiency by streamlining, document review, removing the need to scan documents, and reducing the time necessary to transfer physical documents. As proposed, staff will begin the use of digital signatures for all agency documents unless an exception applies. For example, staff has identified the following documents for which digital signatures will be useful: contracts, purchase orders, construction permits, resolutions, and minutes.

Environmental Review

Adoption of the Resolution authorizing the use of digital signatures is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guideline section 15061(b)(3) as it can be seen with certainty that it would not have a significant adverse effect on the environment.

Action: Adopt MDC-224 – Resolution Authorizing the Use of Digital

RESOLUTION NO. MDC - 224

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION AUTHORIZING THE USE OF DIGITAL SIGNATURES

WHEREAS, on December 6th, 2021, The Housing Authority of the County of Monterey Board of Commissioners authorized the use and acceptance of digital signatures to conduct business in compliance with State law; and

WHEREAS, on December 21st, 2021, The Board of Supervisors voted to merge The Housing Authority of the County of Monterey and The Monterey County Housing Development Corporation to conduct business under one Executive Director; and

WHEREAS, the use of digital signatures is allowed by California’s Uniform Electronic Transactions Act (Civ. Code, §§ 1633.1 et seq.) and Government Code section 16.5 in the place of wet-ink signatures for official municipal documents, with limited exceptions; and

WHEREAS, the use of digital signatures is also in the public interest as it will reduce the unnecessary use of paper and ink, streamline document review, and reduce the inefficient transfer of physical documents; and

WHEREAS, this Resolution is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to the “common sense” exemption, CEQA Guideline section 15061, because it can be seen with certainty that there is no possibility of an adverse environmental effect.

NOW, THEREFORE, BE IT RESOLVED: In any written communication, contract, or other document by, with, or from The Housing Authority of the County of Monterey where a signature is required or used, a digital signature may be used by any party, if in accordance with the Uniform Electronic Transactions Act (Civ. Code, §§ 1633,1 et seq.) and as long as the digital signature complies with the requirements of Government Code section 16.5. The use of such a digital signature shall have the same force and effect as the use of a wet-ink manual signature applied to paper. Nothing in this policy shall prevent the use of a wet-ink signature should the signing party wish to so use.

Chairperson

ATTEST:

President/CEO

Date

PASSED AND ADOPTED this 27th day of February 2023 upon motion of _____,
seconded by _____ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



DISCUSSION

A. HCV Bank Account

B. In Person Meetings

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Kim Shehorn
Interim Director of Finance

RE: Status Report: Finance Report

DATE: February 14, 2023

Highlights:

- **HACM/ HDC - 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

Finance has been working with Brian Alten at BDO to train staff to streamline the VMS process. We have completed the prior month corrections including the Restricted Net Position (RNP) and the Unrestricted Net Position (UNP). This recalculation prevented the offset of the HCV Funding for 2023.

Staff has attended a Project Based Voucher Training by Econometrica, Inc. The three-day training was informative and additional trainings on HUD related subjects will be held in the future.

We met with our new representative at HCD to discuss an error in the amount of the Tynan developer fee funding. Due to the latest information, we will move forward with prior year developer fee payments.

We had a meeting with the new HELP Loan representative from CalHFA. HACM is currently requesting a repayment agreement on the loan. In the past HACM has paid over \$500,000 in extension fees. We made an agreement to pay off the loan over the next four years paying smaller payments due each year for a loan closure in 2027.

Tax returns for all organizational entities have been completed except for Portola Vista LLC for 2019 which was overlooked by the auditors (Novogradac) and will be completed by the end of February.

Finance Operational Update (con't)

Finance staff meetings are becoming more collaborative, and staff is engaged which in turn is helping the department to become more efficient.

Finance is working with Procurement to tighten up the Accounts Payable process and regain credit standing. We are preparing a letter to request vendor information in order to audit any outstanding invoices and prepare them for a paperless AP process.

The reconciliation of the MCHI interfund is in progress.

HACM completed all 2020 Audit Open Items by the end of January. We received the final audit on February 16, 2023. We are already implementing changes to correct the 2020 audit findings, but the corrective action will not be reflected until the 2022-2023 audits. We are in the process of preparing final items so we can begin the open items for the 2021 audit by the end of February.

We are planning the budget preparations for all properties with FY 6/30 including HACM, HDC, Pueblo Del Mar, Farm Labor Community Properties and Portola Vista.

Board Action: Information only.

Voucher Funding and HCV Payments

	Oct-22	Nov-22	Dec-22	Total
HUD Grant - S8 - HAP payments	3,966,557	3,041,277	3,976,648	\$10,939,904
Total Housing Assistance Payments	4,239,041	4,069,899	4,150,094	\$12,213,273

Finance Transactional Statistics- December 2022	HCV		AP		Totals	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	9	56,517.05	536	1,367,686.40	545	1,424,203.45
Charges	0	-	31	1,328,361.94	31	1,328,361.94
Journal Entries	9	312,548.25	108	124,465,573.29	117	124,778,121.54
Payables	28	4,313,869.68	136	1,274,682.20	164	5,588,551.88
Checks	989	4,150,094.12	203	1,504,556.74	1192	5,654,650.86
Transactions Amts Processed*	1035	\$ 8,833,029.10	1014	\$ 129,940,860.57	2,049	\$ 138,773,889.67

REVENUE SOURCES BY PROPERTY

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy
440	Tynan Land Lease	6,348.75	5,184.51	0.00
		\$ 6,348.75	\$ 5,184.51	\$ -
205	Pueblo Del Mar	54,353.00		160,166.00
		\$ 54,353.00		\$ 160,166.00
204	Oak Grove	28,786.00		7,664.00
552	Single Family Homes	40,242.00		73,946.00
555	Casanova	261,535.00		541,816.00
934	Jardines	44,686.00		53,209.00
935	Leo Meyer (King City Elde	112,579.00		62,680.00
942	Parkside	87,610.00		280,985.00
960	Rippling River	347,239.00		979,731.00
965	Tynan Affordable	2,204,991.00		1,292,017.00
973	Monterey Affordable	696,908.00		170,395.00
974	Benito Affordable	820,530.00		447,484.00
980	Fanoe Vista	402,070.00		659,238.00
985	Haciendas 1	476,105.00		606,884.00
986	Haciendas 2	555,384.00		342,294.00
988	Haciendas Senior	168,389.00		505,453.00
989	Haciendas 3	498,028.00		540,759.00
990	Oak Park I	622,829.93		709,448.00
991	Oak Park 2	631,374.54		453,185.00
		\$ 7,999,286.47		\$ 7,727,188.00
212	Portola Vista	122,723.00		566,970.00
214	Montecito Watson	46,320.00		24,436.00
801	South County RAD	297,787.00		244,732.00
802	Salinas Family RAD	1,365,466.00		548,768.00
803	East Salinas Family RAD	1,843,226.00		559,198.00
804	Gonzales Family RAD	346,103.00		61,799.00
		\$ 4,021,625.00		\$ 2,005,903.00
992	One Parkside	23,207.00		70,423.00
		\$ 23,207.00		\$ 70,423.00
904	Chualar FLC	105,855.00		2,685.00
906	Salinas FLC	210,551.00		11,118.00
972	Benito FLC	864,883.00		248,966.00
984	Castroville FLC	627,288.00		564,092.00
		\$ 1,808,577.00		\$ 826,861.00
TOTAL		\$ 13,913,397.22	\$ 5,184.51	\$ 10,790,541.00

Type of Subsidy
Bakery / HDC Office
Rental Income
Grant Income
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV
HCV / USDA
PBRA
PBRA
PBRA
PBRA
PBRA
PBRA
PBV
USDA
USDA
USDA
USDA

Housing Authority of the County of Monterey Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

Current Balance

ASSETS

CURRENT ASSETS

Cash:

Cash - Unrestricted 4,721,715.28

Cash - Restricted 8,624,216.30

Total Cash 13,345,931.58

Accounts Receivable:

Accounts Receivable - Tenants 960,547.28

Accounts Receivable - Agency 335,409.89

Accounts Receivable - Developer Fees -51,385.00

Accounts Receivable - Other 8,456,867.90

Accrued Interest Receivable 13,448,708.98

Less: Allowance for Doubtful Accounts -856,839.82

Total Receivables, Net of Allowance 22,293,309.23

Current Investments:

Investments - Unrestricted 1,013,160.87

Total Current Investments 1,013,160.87

Prepaid Expenses 391,324.76

Inventories, Net of Obsolete Inventories 414,143.54

Interprogram - Due From 595,383.04

TOTAL CURRENT ASSETS 38,053,253.02

NONCURRENT ASSETS

Capital Assets:

Land 3,569,623.47

Buildings & Improvements 19,193,968.67

Site Improvements 26,619.00

Furniture & Equipment 2,046,027.66

Less: Depreciation -14,965,664.11

Total Capital Assets, Net of Depreciation 9,870,574.69

Construction In Progress 2,163,300.89

Notes Receivable 71,574,493.14

Other Noncurrent Assets 4,048,314.14

Less: Accumulated Amortization -533,095.56

TOTAL NONCURRENT ASSETS 87,123,587.30

Housing Authority of the County of Monterey Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

	Current Balance
TOTAL ASSETS	125,176,840.32
 LIABILITIES & EQUITY	
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable:	
Accounts Payable - Vendors	76,171.38
Accounts Payable - Other	1,187,379.20
Accrued Wages/Taxes/Benefits Payable	826,491.95
Accrued Interest Payable	727,780.91
Accounts Payable - Agency	2,372.86
Tenant Security Deposits	92,542.02
Total Accounts Payable	2,912,738.32
Deferred Revenues	1,553,207.65
Developer Fees Payable	30,000.00
FSS Escrows	591,072.74
Other Current Liabilities	263,077.20
TOTAL CURRENT LIABILITIES	5,350,095.91
NONCURRENT LIABILITIES	
Long-Term Hard Debt	7,731,616.23
Long-Term Subordinate Debt	-1,097,290.55
TOTAL NONCURRENT LIABILITIES	6,634,325.68
TOTAL LIABILITIES	11,984,421.59
EQUITY/NET ASSETS:	
Equity/Net Assets at Prior Year-end	105,489,951.39
Current Year Retained Earnings	8,549,068.28
TOTAL LIABILITIES AND EQUITY	126,023,441.26

**Housing Authority of the County of Monterey
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

		Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
7000	REVENUE:							
7031	Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	606,470.50
7037	Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	612,873.00
7041	Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	8,761.00	31,785.00
7050	Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	206,938.75	1,251,128.50
7061	HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	160,166.00
7071	Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	22,895,480.00
7081	Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	2,222,659.97
7095	Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	204,217.31
7151	Other Income	179,784.35	254,581.72	183,415.69	212,607.69	190,388.89	176,743.91	1,197,522.25
7152	Interest Income	176,060.70	175,292.10	172,202.18	175,318.15	170,806.14	175,311.30	1,044,990.57
7999	Total Revenue	5,082,763.34	4,979,078.17	5,039,157.46	4,986,437.03	3,996,970.08	4,891,758.52	28,976,164.60
	EXPENSES:							
9051	Administrative	592,874.39	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	3,477,856.63
9101	Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	99,342.54
9201	Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	193,579.07
9301	Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	245,768.73
9401	Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	888,856.06
9501	Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	5,346.94
9611	Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	166,514.26
9621	Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	342,633.10
9631	Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	102,963.72
9671	Housing Assistance Payments	3,884,437.58	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	23,477,776.60
9681	FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	107,739.00
9691	Total Operating Expenses	4,823,801.66	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	29,108,376.65
9702	Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	142,429.39
9751	Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	2,981.04

**Housing Authority of the County of Monterey
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

		Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
9999	NET INCOME	244,191.37	201,804.18	275,958.02	160,675.46	-856,623.29	-303,628.22	-277,622.48

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	606,470.50	696,933.00	-90,462.50
Tenant Subsidies	612,873.00	609,342.00	3,531.00
Other Tenant Income	31,785.00	4,648.02	27,136.98
Total Tenant Revenue	1,251,128.50	1,310,923.02	-59,794.52
HUD Operating Grants	160,166.00	187,980.00	-27,814.00
Section 8 HAP Subsidies	22,895,480.00	32,850,715.98	-9,955,235.98
Section 8 Administrative Fees	2,222,659.97	2,297,327.46	-74,667.49
Operating Grants (Non-HUD)	204,217.31	237,308.52	-33,091.21
Other Income	1,197,522.25	1,197,110.94	411.31
Interest Income	1,044,990.57	1,093,018.98	-48,028.41
Total Revenue	28,976,164.60	39,174,384.90	-10,198,220.30
EXPENSES:			
Administrative	3,477,856.63	3,572,073.96	94,217.33
Administrative Fees	99,342.54	102,706.50	3,363.96
Tenant Services	193,579.07	140,589.48	-52,989.59
Utilities	245,768.73	212,605.50	-33,163.23
Maintenance	888,856.06	747,032.82	-141,823.24
Protective Services	5,346.94	13,872.96	8,526.02
Insurance	166,514.26	111,421.50	-55,092.76
Other General Expenses	342,633.10	284,015.46	-58,617.64
Payments in Lieu of Taxes	102,963.72	41,248.02	-61,715.70
Bad Debts	0.00	772.50	772.50
Housing Assistance Payments	23,477,776.60	32,725,716.00	9,247,939.40
FSS Escrows	107,739.00	124,999.98	17,260.98

Housing Authority of the County of Monterey
Budget Comparison

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	PTD Actual	PTD Budget	Variance
Total Operating Expenses	29,108,376.65	38,077,054.68	8,968,678.03
Interest Expense	142,429.39	187,325.04	44,895.65
Extraordinary Maintenance	0.00	15,086.46	15,086.46
Amortization Exp	2,981.04	0.00	-2,981.04
 NET INCOME	 -277,622.48	 894,918.72	 -1,172,541.20

**Housing Choice Voucher Program only
Budget Comparison**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
REVENUE:									
Section 8 HAP Subsidies	22,895,480.00	32,850,715.98	-9,955,235.98	-30.30	22,895,480.00	32,850,715.98	-9,955,235.98	-30.30	27,058,022.00
Section 8 Administrative Fees	2,222,659.97	2,297,327.46	-74,667.49	-3.25	2,222,659.97	2,297,327.46	-74,667.49	-3.25	1,170,342.50
Other Income	58,804.99	0.00	58,804.99	N/A	58,804.99	0.00	58,804.99	N/A	-3,319.80
Interest Income	274.48	0.00	274.48	N/A	274.48	0.00	274.48	N/A	-479.80
Total Revenue	25,177,219.44	35,148,043.44	-9,970,824.00	-28.37	25,177,219.44	35,148,043.44	-9,970,824.00	-28.37	28,224,564.90
EXPENSES:									
Administrative	1,353,167.33	1,304,181.06	-48,986.27	-3.76	1,353,167.33	1,304,181.06	-48,986.27	-3.76	407,352.70
Tenant Services	121,019.09	68,031.48	-52,987.61	-77.89	121,019.09	68,031.48	-52,987.61	-77.89	4,416.30
Maintenance	4,185.43	4,383.00	197.57	4.51	4,185.43	4,383.00	197.57	4.51	3,111.40
Insurance	59,130.68	36,618.00	-22,512.68	-61.48	59,130.68	36,618.00	-22,512.68	-61.48	-6,289.70
Other General Expenses	945.00	1,705.98	760.98	44.61	945.00	1,705.98	760.98	44.61	-4,921.30
Housing Assistance Payments	23,924,496.60	32,725,716.00	8,801,219.40	26.89	23,924,496.60	32,725,716.00	8,801,219.40	26.89	26,904,911.90
FSS Escrows	107,739.00	124,999.98	17,260.98	13.81	107,739.00	124,999.98	17,260.98	13.81	132,890.00
Total Operating Expenses	25,570,683.13	34,265,635.50	8,694,952.37	25.38	25,570,683.13	34,265,635.50	8,694,952.37	25.38	27,441,471.30
NET INCOME	-393,463.69	882,407.94	-1,275,871.63	-144.59	-393,463.69	882,407.94	-1,275,871.63	-144.59	783,093.60

**Housing Choice Voucher Program only
Statement (12 months)**

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
REVENUE:							
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,962,770.00	3,966,557.00	3,006,801.00	3,942,172.00	22,895,480.00
Section 8 Administrative Fees	333,622.00	333,622.00	441,204.00	350,122.00	343,381.97	420,708.00	2,222,659.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	58,804.99
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	274.48
Total Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	4,363,492.10	25,177,219.44
EXPENSES:							
Administrative	234,518.96	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	1,353,167.33
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	121,019.09
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	4,185.43
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	59,130.68
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	945.00
Housing Assistance Payments	3,941,915.58	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	23,924,496.60
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	107,739.00
Total Operating Expenses	4,229,435.06	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	25,570,683.13
NET INCOME	194,395.43	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-393,463.69

MCHDC
Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

Current Balance

ASSETS

CURRENT ASSETS

Cash:

Cash - Unrestricted	2,392,390.38
Cash - Restricted	535,445.04
JPMC - Construction Disb Acct	-2,068,329.76
JPMC - Sub-Loan Proceeds Reserve Account	-1,873,200.22
JPMC - LIHTC Equity Account	35.86
JPMC - Liquidity Reserve Acct	1,183.32
Total Cash	-1,012,475.38

Accounts Receivable:

Accounts Receivable - Tenants	45,787.85
Accounts Receivable - Agency	113,975.00
Accounts Receivable - Developer Fees	5,411,660.22
Accounts Receivable - Other	2,035,572.10
Accrued Interest Receivable	2,703,910.71
Less: Allowance for Doubtful Accounts	-7,406.00
Total Receivables, Net of Allowance	10,303,499.88

Prepaid Expenses	1,716,875.44
Interprogram - Due From	-3,556,285.34
TOTAL CURRENT ASSETS	7,451,614.60

NONCURRENT ASSETS

Capital Assets:

Land	-3,195,174.00
Buildings & Improvements	1,454,855.80
Furniture & Equipment	19,947.46
Less: Depreciation	-336,863.48
Total Capital Assets, Net of Depreciation	-2,057,234.22

Construction In Progress	26,326,877.85
Notes Receivable	23,509,293.12
Other Noncurrent Assets	953,819.00
TOTAL NONCURRENT ASSETS	48,732,755.75

TOTAL ASSETS	56,184,370.35
--------------	---------------

LIABILITIES & EQUITY

MCHDC
Balance Sheet

Period = Dec 2022

Book = Accrual ; Tree = hacm_bs_sum

DRAFT

Current Balance

LIABILITIES

CURRENT LIABILITIES

Accounts Payable:

Accounts Payable - Vendors	110,856.44
Accounts Payable - Other	877,030.00
Accrued Wages/Taxes/Benefits Payable	124,876.35
Accrued Interest Payable	309,801.24
Tenant Security Deposits	95,768.00
Total Accounts Payable	1,518,332.03

Deferred Revenues	312,645.50
Developer Fees Payable	885,442.00
Other Current Liabilities	-26,512.52
TOTAL CURRENT LIABILITIES	2,689,907.01

NONCURRENT LIABILITIES

Long-Term Hard Debt	-598,226.86
LTD - City - PHLA	0.50
Construction Loan - JP Morgan Chase	6,953,736.16
Long-Term Subordinate Debt	1,000,000.00
TOTAL NONCURRENT LIABILITIES	7,355,509.80

TOTAL LIABILITIES	10,045,416.81
-------------------	---------------

EQUITY/NET ASSETS:

Equity/Net Assets at Prior Year-end	35,188,846.64
Current Year Retained Earnings	10,920,221.57

TOTAL LIABILITIES AND EQUITY	56,154,485.02
------------------------------	---------------

MCHDC
Budget Comparison

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	PTD Actual	PTD Budget	Variance
REVENUE:			
Tenant Rents	280,592.00	886,074.00	-605,482.00
Tenant Subsidies	615,762.00	78,930.00	536,832.00
Other Tenant Income	18,610.46	3,235.02	15,375.44
Total Tenant Revenue	914,964.46	968,239.02	-53,274.56
Other Income	136,424.84	1,029,891.00	-893,466.16
Interest Income	300,446.85	262,516.02	37,930.83
Total Revenue	1,351,836.15	2,260,646.04	-908,809.89
EXPENSES:			
Administrative	735,506.81	823,842.00	88,335.19
Administrative Fees	108,489.84	101,142.00	-7,347.84
Tenant Services	82.22	25,002.00	24,919.78
Utilities	119,282.58	181,260.00	61,977.42
Maintenance	180,108.79	194,454.00	14,345.21
Protective Services	550.16	1,572.00	1,021.84
Insurance	55,185.34	65,700.00	10,514.66
Other General Expenses	2,050,030.00	456.00	-2,049,574.00
Payments in Lieu of Taxes	10,755.65	9,654.00	-1,101.65
Total Operating Expenses	3,259,991.39	1,403,082.00	-1,856,909.39
Interest Expense	164,193.58	168,142.98	3,949.40
Depreciation Expense	54,062.64	65,810.52	11,747.88
NET INCOME	-2,126,411.46	623,610.54	-2,750,022.00

MCHDC
Statement (12 months)

Period = Jul 2022-Dec 2022

Book = Accrual ; Tree = hacm_is

DRAFT

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
REVENUE:							
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,325.00	280,592.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	101,984.00	615,762.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	7,745.50	18,610.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	155,054.50	914,964.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	136,424.84
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	50,108.48	300,446.85
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	240,331.07	1,351,836.15
EXPENSES:							
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	136,745.71	735,506.81
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	108,489.84
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	119,282.58
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	180,108.79
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	550.16
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	31,667.23	55,185.34
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	2,050,030.00
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	10,755.65
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	157,384.20	3,259,991.39
Interest Expense	27,066.68	27,873.44	27,781.74	26,935.27	27,690.10	26,846.35	164,193.58
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	54,062.64
NET INCOME	-52,423.11	10,069.79	-2,042,487.74	-105,512.83	16,852.35	47,090.08	-2,126,411.46



MEMORANDUM

TO: Board of Commissioners

THRU: Zulioka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: February 13, 2023

Goals:

Property management met the following goals in the month of January:

- Completed the rent study for Farm labor sites and awaiting final report.
- All information for the comcast retail agreements has been sent to comcast and waiting for the agreements to be set to PM for signature.

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

- Complete and submit OCAF rent adjustments for RAD properties.
- Complete the Annual Owner Certifications (AOC) and Project Ownership Profiles (POP) for all tax credit sites.
- Complete welfare tax exemptions for all sites.
- Complete City of Salinas data reports for Haciendas I, II, III, Sr.

Vouchers:

Vouchers for all the sites are up to date. Voucher submission training is now complete, PM staff has been trained on voucher submission.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	1/1/2023	\$ 88,223.00
214	Montecito Watson	1/1/2023	\$ 4,277.00
801	South County RAD	1/1/2023	\$ 21,739.00
802	Salinas Family RAD	1/1/2023	\$ 47,075.00
803	East Salinas Family RAD	1/1/2023	\$ 45,573.00
804	Gonzales Family RAD	1/1/2023	\$ 5,669.00
Total Monthly Subsidy			\$ 212,556.00

Rent Collection:

Rent collection average for HACM sites for the month of January 2023 is 100%. Rent collection average for HDC Sites for the month of January 2023 is 99%.

HACM Rent Collection as of 1/31/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	100%
906	Tesoros Del Campo	100%
Total monthly rent collected		\$ 184,800.00

HDC sites rent collection report as of 1/31/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	100%
801	South County RAD	97%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	96%
984	Castroville	100%
985	Haciendas I	100%
986	Haciendas II	100%
988	Haciendas Sr	100%
989	Haciendas III	100%
Total monthly rent collected		\$ 849,752.00

Occupancy:

PM currently has a total of 20 vacancies excluding the King City migrant center (which is currently closed due to the off season), Pueblo del Mar and One Parkside. PM anticipates housing 10 units in the next 7 days as some of the files are only pending minor documents to finalize the approval of those files for move-in.

As stated in last month's report, property management's goal is to have all vacancies housed in the next 30 to 45 days, the department understands the need to house these vacancies and the team has made it a priority to get this completed.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	0	
802	Salinas Family RAD	170	99%	1	
803	East Salinas Family RAD	202	98%	4	
804	Gonzales Family RAD	30	100%	0	
984	Castroville	54	100%	1	Caretaker
985	Haciendas I	53	100%	0	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	0	
988	Haciendas Sr.	41	98%	1	
992	One Parkside	80	78%	18	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	24%	42	
212	Portola Vista	64	95%	3	
214	Montecito Watson	13	85%	2	
552	Single Family Homes	9	90%	1	
555	Casanova Plaza	86	93%	6	
904	Vista Del Valle	29	100%	0	2
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	Closed	79	

RAD Sites (Formerly Public Housing):

- 801 South County Rad:
 - Chain link fence has been repaired at this site.
 - Adjacent empty log has been scheduled for semiannual mowing.
 - Requesting estimates for replace approximately 150 linear foot of redwood fence.
 - Repair awning at entrance of Casa de Oro.
 - Alliance on Aging is providing services once a month for the residents.
 - Food bank deliveries for the residents continue to be delivered
 - Mee Memorial continues to provide lunches for the residents
- 802 Salinas Family RAD:
 - Security cameras have been installed at Wheeler office.
 - Property management is working with the management company adjacent to El Gin Village to repair the shared fence at this site. Estimates for this repair are being collected and once received the project costs will be evaluated and approved.
 - Completed underground storm lift station line; installed a bypass clean out inside the holding tank for future maintenance; pending is a new circuit board to complete automated reaction to the switch pumps and floats.
 - Installed new mailboxes for this property.
 - Estimates for replacing retaining wall at El Gin Village are being requested.
 - Annual recertification process for this property has started.
- 803 East Salinas Family RAD:

- Completed emergency railing repair at 1062 Sanborn pending completion but the most dangerous areas have been fixed.
- Repairs to deck at 1058 N Sanborn have been completed, residents are back in their unit.
- Installation of a permanent sump pump at 737 Mae Ave is being scheduled at this location.
- PM is in the process of replacing 300 linear feet of fence at 1113 D St, which was damaged due to high wind.
- Installation of security cameras at 1415 Del Monte office is being completed for this site.
- 804 Gonzales Family RAD:
 - PM is currently requesting estimates for the replacement of fences throughout the site.
 - PM is currently requesting estimates for installation of irrigation throughout the site.

KCMC:

Management is completing the interview packets for the coming season and sending them to returning residents. The rehabilitation project for this site is actively taking place, the contractor is currently working on the cabinet replacement. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs
- Siding replacement
- Modify selected units to be ADA compliant
- Interior flooring repairs
- Replacement of cabinets and counter tops and hardware –**Demolition completed. Pending cabinet delivery to continue installation.**
- Replacement of furniture
- Replacement of water heaters
- Repairs of parking lot and resurfacing of the black top
- Replacement of heater and thermostats
- HVAC pad mounts replacement
- Electrical upgrades – **To be completed during the cabinet installation.**
- Repair decks and landings
- Replacement of windows
- Carbon monoxide detector replacement - **To be completed during the cabinet installation.**
- Bathroom vanity replacement
- Playground replacement
- Property Sign replacement
- Access card reader upgrade
- Repair and replacement of fencing
- Siding repairs – **Repairs started this week.**

The deadline to complete this rehab project is June 2023. We will continue to keep the board updated on the progress.

Portola Vista:

The Portola Vista Occupancy Review (MOR) was cancelled by HUD and will be rescheduled later in the year.

Annual fire sprinkler inspection and five-year inspections have been completed with no findings and certificates have been issued to the property.

PM has identified railing posts at this property that need to be repaired and replaced. PM is currently gathering estimates for this repair.

Haciendas I:

Railings throughout this site are currently being repaired and replaced. Management is working with the vendor to get this work completed and maintenance Supervisor is checking the progress together with HDC staff to ensure work is being completed timely and correctly.

City of Salinas data reports are being completed for this property.

Haciendas II:

Property management has started the process for the annual recertifications for this site, which need to be effective April 1st, 2023.

City of Salinas data reports are being completed for this property.

Haciendas III:

Annual fire inspections have been successfully completed for this site.

City of Salinas data reports are being completed for this property.

Haciendas IV:

City of Salinas data reports are being completed for this property.

Management continues to work with the housing programs department completing eligibility interviews for the current vacancy.

Food bank deliveries for this site have continued as scheduled.

Castroville:

There was a fire at this site and fortunately no tenants were injured. Two units suffered water damage because of the fire sprinkler activation during the fire. The fire started in a second floor unit and when the fire sprinklers activated the water drained into the unit below causing damage to the ceiling, walls and flooring. One of the families in temporarily staying with family and the second family has been placed in a hotel while the units are being repaired. PM/HDC have filed an

insurance claim for this incident and both units are currently being repaired. The sheetrock in the ceilings and walls has been replaced, textured and will be painted this week and flooring will be replaced once these repairs are completed. PM anticipates the families will be able to return to their units in the next two weeks.

Casanova Plaza:

Tree trimming at this site has been completed.

Management is working with vendor to complete the replacement of the front door security system at this site. All parts for this project have been ordered, but unfortunately some of the parts are in back order and the project cannot be completed until all parts are received. Management has been in constant communication with the vendor to ensure repairs are completed as soon as possible.

One Parkside:

Property management continues to work with the Housing Programs department to lease up the remaining units at this site. We currently have housed 62 units and have 18 units that need to be housed.

Management is conducting orientations to expedite the evaluation of applicants. Housing programs staff has been invited to the orientations in order for the applicants to receive the interview packets and list of documents they need to provide to complete their eligibility interview. PM and Housing Programs need to work together to lease this property by February 28th, 2023.

Security gates have now been installed at this site. The security systems for the gates have been programmed and tenants have received their FOBs to access the buildings.

Farm Labor (Salinas, Chualar):

The rent study for these sites has now been completed and PM is pending the report from the vendor, which is estimated to be completed by February 28th, 2023.

PM has engaged CNA Specialist, a firm that has worked with HDC in the past to complete the Capital needs assessment for these properties. CNA specialist anticipates they will be completing the CNA by the end of the month.

These sites currently have 7 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

PDM:

Property management is having a very difficult time finding qualified referrals for this site. Most of the referrals we are receiving do not meet the eligibility criteria. We also receive referrals at a very slow rate. We have many residents that are failing to comply with the programs requirements, and this results in terminations or evictions, which affect our occupancy rates for this site.

Property management continues to work with Sun Street and CoC to find options for this property.

Currently PM has 3 files ready, and these applicants will be housed in the next 7 days. PM is working with the executive director to find options for this property. The deed, regulatory agreements and other documents are being reviewed to find an alternative and more sustainable funding solution for this property.

New Hires:

None

Wait Lists:

Closed

Evictions:

Property Management currently has 6 pending evictions.

Waitlist information by site as of 2/13/2023		
Property Code	Property Name	Number of Applicants
204	Oak Gove	306
212	Portola Vista	20
214	Montecito Watson	52
555	Casanova Plaza	70
801	South County RAD	580
802	Salinas Family RAD	684
803	East Salinas Family RAD	555
804	Gonzales Family RAD	1281
904	Chualar FLC	169
906	Salinas FLC	179
984	Castroville	215
985	Haciendas I	1581
986	Haciendas II	1654
989	Haciendas III	496
Total applicants		7842



TO: **Board of Directors – Monterey County Housing Authority Development Corporation (HDC)**

TO: **Board of Commissioners – Housing Authority of the County of Monterey (HACM)**

THRU: **Zulieka Boykin, Executive Director/President & CEO**

FROM: **Carolina Sahagun-Gomez, Director Housing Development**

RE: **Monthly Development Report – FEBRUARY 2023**

Monthly Goal

Successful Grand Opening event of One Parkside in January.

Staff email migration completed; entire team has the hamonterey.org extension.

Completion of due diligence items and submission of CREA final equity installment in the amount of \$2.4M.

Development Department Highlights

Future Development Planning

- Greenfield property – pending tour with Zulieka and discuss potential plans for the site.
- Parcel B property in Salinas.
- Pacific Meadows in Carmel.
- City of Salinas - Division Avenue; staff reviewing the draft Exclusive Negotiating Rights Agreement.
- Re-syndication of two properties that are out of tax credit compliance and have had the limited partners exit the LP.
- Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units).

Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.

One Parkside, LP

- Twice a week meeting with PM/Housing Programs/Development on lease-up activities.
- Due diligence items for second capital contribution in the amount of \$3.08M.
- Final cost certification in process with auditor.

123 Rico CLEEN loan

- Pending IBank approval for use of remaining funds in the amount of \$366,758.02.

Audits

- HDC 2021 has been completed. Weekly meetings with audit team on for ongoing progress sending requested documentation to keep all LP & 2022 HDC audits progressing.

Capital Improvements

- Development team working with our property management staff to ensure needed capital improvement requests throughout the portfolio are completed, detail can be found in PM section of report for those requests currently underway and in HACM PM report.

Construction close-out

- Tynan modernization job – pending handrails extra work on building A and additional waterproofing at building entrance.
- One Parkside – final retention billing is with bank pending funding approval.

Tynan commercial space

- Potential commercial space tenant- barber shop is pending receipt of tenant improvement estimates.

Haciendas 1&2 metals job

- Handrails completed at Maria Torres Gil community center.
- Development staff working on next phase of metals repair in conjunction with Architect and HACM maintenance supervisor.

Project Based Section 8

- Development team attended training session.
- Development will take on additional responsibilities of PBV program.
- Development team staff assisting housing programs department.

HDC Portfolio Managed by The John Stewart Company
--

Benito Affordable/Benito FLC:

- Major repair upper deck on Building 22 completed – HDC scheduled walk with contractor for minor touch-ups.
- Capital improvement project to replace dual pane glass will be scheduled once pending HDC/JSCO staff site walk.
- MAOF Daycare completed exterior improvements to playground structure.

- RBC unit inspections and desk audit took place on January 27, 2023; we are pending results.
- HOME Audit scheduled for March 8, 2023.
- Benito Affordable will have a CTCAC audit in 2023 (date TBD).
- Lead Maintenance position remains open.
- Resident Services program active with LifeSTEPS coordination.
- 2 vacant units at Benito Affordable
- 100% occupancy for Benito FLC

Monterey Affordable:

- Processing current waitlist from HACM for PBV vacant units.
- Capital Improvements projects in process include window replacements and Surveillance Cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- One unit vacant.

Fanoe Vista:

- Capital Improvement project in process is installation of security cameras.
- Will have a CTCAC audit in 2023 (date TBD).
- Resident Services program active with LifeSTEPS coordination.
- 100% occupancy

Rippling River:

- Capital Improvement projects in process are replacement of generator continues to be on back order (February 2023) and completion of Geo Technical Engineers report.
- Tree trimming throughout property needed - bids in process.
- Resident Services program active with LifeSTEPS coordination.
- Two vacant units, applicants in process.

Tynan Village:

- Resident Services program on hold due to coverage. Actively seeking temporary coverage.
- Capital Improvement projects in process irrigation system repairs, building access panels, exterior site lighting and commercial lot speed bump project.
- Completed painting of arbor and stair railings.
- Completed backflow preventor replacement on building A.
- 97% occupancy

HDC Portfolio Managed by The Paso Robles Housing Authority

Oak Park 1:

- Welfare exemption completed.
- AOC in process

- New staff – Chief Financial Officer and Property Supervisor.
- Capital Improvement/Maintenance projects in process include annual fire sprinkler inspections and fire alarm system testing completed.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 99% occupancy

Oak Park 2:

- Welfare exemption completed.
- AOC in process.
- Capital Improvement/Maintenance projects in process include unit inspections.
- Resident Services program active to include Youthworks, after school homework help and food distribution two times a month.
- 100% occupancy