



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

DATE: MONDAY, AUGUST 21, 2023

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:

SE Corner of Carpenter St and 3rd 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

\_\_\_\_\_

\_\_\_\_\_

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Finance/Development Meeting held on February 21, 2023.

5. OLD BUSINESS

A. Resolution 3091: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024

B. HDC – MDC – 227: Resolution Approving the Operating Budget for the Fiscal year beginning July 1, 2023, and ending June 30, 2024

6. **NEW BUSINESS**

- A. HDC – MDC – 229: Authorization to Award Repairs Contract on Tynan Village for Construction Defects Claim

7. **INFORMATION**

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

8. **COMMISSIONER COMMENTS**

9. **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 August 28, 2023, at 5:00pm**

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## 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





COMMENTS FROM THE PUBLIC





ACTION  
 MINUTES OF THE FINANCE AND DEVELOPMENT COMMITTEE OF  
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
 HELD FEBRUARY 21, 2023

**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** (Pledge of Allegiance)

Commissioner Gama called the meeting to order at 5:00 p.m.

**2. ROLL CALL:**

**Present:**

Commissioner Viviana Gama, Chair  
 Commissioner Kevin Healy  
 Commissioner Hans Buder

**Absent:**

Also, Present: Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Housing Development.  
 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 December 12, 2022

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Committee approved the minutes of the Finance and Development Committee Meeting held on December 12, 2022. Motion carried with the following roll-call vote:

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

## **5. NEW BUSINESS**

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

Upon motion by Commissioner Healy, seconded by Commissioner Buder, the Committee approved to move MDC – 224 – Resolution Authorizing the Use of Digital Signatures to the HDC board. Motion carried with the following roll-call vote:

AYES: Gama, Healy, Buder

NOES: None

ABSENT: None

## **6. DISCUSSION**

### **A. HCV Bank Account**

The Agency uses one bank account for all funds, including an interfund which is allowed by HUD. However, it would greatly benefit the finances and internal processes if we separated the HCV (Housing Choice Voucher) money. HCV receives two sets of monthly funds - one for contracts with landlords and family self-sufficiency, and the other for administrative expenses. The administrative money is unrestricted, while the HAP (Housing Assistance Payments) money is restricted. After reviewing past audits and assessing the current financial situation, it would be a significant improvement to have two separate bank accounts for these funds at Mechanics Bank. This would facilitate audits, reconciliations, and communication with HUD, making it easier to resolve discrepancies and obtain necessary information. HCV Bank Account item to be moved to the full board for discussion.

### **B. In Person Meetings**

The changes to AB2449 and AB361 have enabled the Agency to conduct remote meetings, allowing board meetings via Zoom even after the state of emergency, which is scheduled to end on February 28th. In reviewing the information and consulting with the Clerk of the Board, Ms. Rivero, the agency has the option to hold hybrid meetings moving forward. This means that if there is a quorum present at the main office and other commissioners fill out the required paperwork, we can have a combination of in-person and Zoom attendance. This allows for flexibility, as individuals who are unable to physically attend the meeting due to mental or physical impairments, childcare or family issues, can provide a written statement explaining their circumstances, and still participate through Zoom. We will need to decide on our approach for meetings in March and beyond.

## **7. INFORMATION**

### **A. Finance Report – Presented by Executive Director, Zulieka Boykin**

The finance report includes a detailed breakdown of spending for the HCV program, categorized by property types to understand the source of funds, such as PBR or tax credits. Discrepancies in spending among properties are noted, and further analysis is needed to identify the reasons, such as unit numbers or rental rates. The report also highlights the need for improved internal controls, including a month-end checklist to ensure timely financial reporting to the board. The 2020 audit has been completed with some repeat findings, and efforts are underway to complete the 2021 audit by April. The report also mentions a HELP loan of \$500,000 for land in Greenfield, which has been extended with annual payments of over \$100,000 for the past six years, resulting in \$600,000 in extensions. A repayment agreement is being negotiated to pay off the loan by 2027 with smaller annual payments, eliminating the need for costly extensions.

B. Property Management Report – Presented by Director of Property Management, Jose Acosta  
COVID funding requests were submitted for Portola Vista property and other properties, with the deadline being today. Mass annual recertifications for properties have been initiated through HUD, and one has already been approved for East Salinas Family RAD. AOC's and POPS for the state are expected to be completed and submitted for signature next week. Welfare exemptions have been completed and submitted to the county. The team is also working with the City of Salinas to address issues with their annual reporting. Demographic reporting for Spectrum for TCAC is scheduled to be completed in the next few weeks. The implementation of mobile maintenance with Yardi is underway to transition towards electronic work orders for increased efficiency. The team is also actively managing an influx of vacancies that occurred at the end of the year and working to fill them promptly. Furthermore, there is an ongoing review of deed restrictions for PDM property to explore potential options for better utilization. The team is also exploring the possibility of rent increases for RAD properties using the Section 8 increase to maximize revenue. Additionally, efforts are being made to recapture COVID funds by backdating requests to March 2020.

C. Development – Presented by Director of Development, Carolina Sahagun-Gomez  
The report highlights several ongoing tasks and progress updates. Some staff members have temporarily joined the Housing Choice Voucher department to assist with their workload. The team is working on submitting due diligence items for equity payments, particularly for Parkside construction closeout and capital contribution to Hudson, with some pending items like final city inspection for the entry gates. Lease progress is on track, with 11 more units to go before reaching 100% occupancy by early March, which aligns with the timeline for converting to permanent financing. The team has also participated in project-based training and will have an increased role in PBB. The staff is working on some required training from the city. There are ongoing tasks related to scheduling and coordinating maintenance work for the community building and other areas of the property.

8. **COMMISSIONER COMMENTS**

The Commissioners collectively thanked everyone involved for their efforts.

9. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,

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

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## RESOLUTION 3091

### RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

**WHEREAS**, Staff has prepared and submitted to the Board of Commissioners the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024 as attached; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

**THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HACM Operating Budget; and
- Authorizes the Executive Director to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of \_\_\_\_\_,  
Seconded by \_\_\_\_\_, and carried by the following vote to-wit:

AYES  
NOES  
ABSENT



**2024 BUDGET OVERVIEW FOR HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**

	HACM RESULTS 2023		HACM BUDGET 2023		HACM BUDGET 2024		23 ACTUAL VS 24 BUDGET		
TENANT REVENUE	\$ 2,473,977	4.1%	\$ 2,621,838	3.3%	\$ 4,165,097	6.3%	\$ 1,691,120	68.4%	\$1.5M INC RENT VISTA DEL VALLE & TESOROS DEL CAMPO
SECTION 8 HAP	\$ 48,464,399	79.6%	\$ 65,701,432	83.6%	\$ 52,131,206	79.1%	\$ 3,666,807	7.6%	
SECTION 8 ADMIN FEES	\$ 4,901,998	8.0%	\$ 4,594,655	5.8%	\$ 4,450,656	6.8%	\$ (451,342)	-9.2%	
OTHER REVENUE	\$ 5,077,651	8.3%	\$ 5,663,900	7.2%	\$ 5,167,622	7.8%	\$ 89,971	1.8%	
<b>TOTAL REVENUE</b>	<b>\$ 60,918,025</b>	<b>100.0%</b>	<b>\$ 78,581,825</b>	<b>100.0%</b>	<b>\$ 65,914,581</b>	<b>100.0%</b>	<b>\$ 4,996,556</b>	<b>8.2%</b>	
HAP PAYMENTS	\$ 50,256,819	81.9%	\$ 65,451,432	85.9%	\$ 51,881,206	81.0%	\$ (1,624,387)	-3.2%	
ADMINISTRATIVE	\$ 7,017,906	11.4%	\$ 7,349,492	9.7%	\$ 6,957,180	10.9%	\$ 60,726	0.9%	
ALL OTHER	\$ 4,077,330	6.6%	\$ 3,353,020	4.4%	\$ 5,214,371	8.1%	\$ (1,137,041)	-27.9%	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 61,352,055</b>	<b>100.0%</b>	<b>\$ 76,153,944</b>	<b>100.0%</b>	<b>\$ 64,052,757</b>	<b>100.0%</b>	<b>\$ (2,700,702)</b>	<b>-4.4%</b>	
OTHER INC/EXPENSE	\$ 841,727		\$ 404,817		\$ 503,112		\$ 338,615	40.2%	
<b>NET INCOME</b>	<b>\$ (1,275,757)</b>	<b>-2.1%</b>	<b>\$ 2,023,064</b>	<b>2.6%</b>	<b>\$ 1,358,712</b>	<b>2.1%</b>	<b>\$ 2,634,469</b>		

	HDC RESULTS 2023		HDC BUDGET 2023		HDC BUDGET 2024		23 ACTUAL VS 24 BUDGET		
REVENUE	\$ 3,107,473	100.0%	\$ 3,988,210	100.0%	\$ 5,941,233	100.0%	\$ 2,833,760	91.2%	\$2.7M INC IN OTHER INCOME
EXPENSES	\$ 4,488,900	144.5%	\$ 2,622,487	65.8%	\$ 2,601,655	43.8%	\$ 1,887,245	42.0%	\$2.1M ONE TIME LOSS IN 2023 NON-RECURRING
OTHER INC/EXPENSE	\$ 1,463,253	47.1%	\$ 605,127	15.2%	\$ 736,487	12.4%	\$ 726,766	49.7%	
<b>NET INCOME</b>	<b>\$ (2,844,680)</b>	<b>-91.5%</b>	<b>\$ 760,596</b>	<b>19.1%</b>	<b>\$ 2,603,091</b>	<b>43.8%</b>	<b>\$ 5,447,771</b>		

	TOTAL 2023 RESULTS		TOTAL 2023 BUDGET		TOTAL 2024 BUDGET		23 ACTUAL VS 24 BUDGET		
REVENUE	\$ 64,025,498	100.0%	\$ 82,570,035	100.0%	\$ 71,855,814	100.0%	\$ 7,830,316	12.2%	
EXPENSES	\$ 65,840,955	102.8%	\$ 78,776,431	95.4%	\$ 66,654,412	92.8%	\$ (813,457)	-1.2%	
OTHER INC/EXPENSE	\$ 2,304,980	3.6%	\$ 1,009,944	1.2%	\$ 1,239,599	1.7%	\$ 1,065,381	46.2%	
<b>NET INCOME</b>	<b>\$ (4,120,437)</b>	<b>-6.4%</b>	<b>\$ 2,783,660</b>	<b>3.4%</b>	<b>\$ 3,961,803</b>	<b>5.5%</b>	<b>\$ 8,082,240</b>		
					\$1,100,000				
					\$ 2,861,803				

COMMENTARY:

BUDGET INCLUDES SEVERAL KEY ASSUMPTIONS:

1. SALARY INCREASES ARE BUDGETED AT FIVE PERCENT YEAR OVER YEAR...IMPACT \$300,000
2. \$150,000 INCREASE INCLUDED FOR LANDSCAPING SERVICE NOW OUT FOR REQUEST FOR PROPOSAL
3. INSURANCE COVERAGES HAVE INCREASED SIGNIFICANTLY - MAY NEED TO REVISIT AND VERIFY BUDGET REFLECTS THESE HIGHER COSTS \$100,000
4. THERE IS NO PROVISION FOR GROUND LEASE PAYMENT (UNCERTAIN WHAT THE AMOUNT WILL BE...SHOULD INCLUDE \$500,000 AS PLACE HOLDER)
5. THERE IS NO PROVISION FOR DEVELOPMENT IN GREENFIELD (SHOULD INCLUDE \$500,000 AS PLACEHOLDER)
6. MAINTENANCE INCLUDES \$1M FOR TESOROS DEL CAMPO FLC

ESTIMATE THESE UNREFLECTED COSTS COULD BE \$1,100,000 OR MORE...WOULD REDUCE NET INCOME TO APPROXIMATELY \$2.8M

## HOUSING AUTHORITY OF THE COUNTY OF MONTEREY - CONSOLIDATED

**Budget Comparison**

Period = Jul 2022-Jun 2023

Book = Accrual ; Tree = hacm\_is

	YTD Actual 22-23	YTD Budget 22-23	YTD Budget 23-24
<b>REVENUE:</b>			
Tenant Rents	1,199,860.75	1,393,859.90	2,866,842.00
Tenant Subsidies	1,212,992.88	1,218,679.81	1,278,471.00
Other Tenant Income	61,123.00	9,298.48	19,784.00
Total Tenant Revenue	2,473,976.63	2,621,838.19	4,165,097.00
HUD Operating Grants	404,845.00	375,962.00	375,962.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	52,131,206.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	4,450,656.00
Operating Grants (Non-HUD)	312,814.73	707,673.02	545,765.00
Other Income	2,447,311.78	2,394,227.41	2,349,738.00
Interest Income	1,912,680.26	2,186,036.94	1,896,157.00
Total Revenue	60,918,025.37	78,581,824.56	65,914,581.00
<b>EXPENSES:</b>			
Administrative	6,819,418.94	7,144,073.68	6,741,696.00
Administrative Fees	198,487.08	205,417.08	215,484.00
Tenant Services	706,075.23	281,183.00	730,536.00
Utilities	439,837.23	425,188.56	458,191.00
Maintenance	1,648,941.32	1,493,984.93	2,925,154.00
Protective Services	16,870.14	27,734.81	10,449.00
Insurance	330,943.41	222,843.72	292,020.00
Other General Expenses	603,068.10	568,039.00	461,536.00
Payments in Lieu of Taxes	111,583.96	82,502.00	86,485.00
Bad Debts	2,826.00	1,545.00	0.00
Housing Assistance Payments	50,256,818.51	65,451,432.00	51,881,206.00
FSS Escrows	217,185.00	250,000.00	250,000.00
Total Operating Expenses	61,352,054.92	76,153,943.78	64,052,757.00
Interest Expense	266,640.68	374,648.00	478,562.00
Extraordinary Maintenance	31,800.00	30,169.00	24,550.00
Depreciation Expense	537,324.23	0.00	0.00
Amortization Exp	5,962.08	0.00	0.00
NET INCOME	-1,275,756.54	2,023,063.78	1,358,712.00

✓

## HOUSING CHOICE VOUCHER PROGRAM

**Budget Comparison**

Period = Jul 2022-Jun 2023

Book = Accrual ; Tree = hacm\_is

	YTD Actual 22-23	YTD Budget 22-23	YTD Budget 23-24
<b>REVENUE:</b>			
Other Tenant Income	25.00	0.00	0.00
Total Tenant Revenue	25.00	0.00	0.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	52,131,206.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	4,450,656.00
Other Income	80,618.91	0.00	0.00
Interest Income	545.46	0.00	0.00
Total Revenue	53,447,586.34	70,296,087.00	56,581,862.00
<b>EXPENSES:</b>			
Administrative	2,856,449.35	2,608,362.00	2,862,640.00
Tenant Services	572,326.32	136,063.00	578,160.00
Maintenance	9,357.70	8,766.00	5,000.00
Insurance	123,135.47	73,236.00	129,560.00
Other General Expenses	945.00	3,412.00	1,000.00
Housing Assistance Payments	51,420,359.51	65,451,432.00	51,881,206.00
FSS Escrows	217,185.00	250,000.00	250,000.00
Total Operating Expenses	55,199,758.35	68,531,271.00	55,707,566.00
<b>NET INCOME</b>	<b>-1,752,172.01</b>	<b>1,764,816.00</b>	<b>874,296.00</b>

**HDC - CONSOLIDATED**  
**Budget Comparison**  
 Period = Jul 2022-Jun 2023  
 Book = Accrual ; Tree = hacm\_is

	YTD Actual 22-23	YTD Budget 22-23	YTD Budget 23-24
<b>REVENUE:</b>			
Tenant Rents	584,161.00	466,328.47	1,860,760.00
Tenant Subsidies	1,218,129.00	881,227.15	165,753.00
Other Tenant Income	24,517.46	19,283.24	6,795.00
Total Tenant Revenue	1,826,807.46	1,366,838.86	2,033,308.00
Other Income	672,448.01	2,058,958.65	3,382,883.00
Interest Income	608,217.54	562,412.74	525,042.00
Total Revenue	3,107,473.01	3,988,210.25	5,941,233.00
<b>EXPENSES:</b>			
Administrative	1,471,337.46	1,649,224.13	1,309,938.00
Administrative Fees	223,002.46	199,070.33	286,392.00
Tenant Services	82.22	50,105.87	52,500.00
Utilities	232,995.54	271,293.93	379,620.00
Maintenance	350,041.31	305,478.79	414,194.00
Protective Services	2,954.27	5,400.03	3,306.00
Insurance	122,637.18	120,187.03	142,266.00
Other General Expenses	2,056,045.94	4,349.88	3,286.00
Payments in Lieu of Taxes	29,803.72	11,475.13	10,153.00
Bad Debts	0.00	5,902.33	0.00
Total Operating Expenses	4,488,900.10	2,622,487.45	2,601,655.00
Interest Expense	1,328,771.68	471,366.96	598,281.00
Extraordinary Maintenance	1,330.06	773.42	0.00
Casualty Losses - Non-Capitalized	10,690.00	0.00	0.00
Depreciation Expense	122,460.53	131,607.50	138,206.00
Amortization Exp	0.00	1,379.68	0.00
NET INCOME	-2,844,679.36	760,595.24	2,603,091.00

## HDC – MDC - 227

### RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 1, 2024

**WHEREAS**, Staff has prepared and submitted to the Board of Directors the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024 as attached; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Monterey County Housing Development Corporation, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

**THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HDC Operating Budget; and
- Authorizes the President to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of \_\_\_\_\_,  
Seconded by \_\_\_\_\_, and carried by the following vote to-wit:

AYES  
NOES  
ABSENT

**Resolution MDC - 229**

**AUTHORIZARION TO AWARD REPAIRS CONRTRACT ON TYNAN VILLAGE FOR CONSTRUCTION DEFECTS CLAIM**

**WHEREAS**, HDC, acting as General Partner within the Tynan Village LP and in conjunction with Tynan Village, Inc.; and

**WHEREAS**, the HDC Board of Directors authorized the President/CEO in November 2020 authorizing the President/CEO to enter into contract for Tynan repairs; and

**WHEREAS**, HDC awarded repairs of construction defects to Axis construction; and

**WHEREAS**, Axis construction completed their scope of work in October 2022; and

**WHEREAS**, southeast area of building C, at Tynan Village has had significant water intrusion that needs to be repaired; and

**WHEREAS**, the company that previously performed repairs in building C is no longer in business; and

**WHEREAS**, DKI has been involved with repairs at the site related to the water intrusion clean-up and repairs; and

**WHEREAS**, the proposed scope of work received from Disaster Kleenup Specialists (DKI) for these repairs will complete all the necessary repairs in conjunction with the Tynan defect case and;

**NOW, THEREFORE, BE IT RESOLVED**, that the HDC Board of Directors hereby authorizes the President to enter into contract with Disaster Kleenup Specialists and execute such documents necessary to affect the work.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

PASSED AND ADOPTED this 28<sup>th</sup> day of August 2023 upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_ and carried by the following vote to-wit:

AYES:

NOES:

ABSENT:



## **Disaster Kleenup Specialists, Inc.**

567 Ortiz Ave., Sand City, Ca. 93955  
Phone: (831) 899-3938 Fax: (831) 899-2784  
General Contractors License #458398

**CONTRACT NUMBER:** 23-20870R

**OWNER'S NAME:** Monterey County Housing Authority Development Corporation (HDC)

**ADDRESS:** 123 Rico Street, Salinas, CA 93907

**PROJECT ADDRESS:** 323 Front Street building C, Salinas, CA 93907

### **I. PARTIES**

This contract (hereinafter referred to as "Agreement") is made and entered into on this Wednesday, August 09, 2023 by and between **Zulieka Boykin**, (hereinafter referred to as "Owner"); and **Disaster Kleenup Specialists**(hereinafter referred to as "Contractor"). In consideration of the mutual promises contained herein, Contractor agrees to perform the following work, subject to the terms and conditions below:

### **II. GENERAL SCOPE OF WORK DESCRIPTION**

As per attached (Additional Scope of Work page(s) attached:  Yes  No)

#### **A. LUMP SUM PRICE FOR ALL WORK ABOVE\* \$131,228.11**

\* This Agreement will expire 15 days after the date at the top of page one of this Agreement if not accepted in writing by Owner and returned to Contractor within that time.

#### **B. NOTES AND CLARIFICATIONS N/A**

### **III. GENERAL CONDITIONS FOR THE AGREEMENT ABOVE**

#### **A. EXCLUSIONS**

This Agreement does not include labor or materials for the following work:

##### **1. PROJECT-SPECIFIC EXCLUSIONS: N/A**

**2. STANDARD EXCLUSIONS:** Unless specifically included in the "General Scope of Work" section above, this Agreement does not include labor or materials for the following work: Plans, engineering fees, or governmental permits and fees of any kind. Additional work required by governmental plan checkers on final "Red Lined" Job copy of plans that are yet to be issued. Testing, removal and disposal of any materials containing asbestos (or any other hazardous material as defined by the EPA). Custom milling of any wood for use in project. Moving Owner's property around the site. Labor or materials required to repair or replace any Owner-supplied materials. Repair of concealed underground utilities not located on prints or physically staked out by Owner which is damaged during construction. Surveying that may be required to establish accurate property boundaries for setback

purposes (fences and old stakes may not be located on actual property lines). Final construction cleaning (Contractor will leave site in "broom swept" condition). Landscaping and irrigation work of any kind. Temporary sanitation, power, or fencing. Removal of soils under house in order to obtain 18 inches (or code-required height) of clear space between bottom of joists and soil. Removal of filled ground or rock or any other materials not removable by ordinary hand tools (unless heavy equipment is specified in Scope of Work section above), correction of existing out-of-plumb or out-of-level conditions in existing structure. Correction of concealed substandard framing. Rerouting/removal of vents, pipes, ducts, structural members, wiring or conduits, steel mesh which may be discovered in the removal of walls or the cutting of openings in walls. Removal and replacement of existing rot or insect infestation. Failure of surrounding part of existing structure, despite Contractor's good faith efforts to minimize damage, such as plaster or drywall cracking and popped nails in adjacent rooms or blockage of pipes or plumbing fixtures caused by loosened rust within pipes. Construction of a continuously level foundation around structure (if lot is sloped more than 6 inches from front to back or side to side, Contractor will step the foundation in accordance with the slope of the lot). Exact matching of existing finishes. Public or private utility connection fees. Repair of damage to roadways, driveways, or sidewalks that could occur when construction equipment and vehicles are being used in the normal course of construction. Cost of correcting errors and omissions by the Owner's design professionals and separate contractors. Cost of correcting/testing/remediating mold/fungus/mildew and organic pathogens unless caused by the sole and active negligence of Contractor as a direct result of a construction defect that caused sudden and significant water infiltration into a part of the structure. Cost of removing ponding ground water or other unusual concealed site conditions during excavation. Extra costs associated with refusal of caisson drilling, cave-ins, etc. Cost to modify and/or remanufacture custom brackets and other custom-fabricated materials that are manufactured per plans and/or specifications but do not fit properly into the structure.

## **B. CANCELLATION**

OWNER has the right to cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right.

## **C. DATE OF WORK COMMENCEMENT AND SUBSTANTIAL COMPLETION**

Commence work: Week of  TBD  to  TBD . Construction time through substantial completion: Approximately \_\_\_\_\_ weeks/months, not including delays and adjustments for delays caused by: holidays; inclement weather; accidents; shortage of labor or materials; additional time required for Change Order and additional work; delays caused by Owner, Owner's design professionals, agents, and separate contractors; and other delays unavoidable or beyond the control of the Contractor.

## **D. CHARGES FOR ADDITIONAL WORK: CONCEALED CONDITIONS, DEVIATION FROM SCOPE OF WORK, AND CHANGES IN THE WORK**

**1. CONCEALED CONDITIONS:** This Agreement is based solely on the observations Contractor was able to make with the project in its condition at the time the work of this Agreement was bid. If additional concealed conditions are discovered once work has commenced or after this Agreement is executed which were not visible at the time this Agreement was bid, Contractor will point out these concealed conditions to Owner, and these concealed conditions will be treated as Additional Work under this Agreement. Contractor and Owner may execute a Change Order for this Additional Work. Contractor is released, held harmless, and indemnified by Owner from all pre-existing mold, fungus, mildew, and organic pathogen problems and is not responsible for costs or damages associated with correcting, containing, testing, or remediation the same.



**2. DEVIATION FROM SCOPE OF WORK:** Any alteration or deviation from the Scope of Work referred to in this Agreement involving extra costs of materials or labor (including any overage on ALLOWANCE work and any changes in the Scope of Work required by Owner, Owner’s design professional, Owner’s agent, or governmental plan checkers or field building inspectors) will be treated as Additional Work under this Agreement resulting in an additional administrative charge to Owner as set forth herein **One hundred and seventy five dollars (\$175.00)**. Contractor and Owner may execute a Change Order for this Additional Work. Contractor’s profit and overhead, and any supervisory labor will not be credited back to Owner with any deductive Change Orders (work deleted from Agreement by Owner).

**3. PEOPLE AUTHORIZED TO SIGN CHANGE ORDERS:** The following people are authorized to sign Change Orders: (MUST fill in at time of signing Agreement)\_\_\_\_\_

\_\_\_\_\_ZULIEKA BOYKIN & CAROLINA SAHAGUN\_\_\_\_\_

**E. PAYMENT SCHEDULE AND PAYMENT TERMS**

**1. PAYMENT SCHEDULE**

**First Payment: Deductible** \$ 0.00 Initial \_\_\_\_\_

**Second Payment:** \$1,000 or 10% of contract amount (whichever is less) due when Agreement is signed and returned to Contractor.

**Contract Deposit Payment:** \$ 1,000.00

**Third Payment (Materials Deposits):** Any materials deposits — required for such items as woodstoves, cabinetry, carpets, vinyl, granite, tile, and any and all special-order items that require the payment of a materials deposit — must be paid within 3 days of submittal of invoice by Contractor. These items will not be ordered until the deposits set forth below are received by Contractor. Materials Deposits required on this project include the following:

**Total Due for All Materials Deposits:** \$ 39,000.00

25% Payment:	<u>\$ 29,742.71</u>
50% Payment:	<u>\$ 29,742.70</u>
75% Payment:	<u>\$ 29,742.70</u>
100% Payment:	<u>\$ 2,000.00</u>

All requests for draw payments are due and payable when rendered. If payment is not received within 5 days project may be delayed due to nonpayment. Final payment is due upon substantial completion of all work in agreement.

There is a 2.75% transaction fee for all credit card transactions.

**2. PAYMENT OF CHANGE ORDERS/ADDITIONAL WORK:** Payment for Additional Work is due upon completion of either all or part of the Additional Work and submittal of invoice by Contractor.

**3. FINAL CONTRACT PAYMENT:** The final contract payment is due and payable upon "Substantial Completion" (not Final Completion) of all work under contract. "Substantial Completion" is defined as being the point at which the Building/Work of Improvement is suitable for its intended use, or the issuance of an Occupancy Consent, or final building department approval from the city or county building department, whichever occurs first.

**4. HOLD BACK FROM FINAL PAYMENT FOR PUNCH LIST WORK:** At time of making the final contract payment, Owner may hold back 150% of the value of all Punch List work. Owner and Contractor will place a fair and reasonable value on each Punch List item at time of Punch List walk-through with Owner. Contractor and Owner will then execute the Punch List form. This 150% hold back for Punch List work assures Owner that all Punch List work will be completed by Contractor in a timely manner. Payment for completed items is due and payable upon submittal of invoice for those completed items, even though the entire punch list may not be completed.

**5. INTEREST CHARGES:** Interest in the amount of 1.5% or \$5.00 (greater) per month will be charged on all late payments under this Agreement. "Late Payments" are defined as any payment not received within 7 days of receipt of invoice from Contractor.

**F. CONFLICT OF DOCUMENTS:**

If any conflict should arise between the plans, specifications, addenda to plans, and this Agreement, then the terms and conditions of this Agreement shall be controlling and binding upon the parties to this Agreement.

**G. MISCELLANEOUS CONDITIONS**

**1. MATERIALS FURNISHED DIRECTLY BY OWNER AND WORK PERFORMED BY OWNER'S SEPARATE CONTRACTORS:**

Until such time as Contractor has completed 100% of the project work, any materials provided by directly by the Owner on the project and any work performed by Owner's separate contractors on the Project must be supervised by the Contractor. Profit and overhead at the rate of 20% will be charged on all materials provided by Owner and on all work performed by Owner's separate contractors until the point in time when the Contractor is 100% complete with all project work. Owner agrees to furnish Contractor with copies of all contracts with separate contractors and receipts for all materials directly furnished to the project by the Owner as soon as Owner is in possession of these receipts and contracts so that Contractor can invoice the Owner for his markup on these items. Furthermore, Owner agrees to furnish Contractor with a copy of all payments made by Owner towards all Owner-supplied materials and Owner's separate contractors within 3 days of making said payments. Failure or refusal of Owner to furnish Contractor with the documents and evidence of payment referred to herein within 10 days of the date that the Owner signs these documents and makes said payments will be considered a material breach of contract by Owner. Furthermore, for insurance and liability purposes, Contractor has the absolute right to pre-qualify and approve or reject Owner's separate contractors in the following respects: proper work experience, proper licensing, proper and adequate insurance (both worker's compensation in statutory form, as required by law, and Comprehensive General Liability insurance in "occurrence form"), ability to meet Contractor's scheduling requirements, and any other standard subcontractor qualification criteria Contractor routinely employs. Prior to commencing any work on the site and prior to the Owner signing any contract with the separate contractor, Owner's separate contractors must name Contractor and Owner as "additional insured" on separate contractor's Comprehensive General Liability insurance policy and provide an insurance binder to Contractor showing Contractor and Owner have both been named as "additional insured"

under that policy. Contractor may prevent Owner's contractors who have not been pre-qualified/approved by Contractor and submitted an insurance binder as described herein, from working on the site. If Owner wants to avoid paying Contractor's profit and overhead per this paragraph of the Agreement, Owner must then bring in his separate Subcontractors only before or after Contractor has performed all of his work on the project. If Owner fails to comply with all the terms of this section of the Agreement (including timely payment of Contractor's markup on Owner's separate contractors and materials), without penalty of any kind whatsoever to Contractor, Contractor may, at Contractor's sole discretion: 1) stop all work on the project until Owner has complied with the terms of this section of the Agreement, eject any non-qualified and unapproved separate contractor from the site, and keep the job idle; or 2) after giving Owner 10 days advance written notice of this breach of contract, if not cured by the Owner within 7 days of receipt of Contractor's written notice, terminate this Agreement for Owner default as described herein, perform no further work of any kind on the Project in the future (including punch list/warranty work), and bill the Owner for all work completed to date along with Contractor's lost profit and overhead at the rate of 20% on the work remaining under the contract and any other loss reasonably sustained by Contractor. These amounts will then be due and payable by Owner upon receipt of the Contractor's invoice and Contractor shall remove all equipment and stored material from the site, cancel all contracts with subcontractors, and have no further liability or responsibility of any kind whatsoever to the Owner. Exceptions to the Contractor charging profit and overhead on Owner-supplied materials and Owner's separate contractors are strictly limited to the following:

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**2. MATCHING EXISTING FINISHES:** Contractor will use his best efforts to match existing finishes and materials. However, an exact match is not guaranteed by Contractor due to such factors as discoloration from aging, a difference in dye lots, discontinuation of product lines, and the difficulty of exactly matching certain finishes, colors, and planes.

Custom milling of materials has not been included in this Agreement, unless specifically stated in the Scope of Work section above. Unless custom milling of materials is specifically called out in the plans, specifications, or Scope of Work description above, any material not readily available at local lumberyards or suppliers is not included in this Agreement.

If Owner requires an exact match of materials or textures in a particular area, Owner must inform Contractor of this requirement in writing within 7 days of signing this Agreement. Contractor will then provide Owner with either a materials sample or a test patch prior to the commencement of work involving the matching of existing finishes. Owner must then approve or disapprove of the suitability of the match within 24 hours. After that time, or after Contractor has provided Owner with two or more test patches that have been rejected by Owner, all further test patches, materials submittals, or any removal and replacement of materials already installed in accordance with the terms of this section will be performed strictly as Extra Work on a time-and-materials basis by Contractor.

**3. LIMITATION OF WARRANTY WHEN CONTRACTOR INSTALLS OWNER-SUPPLIED FIXTURES AND MATERIALS:** Contractor cannot warrant any Owner-supplied materials or fixtures (whether new, used, or removed for future installation). If Owner-supplied fixtures or materials fail due to a defect in the materials or fixtures themselves, Contractor will charge for all labor and materials required to repair or replace both the defective materials or fixtures, and any surrounding work that is damaged by these defective materials or fixtures.

**4. CONTROL AND DIRECTION OF EMPLOYEES AND SUBCONTRACTORS:** Contractor, or his appointed Supervisor, shall be the sole supervisor of Contractor's Employees and subcontractors. Owner must not order or request Contractor's Employees or

subcontractors to make changes in the work. Any such "agreements" made in a manner that is not consistent with this paragraph shall not be enforceable against the Contractor. All changes in the work are to be first discussed with Contractor and then performed according to the Change Order process as set forth in this Agreement.

**5. OWNER COORDINATION WITH CONTRACTOR:** Owner agrees to promptly furnish Contractor with all details and decisions about unspecified construction finishes, and to consent to or deny changes in the Scope of Work that may arise so as not to delay the progress of the Work. The cost of any delays in furnishing design decisions after construction has commenced will increase the contract amount consistent with any additional costs incurred by Contractor. Delays in furnishing design decisions after construction has commenced will also increase the contract time. Owner agrees to furnish Contractor with continual access to the job site.

**6. CONTRACTOR NOT TO BE RELIED UPON AS ARCHITECT, ENGINEER, OR DESIGNER:** The Contractor is not an architect, engineer, or designer. Contractor is not being hired to perform any of these services. To the extent that Contractor makes any suggestions in these areas, the Owner acknowledges and agrees that Contractor's suggestions are merely options that the Owner may want to review with the appropriate design professional for consideration. Contractor's suggestions are not a substitute for professional engineering, architectural, or design services, and are not to be relied on as such by Owner. The Contractor is not responsible for ascertaining whether details in Owner's plans conform to all applicable building and planning codes. The Contractor is not responsible for the cost of correcting errors and omissions by the Owner's design professionals and separate contractors.

**7. LIEN RELEASES:** Upon request by Owner, Contractor and subcontractors will issue appropriate lien releases prior to receiving final payment from Owner.

**8. LIEN RIGHTS:** Under the Mechanic's Lien Law, any contractor, subcontractor; laborer, material man or other person who helps improve your property and is not paid for his or her labor, services, or material has the right to enforce his or her claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, and original contract for the work improvement of a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's performance and payment bond be recorded in said office. The amount of the bond shall not be less than fifty(50%) of the contract price and shall, in addition for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in the contract.

## **H. WARRANTY**

Your satisfaction with our work is a high priority for us. Not all possible complaints are covered by our warranty. Contractor does provides a limited warranty against material defects on all Contractor and subcontractor supplied labor and materials used in this project for a period of one year following substantial completion of all work. This warranty covers

normal usage only. You must contact the contractor at the address on page one of this agreement in writing for warranty service immediately upon discovering an item in need of warranty service. If the matter is urgent, you must also call the Contractor and send written notice of the need for warranty service. Failure to notify the contractor of the need for warranty service within ten days of discovery of a warranty item may void this warranty. Owner's hiring of others or direct actions by Owner or Owner's separate contractors to repair a warranty item are not covered by this warranty and will not be reimbursed by Contractor.

No warranty is provided by Contractor on any materials furnished by the Owner for installation. No warranty is provided on any existing or used materials that are moved and/or reinstalled by the Contractor within the dwelling or the property (including any materials damaged while removed for later use or during the reinstallation process). One year after substantial project completion, the Owner's sole remedy (for materials and labor) on all materials that are covered by a manufacturer's warranty is strictly with the manufacturer, not with the Contractor.

Repair of the following items and related damages of every kind is specifically excluded from Contractor's warranty: problems caused by lack of Owner maintenance; problems caused by Owner abuse, Owner misuse, vandalism, Owner modification, or alteration; and ordinary wear and tear. Damages resulting from mold, fungus, and other organic pathogens are excluded from this warranty unless caused by the sole and active negligence of Contractor as a direct result of a construction defect which caused sudden and significant amounts of water infiltration into a part of the structure. Deviations that arise such as the minor cracking of concrete, stucco, and plaster; minor stress fractures in drywall due to the curing of lumber; warping and deflection of wood; shrinking/cracking of grouts and caulking; fading of paints and finishes exposed to sunlight are all typical (not material) defects in construction, and are strictly excluded from Contractor's warranty.

**THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, HABITABILITY, OR FITNESS FOR A PARTICULAR USE OR PURPOSE. THIS LIMITED WARRANTY EXCLUDES CONSEQUENTIAL, INCIDENTAL, AND SPECIAL DAMAGES AND LIMITS THE DURATION OF IMPLIED WARRANTIES TO THE FULLEST EXTENT PERMISSIBLE UNDER STATE AND FEDERAL LAW. SOME STATES RESTRICT LIMITATIONS ON VARIOUS WARRANTIES, AND SO A CONSUMER'S RIGHTS UNDER THIS WARRANTY MAY VARY. THIS LIMITED WARRANTY MAY NOT BE VERBALLY MODIFIED BY ANY PERSON. THIS LIMITED WARRANTY IS GOVERNED BY THE LAWS OF THE STATE WHERE THE WORK WAS PERFORMED.**

## **I. WORK STOPPAGE AND TERMINATION OF AGREEMENT FOR**

**DEFAULT** Contractor shall have the right to stop all work on the project and keep the job idle if payments are not made to Contractor strictly in accordance with the Payment Schedule in this Agreement, or if Owner repeatedly fails or refuses to furnish Contractor with access to the job site and/or product selections or information necessary for the advancement of Contractor's work. Simultaneous with stopping work on the project, the Contractor must give Owner written notice of the nature of Owner's material breach of this Agreement and must also give the Owner a 14-day period to cure this breach of contract. Owner to follow this same notice procedure with Contractor if Owner alleges Contractor is in material breach of this Agreement. If work is stopped due to any of the above reasons (or for any other material breach of contract by Owner) for a period of 14 days, and the Owner has failed to take significant steps to cure his default, then Contractor may, without prejudicing any other remedies Contractor may have, give written notice of termination of

the Agreement to Owner and demand payment for all completed work and materials ordered through the date of work stoppage, and any other reasonable loss sustained by Contractor, including Contractor's Profit and Overhead at the rate of 20% on the balance of the incomplete work under the Agreement. Thereafter, Contractor is relieved from all other contractual duties, including all Punch List and warranty work.

## **J. DISPUTE RESOLUTION: ARBITRATION OF DISPUTES & ATTORNEY'S FEES**

Any dispute over the dollar limit of the Small Claims Court arising out of this Agreement shall first be submitted to mediation using a mutually agreeable and experienced private, neutral mediator to conduct the mediation. The mediator shall also be a licensed attorney or retired judge who is familiar with construction law. If the parties are unable to mutually agree on a private mediator within 30 days of written demand for mediation, then either of the parties may submit the dispute to the American Arbitration Association for mediation and the AAA shall administer the mediation. If the dispute is not settled in mediation, an experienced private construction arbitrator shall be mutually selected by the parties to conduct a binding arbitration in accordance with Chapter 3, Title 9 of the California Code of Civil Procedure (CCP section 1283.05) including, but not limited to the right of limited discovery (mutual and full document exchange). The arbitrator shall also be a licensed attorney or retired judge who is familiar with construction law. If the parties can not mutually agree on arbitrator within 30 days of written demand for arbitration, then either of the parties may submit the dispute to the American Arbitration Association for binding arbitration according to the Construction Industry Rules of the American Arbitration Association then in effect and the AAA shall administer the binding arbitration.

Judgment upon the award may be entered in any Court having jurisdiction thereof. The arbitrator's award shall be detailed and set forth both the legal and factual basis of the award. Venue for any mediation hearings and arbitration hearing shall be Monterey County, CA. Each party to bear their own mediation costs and split mediator fees equally.

**NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION DECIDED BY NEUTRAL AND BINDING ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR A JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" SECTION ABOVE. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAWS. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.**

**I, (WE) HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL AND BINDING ARBITRATION.**

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
CONTRACTOR

The prevailing party in any legal proceeding related to this Agreement shall be entitled to payment of reasonable attorney's fees, costs and post judgment interest.

**K. ENTIRE AGREEMENT, SEVERABILITY, AND MODIFICATION**

This Agreement represents and contains the entire agreement and understanding between the parties. Prior discussions or verbal representations by Contractor or Owner that are not contained in this Agreement are not a part of this Agreement. In the event that any provision of this Agreement is at any time held by a Court to be invalid or unenforceable, the parties agree that all other provisions of this Agreement will remain in full force and effect. Any future modification of this Agreement should be made in writing and executed by Owner and Contractor.

**L. ADDITIONAL LEGAL NOTICES REQUIRED BY STATE OR FEDERAL LAW** Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, Post Office Box 26000, Sacramento, California 95826.

See page(s) attached: \_\_\_\_ Yes  No

**M. ADDITIONAL TERMS AND CONDITIONS**

See page(s) attached: \_\_\_\_Yes No

**I have read and understood, and I agree to, all of the terms and conditions in the Agreement above.**

_____ <b>Date</b>	<b>Theresa Ream</b> _____ <b>President, Disaster Kleenup Specialists</b>	_____ <b>President, Disaster Kleenup Specialists</b>
_____ <b>Date</b>	<b>Zulieka Boykin, President/CEO,</b> <b>Monterey County Housing Authority Development Corporation (HDC)</b> _____ <b>Owner's Name</b>	_____ <b>Owner's Signature</b>



## Disaster Kleenup Specialists

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567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

Client: Housing Authority 23-20870R  
Property: 323 Front St C  
Salinas, CA

Home: (831) 970-3355

Operator: RICHARDG

Estimator: Richard Gilson  
Company: Disaster Kleenup Specialist

Business: (831) 901-0297  
E-mail: richardg@disasterhappens.  
biz

Type of Estimate: Repair Estimate

Date Entered: 6/13/2023

Date Assigned:

Price List: CASI8X\_01JUN23

Labor Efficiency: Restoration/Service/Remodel

Estimate: 23-20870R-STUCCO

File Number: 23-20870R

Stucco Repairs on exterior side , Drywall repairs on interior ( 4 Levels )  
Not know at time if insulation will be required to be removed in Units. Open item in all units.  
7-6-23 Added OSB plywood on exterior walls to safety to block ( Temp only )





# Disaster Kleenup Specialists

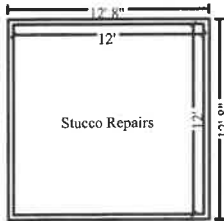
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 Tax ID# 770029015 Fax: (831) 899-2784  
 License# 458398 DOSH# 794 PSP# 5600256

## 23-20870R-STUCCO

### Main Level

#### Main Level

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
1. FEE	TIPF	+ Taxes, insurance, permits & fees (Bid Item)					AS INCURRED
	1	1.00 EA					
2. LAB	ADMIN	+ Administrative/supervisor labor charge (Bid Item)					
	20	20.00 HR [*]	0.00+	85.00 =	0.00	340.00	2,040.00
3. DMO	DUMP	- Dumpster load - Approx. 20 yards, 4 tons of debris					
	1	1.00 EA	723.45+	0.00 =	0.00	144.70	868.15
<b>Total: Main Level</b>					<b>0.00</b>	<b>484.70</b>	<b>2,908.15</b>



#### Stucco Repairs

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
4. STU	PERBID	+ STUCCO & EXTERIOR PLASTER					
	1	1.00 EA	0.00+	77,625.00 =	0.00	15,525.00	93,150.00
Price include Scaffolding / install and remove / on site for 45 days. Demo / Removing stucco as required / full clean up Cleaning Dump Runs as needed New Stucco / 25X50 wall , lath insulation using tyvek stucco wrap , structa lath, vinyl expansion joints, vinyl corners , vinyl weep Scratch coat Brown coat Reinfusing fiber mesh , sand finish to match existing. Painting to be done by others May require removing doors and windows to do proper waterproofing ( Change Order will be required , as this was done by others )							
5. WDV	P	& R&R Vinyl window, picture/fixed, 12-23 sf					
	3	3.00 EA	32.27+	346.61 =	64.94	240.30	1,441.88
6. WDV	RETR+	+ Add. charge for a retrofit window, 3-11 sf - difficult					
	3	3.00 EA	0.00+	226.03 =	4.17	136.46	818.72
7. PNT	X2	+ Exterior - paint two coats					
	25*50	1250.00 SF	0.00+	1.37 =	55.50	353.60	2,121.60
Price to match color of other Units and will be approved by Management							
8. FRM	LAB	+ Carpenter - General Frammer - per hour					
	1	1.00 HR					OPEN ITEM



# Disaster Kleenup Specialists

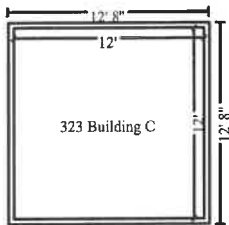
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 Tax ID# 770029015 Fax: (831) 899-2784  
 License# 458398 DOSH# 794 PSP# 5600256

## CONTINUED - Stucco Repairs

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					

Open Item based on damage found after stucco removed. Wrap paper may be required to be replaced, dryrot if found will require change order as found.

<b>Totals: Stucco Repairs</b>					<b>124.61</b>	<b>16,255.36</b>	<b>97,532.20</b>
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### 323 Building C

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

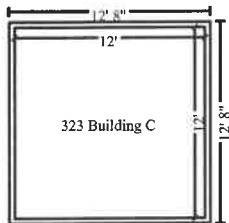
CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					

### STAIRWELL FLOOR 1 ( GROUND FLOOR )

9. DRY	PERBID	+ DRYWALL 5-8 SHEETS					
	1	1.00 EA	0.00+	2,681.25 =	0.00	536.26	3,217.51

**NCLUDES 5-8 SHEETS HUNG TAPED AND TEXTURED , PRIM AND PAINT CORNER TO CORNER  
 CEILING AND WALLS UNDER STAIRWELL TO BE FIRE TAPED ONLY  
 NO TRIM INCLUDED / ANY EXTRA INSULATION OTHER THAN EXTERIOR WALL WILL REQUIRE CHANGE ORDER  
 BEFORE WORK COMPLETED.**

<b>Totals: 323 Building C</b>					<b>0.00</b>	<b>536.26</b>	<b>3,217.51</b>
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### 323 Building C

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					



# Disaster Kleenup Specialists

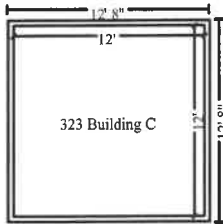
567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
 Tax ID# 770029015 Fax: (831) 899-2784  
 License# 458398 DOSH# 794 PSP# 5600256

## CONTINUED - 323 Building C

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
10. DRY	PERBID	+ DRYWALL 5-8 SHEETS					
	1	1.00 EA	0.00+	3,505.00 =	0.00	701.00	4,206.00

**NCLUDES 5-8 SHEETS HUNG TAPED AND TEXTURED , PRIM AND PAINT CORNER TO CORNER  
 CEILING AND WALLS UNDER STAIRWELL TO BE FIRE TAPED ONLY  
 NO TRIM INCLUDED / ANY EXTRA INSULATION OTHER THAN EXTERIOR WALL WILL REQUIRE CHANGE ORDER  
 BEFORE WORK COMPLETED.**

**Totals: 323 Building C** **0.00** **701.00** **4,206.00**



### 323 Building C

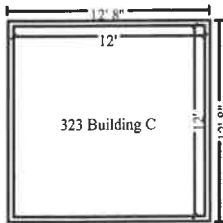
**Height: 8'**

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
11. DRY	PERBID	+ DRYWALL 5-8 SHEETS					
	1	1.00 EA	0.00+	3,592.50 =	0.00	718.50	4,311.00

**NCLUDES 5-8 SHEETS HUNG TAPED AND TEXTURED , PRIM AND PAINT CORNER TO CORNER  
 CEILING AND WALLS UNDER STAIRWELL TO BE FIRE TAPED ONLY  
 NO TRIM INCLUDED / ANY EXTRA INSULATION OTHER THAN EXTERIOR WALL WILL REQUIRE CHANGE ORDER  
 BEFORE WORK COMPLETED.  
 CEILING AND WALLS MAY HAVE 2 LAYERS DRYWALL**

**Totals: 323 Building C** **0.00** **718.50** **4,311.00**



### 323 Building C

**Height: 8'**

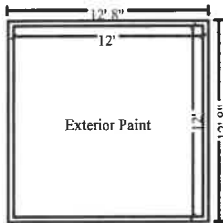
384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	



# Disaster Kleenup Specialists

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CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
12. DRY	PERBID	+ DRYWALL 5-8 SHEETS						
	1	1.00 EA		0.00+	2,904.00 =	0.00	580.80	3,484.80
<b>Totals: 323 Building C</b>						<b>0.00</b>	<b>580.80</b>	<b>3,484.80</b>

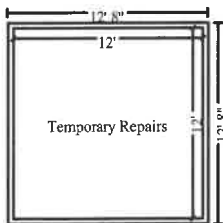


### Exterior Paint

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
13. PNT	PERBID	+ PAINTING						
	1	1.00 EA		0.00+	6,785.00 =	0.00	1,357.00	8,142.00
Exterior Painting / to match other exterior paint per plans. 3 coats / prime and 2 finish. Labor and Material , full clean up Price includes use of Scaffolding used by Stucco demo and replacement								
<b>Totals: Exterior Paint</b>						<b>0.00</b>	<b>1,357.00</b>	<b>8,142.00</b>



### Temporary Repairs

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
14. FRM	SHW1/2	M Material Only Sheathing - OSB - 1/2"						
	4*8*8*4	1024.00 SF		0.00+	0.54 =	51.15	120.84	724.95
TEMP REPAIRS FOR SAFTY TO STOP ACCESS TO EXTERIOR DURING CONSTRUCTION OF EXTERIOR WALLS .								
15. FRM	LAB	I Install Carpenter - General Frammer - per hour						
	8*4	32.00 HR		0.00+	94.47 =	0.00	604.60	3,627.64
Labor to install and remove at time after stucco . This is only temp wall for safety on all exterior walls.								

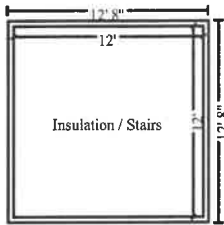


# Disaster Kleenup Specialists

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## CONTINUED - Temporary Repairs

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
<b>Totals: Temporary Repairs</b>					<b>51.15</b>	<b>725.44</b>	<b>4,352.59</b>



### Insulation / Stairs

**Height: 8'**

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION	REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY					
16. INS	PERBID	+ INSULATION					
	1	1.00 EA	0.00+	2,556.25 =	0.00	511.26	3,067.51
<b>Totals: Insulation / Stairs</b>					<b>0.00</b>	<b>511.26</b>	<b>3,067.51</b>
<b>Total: Main Level</b>					<b>175.76</b>	<b>21,870.32</b>	<b>131,221.76</b>
<b>Line Item Totals: 23-20870R-STUCCO</b>					<b>175.76</b>	<b>21,870.32</b>	<b>131,221.76</b>

Additional Charges	Charge
California Lumber Assessment Fee	5.29
<b>Additional Charges Total</b>	<b>\$5.29</b>



# Disaster Kleenup Specialists

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Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

## Grand Total Areas:

3,072.00 SF Walls	1,152.00 SF Ceiling	4,224.00 SF Walls and Ceiling
1,152.00 SF Floor	128.00 SY Flooring	384.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	384.00 LF Ceil. Perimeter
1,152.00 Floor Area	1,283.56 Total Area	3,072.00 Interior Wall Area
3,648.00 Exterior Wall Area	405.33 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## Disaster Kleenup Specialists

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Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

### Summary

Line Item Total	109,175.68
California Lumber Assessment Fee	5.29
Material Sales Tax	175.76
	<hr/>
Subtotal	109,356.73
Overhead	10,935.69
Profit	10,935.69
	<hr/>
<b>Replacement Cost Value</b>	<b>\$131,228.11</b>
<b>Net Claim</b>	<b>\$131,228.11</b>
	<hr/> <hr/>

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Richard Gilson



## Disaster Kleenup Specialists

567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

### Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (9.25%)	Storage Rental Tax (9.25%)
<b>Line Items</b>	10,935.16	10,935.16	175.76	0.00
<b>Additional Charges</b>	0.53	0.53	0.00	0.00
<b>Total</b>	<b>10,935.69</b>	<b>10,935.69</b>	<b>175.76</b>	<b>0.00</b>





# Disaster Kleenup Specialists

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Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

## Recap by Room

### Estimate: 23-20870R-STUCCO

<b>Area: Main Level</b>	<b>2,423.45</b>	<b>2.22%</b>
Stucco Repairs	81,152.23	74.33%
323 Building C	2,681.25	2.46%
323 Building C	3,505.00	3.21%
323 Building C	3,592.50	3.29%
323 Building C	2,904.00	2.66%
Exterior Paint	6,785.00	6.21%
Temporary Repairs	3,576.00	3.28%
Insulation / Stairs	2,556.25	2.34%
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>109,175.68</b>	<b>100.00%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>109,175.68</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>109,175.68</b>	<b>100.00%</b>

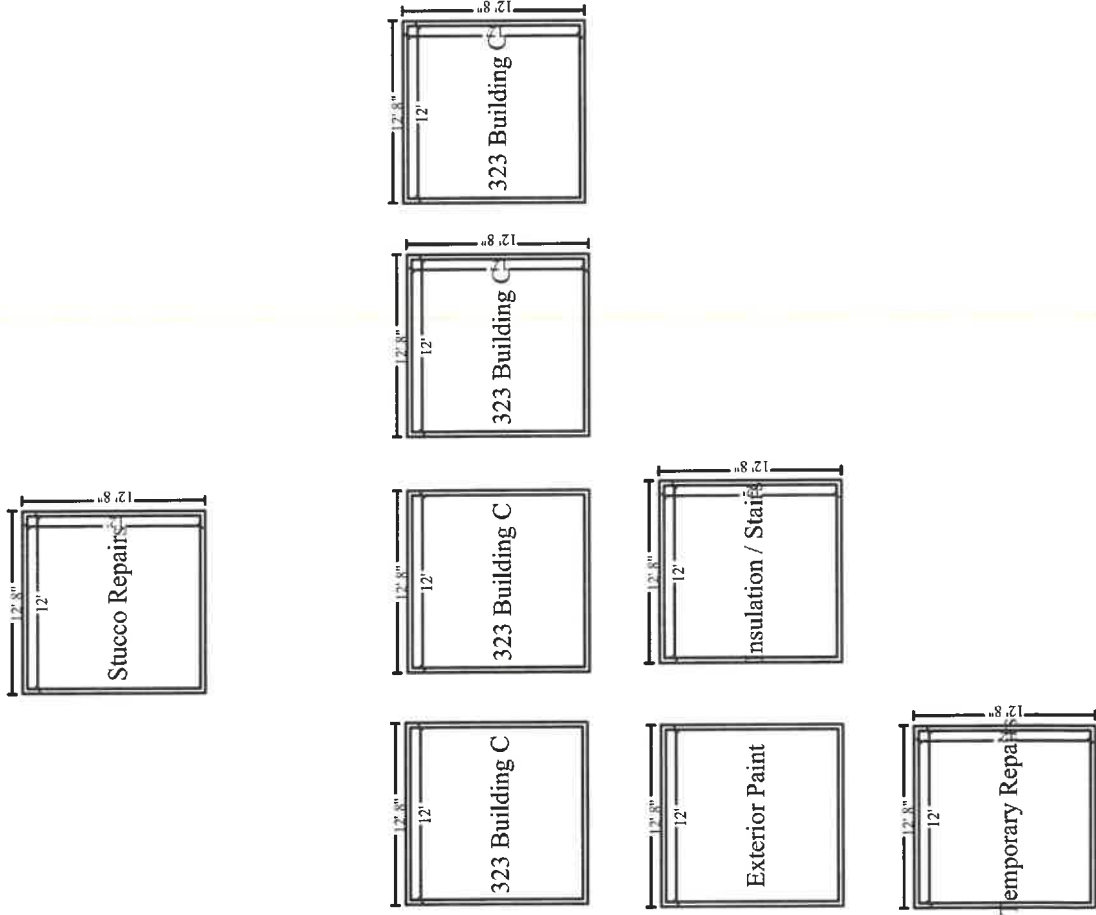


## Disaster Kleenup Specialists

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License# 458398 DOSH# 794 PSP# 5600256

### Recap by Category

O&P Items	Total	%
<b>GENERAL DEMOLITION</b>	<b>820.26</b>	<b>0.63%</b>
<b>DRYWALL</b>	<b>12,682.75</b>	<b>9.66%</b>
<b>FRAMING &amp; ROUGH CARPENTRY</b>	<b>3,576.00</b>	<b>2.73%</b>
<b>INSULATION</b>	<b>2,556.25</b>	<b>1.95%</b>
<b>LABOR ONLY</b>	<b>1,700.00</b>	<b>1.30%</b>
<b>PAINTING</b>	<b>8,497.50</b>	<b>6.48%</b>
<b>STUCCO &amp; EXTERIOR PLASTER</b>	<b>77,625.00</b>	<b>59.15%</b>
<b>WINDOWS - VINYL</b>	<b>1,717.92</b>	<b>1.31%</b>
<b>O&amp;P Items Subtotal</b>	<b>109,175.68</b>	<b>83.20%</b>
<b>Permits and Fees</b>	<b>5.29</b>	<b>0.00%</b>
<b>Material Sales Tax</b>	<b>175.76</b>	<b>0.13%</b>
<b>Overhead</b>	<b>10,935.69</b>	<b>8.33%</b>
<b>Profit</b>	<b>10,935.69</b>	<b>8.33%</b>
<b>Total</b>	<b>131,228.11</b>	<b>100.00%</b>



**SECTION 00500**

**Standard Form of Agreement #31201  
Between Owner and Contractor**

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES. CONSULTATION WITH AN ATTORNEY IS ENCOURAGED.

**All areas filled in shall be done in BLUE ink, as well as signatures and initials of this document.**

AGREEMENT made as of the 3<sup>rd</sup> day of March in the year 2021

**BETWEEN** The General Partner: Monterey County Housing Authority Development Corporation (HDC)  
123 Rico Street  
Salinas, CA 93907  
Attn: Starla Warren, President/CEO  
Email: [swarren@hdcmonterey.org](mailto:swarren@hdcmonterey.org)  
Phone: 831-796-4660

And

**Contractor:** Axis Construction  
Attention: Bizhan Mahallati  
63 Carmel Ave.  
Salinas, CA 93901  
Phone: 831.320.9336  
Email: [bizhan@axisconstruction.com](mailto:bizhan@axisconstruction.com)  
CA Contractor License #617681

**Architect:** N/A

**The Project:** Tynan Village Modernization  
303, 313, & 323 Front Street  
Salinas, CA 93901

**Description:** Replacement of exterior stucco, painting, and deck surface repairs as described below by these contract documents.

The Owner and Contractor agree as follows:

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), and Specifications issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, these forms, the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 8.

**1.1 Order of Precedence of Contract documents**

The Contract governs in the following order:

1. Standard Form of Agreement #31201 Between Owner and Contractor, which control over

Initials of Contractor BM

Tynan Village Modernization

Page 1 of 13

2. General Conditions HUD5370 control over Supplementary General Conditions, unless they clearly modify the General Conditions
3. Supplementary General Conditions, which control over
4. Special Conditions, which control over
5. Axis's scope of work proposal dated 09/12/2020, which controls over
6. Material specifications within Axis's proposal to match existing and will be "as good or equal" to existing materials.
7. N/A

### **1.2 Removal of Rejected and Unauthorized Work**

- A. Contractor shall remedy or remove and replace all work which has been rejected, in a manner acceptable to Owner and all other agencies having jurisdiction. Contractor shall be allowed no compensation or additional time for such removal, replacement, or remedial work of rejected or unacceptable work.
- B. Any work done beyond the lines and grades of Project limits or scope of work identified as being inclusive of this contract shown in the Plans or established by Owner, or any work done without written authority, will be considered unauthorized work and will not be paid for. Upon order of Owner, unauthorized work shall be remedied, removed or replaced at Contractor's expense.
- C. Any work covered without Owner's approval must, if requested by Owner, be uncovered for Owner's observation and be replaced at Contractor's expense.

## **ARTICLE 2 THE WORK OF THIS CONTRACT**

2.1 The Contractor shall fully execute the Work described in the Contract Documents except to the extent specifically indicated in the Contract Documents to be the responsibility of others. Contractor shall not assign the Contract or any part thereof without Owner's prior written consent. No such assignment shall be valid unless it shall contain a provisions that the funds to be paid to the Assignee under the assignments are subject to a prior Lien for Services rendered or material supplied for performance of the Work called for under the Contract in favor of all persons, firms or corporations rendering such services or supplying such materials.

### **2.2 General Requirements and Contractor Warranty**

The Contractor shall furnish as limited by HUD 5370 all, licenses, tools, equipment, personnel, benefits, and temporary structures, and all other requirements necessary for the construction of the project. The Contractor shall give all required notices and shall build to all City and industry standards typical in the Monterey County, CA area. The Contractor further shall comply with the provisions of the Occupational Safety and Health Act of 1970. Contractor shall construct the project in accordance with the plans and or specifications, if applicable, and in conformance with all State and County codes and ordinances currently in effect. In the event such plans and specification were not in full compliance with applicable laws and or codes and additional work must be performed by Contractor to achieve compliance, Contractor and Owner shall execute an appropriate change order to compensate Contractor for extra work. Conversely, if without Architect or Owner approval, Contractor specifies the ways and means of construction, and noncompliance with applicable laws and or codes results, Contractor shall not be compensated for extra work required to achieve compliance. The Contractor shall immediately notify the Owner of the delivery of all permits, licenses, certificates of inspection, certifications of occupancy, and any other such certificates and instruments required by law, regardless of to whom issued, and shall cause them to be displayed to the Owner upon his request.

2.3 ~~N/A The work of this contract shall be as described in Sections 00100 (Bid Solicitation), 00200 (Instruction to Bidders), 00410 (Bid Forms), and the Request for Proposals issued. The Contractor shall make the field measurements that his quote is based upon and shall make field measurements as necessary to perform a proper and acceptable installation to the Owner. Also included is the repair or replacement of any item damaged due to the installation of the new building components. Contractor shall provide, and as used in the Contract Documents the "Work" shall mean and include, all labor, supervision, materials, fixtures, special facilities, built ins, equipment, tools, supplies, taxes, occupancy permits and related inspections, and other property and services necessary to timely and properly produce all work and completed construction required or reasonably inferable from the Contract Documents and all work, services and materials necessary to produce fully connected, complete, operational and functional systems and finishes.~~

~~2.4 N/A The Contractor shall "buy American" made products for use on this project. The term "Buy American" shall meet the requirements of section 1605 of the Recovery Act and use only iron, steel and manufactured goods produced in the United States in PHA projects. Contractors on PHA projects must follow the Interim Final Guidance of OMB at 2 CFR Part 176, published April 23, 2009 at 74 Federal Register 18449. The Contractor shall furnish a letter to the Housing Authority that certifies that he meets the requirements of this section.~~

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

**NOTE: Attach and incorporate schedule by reference, see 8.1.7, Exhibit J**

3.1 The date of commencement of the Work shall be the date of this fully executed Agreement unless a different date is stated below or a provision is made for the date to be fixed in a notice to proceed issued by the Owner. The date of commencement shall take place is March 15, 2021.

3.2 The Contract Time shall be measured from the commencement date March 15, 2021 or will be the issuance date of all necessary building permits by the City of Salinas.

3.3 The contract shall be substantially complete within the 347 calendar days (projected to be Feb. 25, 2022) for the entire project – Bldg A, B, & C. Notwithstanding any other provisions of the Contract Documents except paragraphs 5.2.3 and 5.2.4, Substantial Completion shall be defined as the Completion of Work to the degree necessary for all improvements to be utilized for their intended purpose including completion of finish work to a standard deemed appropriate by the Owner for a Substantial Completion determination.

#### 3.4 Warranty and Guarantees

A. Neither the final acceptance, nor payment, nor any provision in the Contract Documents shall relieve Contractor of responsibility for faulty materials or workmanship.

B. Contractor shall guarantee all workmanship as required by the State of California statutes, and for materials and/or fixtures as provided by manufactures warranty (one year minimum), unless a greater time period is specified in the Contract Documents, from and after, the date of Final Acceptance by Owner. Contractor may also be required to furnish a written guarantee covering all or certain items of Work for varying periods of time from the date of Acceptance of the contract. The work to be guaranteed, the form, and the time limit of the guarantee will be specified in the Specifications attached. Said guarantee shall be signed and delivered to Owner before Acceptance of the Work.

C. The guarantee period shall be counted from and after the date of Final Acceptance. Contractor shall repair or replace all defective work, together with any other work affected by the repair or replacement during said guarantee period without expense whatsoever to Owner.

D. The aforesaid warranty/guarantee period does not in any way limit or waive the Owner's rights to legal recourse for latent construction defects, pursuant to California Civil Code of Procedure 337.15 nor for patent construction defects pursuant to 337.1.

E. In the event of Contractor's failure to comply with the requirements of any guarantee required by the Contract within seven (7) days after being notified in writing, Owner may proceed to have the defects repaired and made good at the expense of Contractor who shall pay all costs and charges therefore immediately upon demand.

#### 3.5 Liquidated Damages

If work is not completed in accordance with the Drawings and Specifications, including any authorized changes, within the specified time or such later time as amended pursuant to this contract, the net sum payable to the Contractor pursuant to this Agreement shall be reduced by (\$500.00) per day as liquidated damages for each calendar day until the date the Owner determines the project is complete.

The Owner and the Contractor agree that the amount of damages associated with a failure on the part of the Contractor to achieve Substantial Completion within the period specified in this contract would be extremely difficult to determine and that the sum contained in this section is a reasonable damage figure for this purpose.

### 3.6 Delays and Extensions

There will be no extension of the Contract time limit except under one or more of the circumstances listed below. Such extension shall be granted for such reasonable amount of time as Owner may determine. Time extensions will be considered for the following reasons if they affect the Project schedule or the Critical Path:

1. Acts of God or the public enemy, acts of Government, acts of Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or delays of Subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both Contractor and such Subcontractors or suppliers.
2. Delay in progress due to an act of neglect by Owner only for the amount of delay time that occurs after Contractor has notified Owner in writing.
3. An approved Change Order that extends the Contract time.
4. Time extensions due to weather will be allowed only for unusually severe weather (as documented by historical data from the US Weather Beau) and as a resulting condition that affects the progress of activities on the Critical Path. Contractor shall exercise due diligence in protecting the Work and the work site from the weather and take corrective action after inclement weather has passed.

3.7 Injury or Damage to Person or Property. If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 10 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

3.7.1 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed in a proposed Change Order or Construction Change Directive so that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

3.7.2 Claims for Consequential Damages. The Contractor waives Claims against Owner for consequential damages arising out of or relating to this Contract.

## ARTICLE 4 CONTRACT SUM

The Owner shall pay the Contractor the Contract Sum, as determined by the contractor's bid plus any alternates selected by the Owner from the list of alternates included with the bid furnished, in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Dollars (\$), subject to additions and deductions as provided in the Contract Documents.

4.1 Lump sum total job: Six million three hundred thirty thousand two hundred nine Dollars and eighteen cents (\$6,330,209.18).

4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner. NONE

Contractor shall perform all of the work as outlined in paragraph 3.3 above. All work shall be installed in accordance with local area building codes, governing city standards and generally accepted practices. Any additional work shall be approved by Owner before additional work can begin.

4.3 Unit prices are as follows (All pricing to include labor, materials, tools, equipment, and O&P.). Allowance costs NOT included in contract price are as follows:

1. **Sheetrock:** \$15.00/sq ft of drywall replacement to include: demo, clean studs from nails/screws, hang, tape, and texture new drywall to match existing, prime, and paint walls to match existing, and trim work repair. (All pricing to include labor, materials, tools, equipment, and O&P.)

2. **Deck:** An \$814.12 allowance for replacement of (1) one-unit deck railing and all necessary hardware, prime and paint. (All pricing to include labor, materials, tools, equipment, and O&P.)

3. **Storefront Door:** Remove and replace of storefront entry doors (entries into bldgs.) 1 each @ \$3,392.15. (All pricing to include labor, materials, tools, equipment, and O&P.)

Allowances will be reconciled via CO at end of job.

## ARTICLE 5 PAYMENTS

### 5.1 PROGRESS PAYMENTS

5.1.1 Based upon Applications for Payment submitted to the Owner by the Contractor, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

5.1.3 Provided that an Application for Payment is received by the Architect/Owner not later than the 25<sup>th</sup> day of a month. The Owner shall make payment to the Contractor not later than the 10<sup>th</sup> day of the following month. If an Application for Payment is received by the Architect/Owner after the application date fixed above, payment shall be made by the Owner not later than 20 days after the Architect/Owner receives the Application for Payment.

5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect/Owner may require. This schedule, unless objected to by the Architect/Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment.

5.1.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in HUD 5370;

.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10 %);

.3 Subtract the aggregate of previous payments made by the Owner; and

.4 Subtract amounts, if any, for which the Architect/Owner has withheld or nullified a Certificate for Payment as provided in HUD5370.

5.1.7 The progress payment amount determined in accordance with Subparagraph 5.1.6 shall be further modified under the following circumstances:



.1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims: and

.2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with HUD5370

5.1.8 Reduction or limitation of retainage, if any, shall be as follows: 10%, payable upon full acceptance by the owner not less than thirty-one days after completion.

5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

**5.1.10 Eliminated Items**

Should any of the Work be eliminated, payment will be made to Contractor for actual costs incurred in connection with such eliminated work. However, no payment will be made for anticipated profits on eliminated work.

5.1.11 If Contractor has ordered acceptable material for the eliminated work before the date of notification of such elimination by Owner, and if orders for such material cannot be canceled, such material will be paid for at Contractor's actual cost. In such case, the material paid for shall become Owner's property and Owner will pay actual cost of any further handling. If the material is returnable to the vendor and if Owner so directs, Contractor shall return the material and Owner will pay the actual costs of returning the material, including reasonable handling and restocking charges.

**5.1.12 Effect of Progress Payment**

No progress payment nor any partial or entire use or occupancy of the Project by the Owner shall constitute an acceptance of any work not done in accordance with the Drawings and Specifications.

**5.1.13 Lien Releases**

In all construction draw packages, for undisputed contract amounts, Contractor shall provide "Conditional" lien releases executed by the Contractor and all subcontractors performing work for a line item proposed for payment. "Unconditional" lien releases evidencing Contractor and subcontractor payments shall be submitted to Owner prior to (or with) the Contractor's request for the next subsequent payment of new work. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of a release. No payments shall be made for individual line items where requisite Conditional and Unconditional releases have not been provided. No lien release is required for services and materials provided by the General Contractor in aggregate amounts of less than Three Thousand Five Hundred Dollars (\$3,500.00).

All references to subcontractor herein include all persons/entities providing labor, services and materials to this project.

**5.1.14 Retention**

Unless otherwise indicated, Owner shall withhold 10% retention on all progress payments. Contractor may elect to do the following in lieu of a 10% retention :

In accordance to Public Contract Code section 22300 (a), (b) and (c), a contractor at his expense may substitute securities for monies withheld by the public agency for retention to ensure performance under this contract. The authority shall deposit such securities as directed by the contractor into a secured area of the authority, or with a state or federally chartered bank in this state as an escrow agent. Upon satisfactory completion of the contract, the securities shall be returned to the contractor. As an alternative, the contractor at his expense may request that the authority invest withheld cash into eligible securities with an escrow agent. Eligible securities in lieu of cash retention are those listed in section 16430 of the Government Code. The contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon. These rights granted to the contractor shall also be granted to any eligible subcontractor authorized in section 22300 (d) of the Public Contract Code. If the contractor elects to substitute securities in lieu of cash retention; the contractor, authority and escrow agent shall enter into an escrow agreement that complies with section 22300 of the Public Contract Code.

NOTE: THIS CONTRACT IS NOT UNDER THE PUBLIC CONTRACT CODE. THE ABOVE PROVISION DOES NOT APPLY.

#### 5.1.15 Protests and Disputed Work

A. If Contractor considers any work demanded of it to be beyond the Contract's requirements, or if Contractor considers any instruction, ruling, or decision of Owner to be unauthorized, Contractor shall immediately notify Owner in writing before proceeding with such work.

1. If Contractor disagrees with any terms or conditions of a Contract Change Order or Field Modification, Contractor shall sign it with the statement "Signed Under Protest" and attach a written Protest of the points of disagreement, including references to the Contract Documents and itemization of the quantities and costs involved. If a written Protest is not submitted within seven (7) days, changes in compensation and time will be as set forth in the Change Order.

2. If Contractor proceeds with such work without providing advance written notification pursuant to Part 5.1.15 A.1., Contractor shall be deemed to have assented that the work is within the Contract's requirements, and Contractor shall have forfeited any right to a protest or claim.

B. If, upon receiving Contractor's written notification pursuant to Part 5.1.15 A.1. above, Owner directs Contractor in writing to proceed, Contractor shall promptly comply with the work demanded of it, and shall within seven (7) days submit to Owner all arguments, justification and documentation to support its position. Owner will review the issue and render its determination within fifteen (15) days after receipt of Contractor's documentation. If Contractor does not submit such documentation within seven (7) days of Owner's written direction, Contractor shall be deemed to have concurred with Owner's decision and shall have forfeited any right to a protest or claim.

C. Where a protest concerning a Change Order relates to compensation, the maximum compensation payable for all work specified or required by such Change Order will be determined as provided in Part 5.1.16.

D. Contractor shall keep full and complete records of the cost of such work, and shall permit Owner to have access thereto as may be necessary to assist in determining the compensation, if any, payable for such work:

1. Beginning with the first day of the disputed work, and for each following day, Contractor shall maintain detailed hourly records of labor, construction equipment, and services, and itemized records of materials and equipment used each day in the performance of the disputed work. Such records shall be of a form approved by Owner, shall be signed by Contractor, and shall be subject to verification by Owner.

2. Failure by Contractor to furnish the aforesaid written notice and records shall constitute a waiver of Contractor's right to submit a claim for the disputed work.

E. All changes in compensation and time approved by Owner's Authorized Representative during the Contract shall be subject to incorporation into a Final Change Order for approval and execution by the Owner upon completion of the Contract.

#### 5.1.16 Adjustment of Compensation and/or Time for Changes

**Markups for Added or Deleted Work. See also General Conditions, Section 29**

**General:** The following markups for performance of changes shall constitute full compensation for all costs not covered by Part 5.1.15, including profit, overhead, extended overhead, insurance and bond:

a. The amount of overhead, administration, and profit for both General Contractor and any subcontractor shall not exceed a total of fourteen percent (14%). When applicable, Contractor may be asked to submit audited

financial statements to substantiate overhead markups. Also, some projects may require these percentages to be submitted at time of bid.

b. **For deleted work:** When work is deleted, fourteen percent (10%) of the estimated direct cost of such work will also be deleted in addition to the estimated cost.

c. **For Combinations of Added and Deleted Work by One Subcontractor:** The Costs before markups of added and deleted work shall be separately estimated. If the difference between such costs results in an increase, the markup for added work shall be applied to such difference. If the difference in such costs results in a decrease, the markup for deleted work shall be applied to such difference.

d. **For combinations of added and deleted work involving several subcontractors:** The costs for each item will be calculated separately using the mark-ups described above in items a. and b.

## 5.2 FINAL PAYMENT

5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

.1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided HUD 5370, and to satisfy other requirements, if any, which extend beyond final payment; and

.2 a final Certificate for Payment has been issued by the Owner

5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Owners' final Certificate for Payment, or as follows:

### 5.2.3 Application for Final Payment

The entire unpaid balance of the Cost of the Work other than any amount retained pursuant to subparagraph (G) below, shall be paid by the Owner to the Contractor thirty-five (35) days after a valid Notice of Completion has been filed with the County Recorder in which the project is located provided the following conditions have been met:

A. All work under the Contract has been completed other than items listed on the punch list pursuant to subparagraph (G) below and all required inspections by municipal or other governmental authorities having jurisdiction over the Project shall have been completed to the satisfaction of such authorities;

B. All certificates of occupancy, if any are required, have been issued by the appropriate local authorities in the County of Monterey

C. No unreleased or unbonded mechanics or material man's, lien claims or unreleased or unbonded stop notices shall be outstanding;

D. The Owner has certified the project is one hundred (100%) completed in accordance with the terms of the Contract except as listed pursuant to subparagraph (G) below;

E. All warranties, building manuals and as-built drawings as described in 3.4 and 7.6.4 have been provided by the Contractor;

F. All conditions have been met under the General Conditions of the Contract for Construction (HUD 5370).

G. If there should remain any punch list items to be completed following filing of the Notice of Completion, the Contractor shall deliver to Owner his written guarantee to complete said items within a reasonable time therein after.

The Owner shall retain a sum equal to 150% of the cost of completing any unfinished items as estimated by Owner. Thereafter, Owner shall pay to the Contractor monthly, the amount retained for incomplete items as each item is completed so long as Owner's lender(s) approve such payment.

**5.2.4 Lien Releases**

Before issuance of Final Payment, the Contractor shall submit satisfactory evidence that all payrolls, materials bills and other indebtedness connected with the Project have been paid or otherwise satisfied.

**ARTICLE 6 TERMINATION OR SUSPENSION/ MUTUAL RESPONSIBILITY**

**6.1** The Contract may be terminated by the Owner or the Contractor as provided in HUD 5370

**6.2** The Work may be suspended by the Owner as provided in HUD 5370.

**6.3 MUTUAL RESPONSIBILITY**

**6.3.1** The Contractor shall afford the Owner and separate contractors' reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**6.3.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Architect and or Owner apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor so to report shall constitute an acknowledgment that the Owner's or separate contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

**6.3.3** The Owner shall be reimbursed by the Contractor for costs incurred by the Owner which are payable to a separate contractor because of delays, improperly timed activities or defective construction of the Contractor. The Owner shall be responsible to the Contractor for costs incurred by the Contractor because of delays, improperly timed activities, and damage to the Work or defective construction of a separate contractor.

**6.3.4** The Contractor shall promptly remedy damage wrongfully caused by the Contractor to completed or partially completed construction or to property of the Owner or separate contractors as provided in Subparagraph 3.7, 3.7.1 AND 3.7.2 of this document

**6.3.5 CUTTING AND PATCHING** The Owner and each separate contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in section subparagraph 6.3.5.1 AND 6.3.5.2 BELOW

**6.3.5.1** The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

**6.3.5.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the Owner or a separate contractor except with written consent of the Owner and of such separate contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate contractor the Contractor's consent to cutting or otherwise altering the Work. See also details shown within permit application.

**6.3.6 WATERPROOFING INSPECTIONS** The Owner will retain a separate, 3<sup>rd</sup> party inspection company to perform construction quality assurance services for the exterior building envelope.

**6.3.6.1** Contractor shall be responsible to submit details of window installation and deck flashing/dry-in for review by 3<sup>rd</sup> party inspection company.

6.3.6.2 3<sup>rd</sup> party company will inspect the following sections of exterior building envelope; 1. cement plaster or other claddings, 2. vinyl fin windows installation, 3. balconies and private decks, and 4. railing penetrations.

6.3.6.3 Site visits for inspections to be scheduled and coordinated by Contractor and results shall be passed on to Owner. Site visits to include assistance with problem solving, resolving non-conformance or deficiencies of areas observed. The contractor will be held responsible for repairs and necessary adjustments. Contractor must complete 1 each inspection per phase per section of inspection within a maximum of 39 inspections.

## ARTICLE 7 MISCELLANEOUS PROVISIONS

7.1 Where reference is made in this Agreement to a provision of HUD 5370 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

7.2 Payments due and unpaid under the Contract shall bear interest at the legal rate from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

7.3 The Owner's representative is:

\_\_\_\_\_  
Starla Warren

7.4 The Contractor's representative is:

\_\_\_\_\_  
Bizhan Mahallati

7.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

7.6 Other provisions:

**The Owner will not give verbal directions to the contractor under any circumstances.**

7.6.1 Wage Law – N/A

This Contract is subject to the following:

~~Federal Davis Bacon prevailing wage determination rates~~ DOES NOT APPLY

~~This work shall be performed in the County of Monterey, and is governed by the State Department of Industrial Relations and Federal Davis Bacon provisions the general prevailing and Davis Bacon rates for wages, holiday and overtime work for the locality in which this work is to be performed, for each craft classification or type of work person or mechanic needed to execute the contract which will be awarded to the successful bidder. Current schedules of the State Prevailing Wages and Labor Standards Provisions and Davis Bacon Wage provisions are available at the government websites noted below:~~

~~Federal Davis-Bacon Act at~~

~~<http://www.access.gpo.gov/davisbacon/davbaesearch.html> (RESIDENTIAL RATES)~~

~~State Prevailing Wage Rates~~ DOES NOT APPLY

~~May be obtained from the website of Department of Industrial Relations.~~

~~It is the sole responsibility of all bidders responding to this Invitation to bid, to have and familiarize him or herself with the current rates. Rates sections below are given as a guideline reference only. In the event you employ trades not listed below, please reference the above websites, in addition to the wage determinations included in this Contract.~~

Additional questions regarding labor information provided herein for this contract, can be addressed to Marilyn Rose, Development Department, Housing Authority, County of Monterey, 831 775-6052.

~~Attention is called to the need for equal employment opportunity.~~

~~The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin. If the project requires that employment of workers in any apprentice craft or trade, once awarded, the contractors or subcontractors must apply to the joint apprenticeship council unless already covered by local apprenticeship standards.~~

**7.6.2 Cost To Be Paid Directly By Owner Except where noted below (\*)**

Costs to be paid directly by Owner and not to be included in the Contract Amount thereof (unless such costs are specifically listed in such Breakdown).

- A. Not Used
- B. Title, escrow fees and expenses;
- C. City, county, state or municipal expenses and fees incidental to planning, zoning, use permits, building permits, variances, encroachment permits, and other similar matters;
- D. Architect's and any Engineer's fees, including their inspections, and the costs of reproducing their drawings, specification, addenda and clarifications as required; by all construction trades;
- E. Financing charges on construction and any other loans obtained by the Owner;
- F. Utility connection fees and assessments;
- G. Normal costs associated with testing and inspections of concrete, steel and any other inspection called for in the Specifications.

**7.6.3 Subcontractors**

All subcontractors shall be required to be in possession of current liability insurance in an amount not less than \$1,000,000 and automobile insurance in the aggregate amount for all company vehicles, in an amount not less than \$1,000,000. All subcontractors shall also be in possession of Workers Compensation insurance.

**7.6.4 "As Built" Drawings**

Upon completion of construction, the Contractor shall furnish Owner copies of the following: Two (2) sets of "as built" drawings showing any change in the dimension of any building or relation of any element that is a part of any building, the location of all water, sewer, gas and electrical lines and mains within the buildings and/or site

**7.6.5 Vandalism and Theft**

Contractor and Owner agree that Contractor has an obligation to complete the Project at the Price set forth in this contract, irrespective of vandalism which may occur to any building prior to its being made available through completion of construction / rehabilitation adequate to permit occupancy, and irrespective of theft of materials which may occur at any time during the course of construction.

Owner has required Contractor to obtain and Contractor has obtained insurance which will reimburse Contractor for costs incurred by Contractor associate with vandalism and theft, with the exception of the payment of deductibles set forth in the Contractor's broad form builder's risk policy.

Owner and Contractor agree that significant possibilities for vandalism and theft exist for this construction project and therefore, that reasonable provisions must be made to limit Contractor's exposure relative the deductible per occurrence provisions of Contractor's builders risk policy.

**7.6.6 Cleaning Up**

Initials of Contractor DM

Tynan Village Modernization

Page 11 of 13

The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove ALL waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus material from and about the Project.

**7.6.7 Stock Materials**

Paint stock is to be turned over to property management at end of project. We request (1)one 1-gallon can of each color used on project along with O&M's, MSDS's, and color formula's with manufacture and sheen.

**7.6.8 Landscaping**

Landscaping material, irrigation, and ground surfacing which is damaged through the fault or neglect of the contractor, or due to preventable circumstances, shall be replaced with a specimen of the same species and of equal or similar size as the plant lost, at no cost to the owner. Contractor will be responsible for a (6) six-month plant establishment timeframe. Should a plant die within this established time period, the General Contractor will replace at no cost to Owner.

**ARTICLE 8 ENUMERATIONS OF CONTRACT DOCUMENTS**

**8.1** The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

**8.1.1** The Agreement is this executed edition of the Standard Form of Agreement between Owner and Contractor Contract.

**8.1.2** The General Conditions are the 1/2014 edition of the General Conditions of the Contract for Construction, HUD5370.

**8.1.3** The Supplementary and other Conditions of the Contract are those contained in this Document, the CONTRACT, and are as follows: See Exhibits.

**8.1.4** ~~The Specifications are those issued with the Request for Quotation (See Section 00200).~~

**8.1.5** ~~N/A The Drawings are as follows, and are dated unless a different date is shown below: (Either in the Drawings here or refer to on exhibit attached to this Agreement)~~

**8.1.6** The Addenda, if any, are as follows:

<u>Drawn By</u>	<u>Page No</u>	<u>Date</u>
Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 8.		

**8.1.7** Other documents, if any, forming part of the Contract Documents is as follows:

- EXHIBIT A: Notice to Proceed
- EXHIBIT B: Representations and Certifications (HUD 5369-A)
- EXHIBIT C: Non-Collusive Affidavit
- EXHIBIT E: Certification Regarding Debarment, Suspension, Ineligibility and Volunteer Exclusion
- EXHIBIT F: Certification of No Identity of Interest
- EXHIBIT G: General Conditions HUD 5370
- EXHIBIT H: Supplementary General Conditions
- EXHIBIT I: Tynan Affordable Housing LP v Brown Construction "Cost to Repair" 9/12/2020
- EXHIBIT J: Tynan Village Apartments, Schedule & phasing chart, dated 3/2/2021
- EXHIBIT K: Schedule of Values dated 8/31/2020
- EXHIBIT L: Insurance Requirements
- EXHIBIT M: Axis "Scope Notes" Elevations dated 7/20/2020
- EXHIBIT N: Balcony Inspection Report – HDC 5/18/2020

This Agreement is entered into as of the day and year first written above and is executed in at least two original copies, of which one is to be delivered to the Contractor, and the remainder to the Owner.

GENERAL PARTNER

 3/4/2021

(Signature – Starla Warren)

Date

CONTRACTOR



(Signature - Contractor)

Date

Reviewed: \_\_\_\_\_



**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**1.0 Building - A**

**1.0 Balconies** - Reversed slope at outboard edge and balcony french door. Edge metal rusted and separated from deck. Deck coating cracking and separating from GSM flashing. Unsealed transition from deck to wall flashing at vertical stucco J-mold

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
1	Access repair, protect adjacent surfaces. Protect homeowners content	1		1		1	1		loc	\$ 183.18	\$ 183.18	\$ 47.49	\$ 47.49	\$ -	\$ 230.67
2	Set up and lay out work	1		1		1	1		loc	\$ 169.61	\$ 169.61	\$ -	\$ -	\$ -	\$ 169.61
3	Access and stock materials	1		1		1	1		loc	\$ 118.73	\$ 118.73	\$ -	\$ -	\$ -	\$ 118.73
4	Remove deck railing and store for reuse	1		1		1	1		ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
5	Remove patio french door	1		1		1	1		ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
6	Remove deck coating, GSM flashing and substrate to expose framing	24		24		24	24		sf	\$ 79.15	\$ 1,899.61	\$ 0.34	\$ 8.14	\$ -	\$ 1,907.75
7	Framing repairs at damaged framing members Cost will be determined by time and materials)	0		0		0	0		sf	\$ 14.13	\$ -	\$ 12.21	\$ -	\$ -	\$ -
8	Re-slope framing to provide proper slope (engineer's review necessary - (Coordinate review w/inspector)	24		24		24	24		sf	\$ 52.92	\$ 1,270.02	\$ 12.21	\$ 293.08	\$ 1,017.65	\$ 2,580.75
9	Install new deck sheathing	24		24		24	24		sf	\$ 4.98	\$ 119.40	\$ 2.71	\$ 65.13	\$ -	\$ 184.53
10	Fabricate and install door pan	1		1		1	1		ea	\$ 122.12	\$ 122.12	\$ 101.76	\$ 101.76	\$ -	\$ 223.88
11	Install outboard edge metal flashing	8		8		8	8		lf	\$ 1.85	\$ 14.84	\$ 14.93	\$ 119.40	\$ -	\$ 134.24
12	Install deck to wall flashing	22		22		22	22		lf	\$ 1.85	\$ 40.80	\$ 14.93	\$ 328.36	\$ -	\$ 369.16
13	Install new french door and interior trim	1		1		1	1		ea	\$ 366.35	\$ 366.35	\$ 746.27	\$ 746.27	\$ -	\$ 1,112.63
14	Install waterproof deck coating	24		24		24	24		sf	\$ 11.71	\$ 281.14	\$ 10.18	\$ 244.24	\$ -	\$ 525.38
15	Paint interior and exterior	1		1		1	1		ea	\$ 440.98	\$ 440.98	\$ 33.92	\$ 33.92	\$ -	\$ 474.90
16	Reinstall deck railing allowance for 10% replacement	1		1		1	1		ea	\$ 186.57	\$ 186.57	\$ 27.14	\$ 27.14	\$ 5,698.82	\$ 213.71
17	Clean up, debris disposal, material handling	1		1		1	1		Loc	\$ 118.73	\$ 118.73	\$ 6.78	\$ 6.78	\$ -	\$ 125.51
18	Recoat entire balcony surface	60		60		60	60		sf	\$ 11.71	\$ 702.85	\$ 10.18	\$ 610.59	\$ -	\$ 1,313.44
Subtotal per Occurrence without Scope Line 18														\$	8,669.94
Factor of Occurrence (18 Balconies)														\$	16.00
Subtotal for all Occurrences w/o Scope Line 18														\$	138,719.01
Scope Line 18															
Factor of Occurrence (51 Balconies)														\$	53.00
Subtotal for all Occurrences from Scope Line 18														\$	69,612.42
<b>Subtotal by issue</b>														\$	<b>208,331.43</b>
Replacement Railing - 69 Total Railing, 10% Replacement or 7 Rails at \$814.12 Ea, Budget Only, Cost not Included														\$	5,698.82

**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**2.0 Stucco** - Lath improperly installed and continuous behind control joints. Inconsistent stucco thickness, unsealed fasteners and corrosion at weep and control joint metal. Reverse lap at moisture barrier and windows. Improper installation of scaffold tie-off penetrations (unsealed/unflushed) and unsealed transition between wood trim and stucco. Unsealed lag bolts at steel awnings.

1	Access repair, protect trellis and other components w/ plywood	1		1		1	1		loc	\$ 1,194.04	\$ 4,776.15	\$ 1,628.23	\$ 6,512.94	\$ -	\$ 11,289.09
2	Set up and lay out work	1		1		1	1		loc	\$ 169.61	\$ 678.43	\$ -	\$ -	\$ -	\$ 678.43
3	Access and stock materials	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ -	\$ -	\$ -	\$ 474.90
4	Scaffolding	16,021		14,044		9,598	7,455		sf	\$ -	\$ -	\$ 3.39	\$ 159,831.50	\$ -	\$ 159,831.50
5	Remove parapet cap at walls and discard	440		440		404	404		lf	\$ 1.63	\$ 2,748.46	\$ 0.34	\$ 572.60	\$ -	\$ 3,321.05
6	Remove fabric awnings and discard	8		8		6	6		ea	\$ 91.59	\$ 2,564.47	\$ -	\$ -	\$ -	\$ 2,564.47
7	Remove steel awnings and store for reuse	2		0		0	1		ea	\$ 178.09	\$ 534.26	\$ -	\$ -	\$ -	\$ 805.64
8	Remove plumbing, electrical, and mechanical apparatus from building envelope	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
9	Remove trellis ledger at wall	7		6		4	6		ea	\$ 74.63	\$ 1,716.43	\$ -	\$ -	\$ -	\$ 1,716.43
10	Remove stucco, building paper and flashing	14,521		12,604		8,638	6,015		sf	\$ -	\$ -	\$ 6.78	\$ 283,434.80	\$ -	\$ 283,434.80
11	Remove window units and discard	130		117		70	89		ea	\$ 61.06	\$ 24,789.86	\$ -	\$ -	\$ -	\$ 24,789.86
12	Framing repairs (included in Section 4.0)	0							incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Install new window SASM sill pans	130		117		70	89		ea	\$ 122.12	\$ 49,579.72	\$ 20.35	\$ 8,263.29	\$ -	\$ 57,843.01
14	Install new windows	130		117		70	89		ea	\$ 176.39	\$ 71,615.15	\$ 549.53	\$ 223,108.74	\$ -	\$ 294,723.89
15	Allowance for replacing storefront doors	0		0		0	0			\$ -	\$ -	\$ -	\$ -	\$ 3,392.15	\$ -
16	Install building paper, lath and 3-coat stucco system	14,521		12,604		8,638	6,015		sf	\$ -	\$ -	\$ 24.42	\$ 1,020,365.28	\$ -	\$ 1,020,365.28
17	Primer and paint 2 coats	16,021		14,044		9,598	7,455		sf	\$ -	\$ -	\$ 3.05	\$ 143,848.35	\$ -	\$ 143,848.35
18	Fabricate and install new fabric awnings	8		8		6	6		ea	\$ 220.49	\$ 6,173.72	\$ 1,085.49	\$ 30,393.70	\$ -	\$ 36,567.42
19	Reinstall stored steel awnings	2		0		0	1		ea	\$ 502.04	\$ 1,506.12	\$ -	\$ -	\$ -	\$ 1,777.49
20	Reinstall trellis ledger at wall and seal lag bolts	7		6		4	6		ea	\$ 149.25	\$ 3,432.86	\$ 20.35	\$ 468.12	\$ -	\$ 3,900.98
21	Restore plumbing, electrical, and mechanical	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
22	Fabricate and install new parapet cap at walls	440		440		404	404		lf	\$ 6.33	\$ 10,688.45	\$ 17.64	\$ 29,774.97	\$ -	\$ 40,463.42
23	Allowance for landscaping at perimeter as needed	1		1		1	1		loc	\$ -	\$ -	\$ -	\$ -	\$ 4,749.02	\$ 4,749.02
24	Clean up, debris disposal, material handling	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ 1.70	\$ 6.78	\$ -	\$ 481.69

Subtotal per Occurrence

\$2,096,883.16

Factor of Occurrence

1.00

**Subtotal by issue**

Cost Not included, only a budget cost provided

**\$3,392**

**\$2,096,883.16**

**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**3.0 Cement Siding - Reverse lap at building paper. Improperly installed flashing. Corrosion at hand railing lag bolts**

1	Access repair, protect adjacent surfaces	1		1		1	1		loc	\$ 91.59	\$ 366.35	\$ 47.49	\$ 189.96	\$ -	\$ 556.31
2	Set up and lay out work	1		1		1	1		loc	\$ 169.61	\$ 678.43	\$ -	\$ -	\$ -	\$ 678.43
3	Access and stock materials	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ -	\$ -	\$ -	\$ 474.90
4	Scaffolding	2,065		1,700		1,325	1,900		sf	\$ -	\$ -	\$ 3.39	\$ 23,711.15	\$ -	\$ 23,711.15
5	Remove plumbing, electrical, and mechanical apparatus from building envelope	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
6	Remove siding, trim and building paper	439		455		282	363		sf	\$ 3.62	\$ 5,568.56	\$ 0.34	\$ 522.05	\$ -	\$ 6,090.61
7	Framing repairs (included in Section 4.0)								incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Install new building paper, cement siding and trim	439		455		282	363		sf	\$ 6.22	\$ 9,570.96	\$ 15.26	\$ 23,492.36	\$ -	\$ 33,063.32
9	Primer and paint 2 coats	2,065		1,700		1,325	1,900		sf	\$ -	\$ -	\$ 2.71	\$ 18,968.92	\$ -	\$ 18,968.92
10	Restore plumbing, electrical, and mechanical	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
11	Clean up, debris disposal, material handling	1		1		1	1		Loc	\$ 118.73	\$ 474.90	\$ 1.70	\$ 6.78	\$ -	\$ 481.69
Subtotal per Occurrence															\$87,281.81
Factor of Occurrence															1.00
<b>Subtotal by issue</b>															<b>\$87,281.81</b>

**4.0 Framing - Inadequate gaps between OSB sheets. Uneven substrate due to improper OSB installation. Misaligned framing at exterior wall surface**

1	Access repair, protect adjacent surfaces	1		1		1	1		loc	\$ 183.18	\$ 732.71	\$ 47.49	\$ 189.96	\$ -	\$ 922.67
2	Set up and lay out work	1		1		1	1		loc	\$ 254.41	\$ 1,017.65	\$ -	\$ -	\$ -	\$ 1,017.65
3	Access and stock materials	1		1		1	1		loc	\$ 178.09	\$ 712.35	\$ -	\$ -	\$ -	\$ 712.35
4	Remove OSB and hardware and discard	1,183		1,919		2,242	1,406		sf	\$ 2.04	\$ 13,738.22	\$ 0.34	\$ 2,289.70	\$ -	\$ 16,027.93
5	Remove wall insulation and discard	14,521		12,604		8,636	6,015		sf	\$ 0.20	\$ 8,502.64	\$ 0.34	\$ 14,171.06	\$ -	\$ 22,673.70
6	Replace damaged and misaligned framing members (Cost will be determined by time and materials)	0		0		0	0		sf	\$ 8.48	\$ -	\$ 8.14	\$ -	\$ -	\$ -
7	Install new wall insulation	14,521		12,604		8,636	6,015		sf	\$ 0.28	\$ 11,809.22	\$ 2.37	\$ 99,197.43	\$ -	\$ 111,006.65
8	Install new OSB wall sheathing	1,183		1,919		2,242	1,406		sf	\$ 3.73	\$ 25,186.74	\$ 1.56	\$ 10,532.64	\$ -	\$ 35,719.38
9	Install new Hardware (allowance)	1		1		1	1		allow	\$ -	\$ -	\$ -	\$ -	\$ 2,035.29	\$ 2,035.29
10	Clean up, debris disposal, material handling	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ 1.70	\$ 6.78	\$ -	\$ 481.69
Subtotal per Occurrence															\$190,597.29
Factor of Occurrence															1.00
<b>Subtotal by issue</b>															<b>\$190,597.29</b>

<b>Sub Total Building A</b>	<b>\$2,583,094</b>
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**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**2.0 Building - B**

**1.0**

**Balconies** - Reversed slope at outboard edge and balcony french door. Edge metal rusted and separated from deck. Deck coating cracking and separating from GSM flashing. Unsealed transition from deck to wall flashing at vertical stucco J-mold

1	Access repair, protect adjacent surfaces. Protect homeowners content					1	1		loc	\$ 183.18	\$ 183.18	\$ 47.49	\$ 47.49	\$ -	\$ 230.67
2	Set up and lay out work					1	1		loc	\$ 169.61	\$ 169.61	\$ -	\$ -	\$ -	\$ 169.61
3	Access and stock materials					1	1		loc	\$ 118.73	\$ 118.73	\$ -	\$ -	\$ -	\$ 118.73
4	Remove deck railing and store for reuse					1	1		ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
5	Remove patio french door					1	1		ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
6	Remove deck coating, GSM flashing and substrate to expose framing					24	24		sf	\$ 79.15	\$ 1,899.61	\$ 0.34	\$ 8.14	\$ -	\$ 1,907.75
7	Framing repairs at damaged framing members (Cost will be determined by time and materials)					0	0		sf	\$ 14.13	\$ -	\$ 12.21	\$ -	\$ -	\$ -
8	Re-slope framing to provide proper slope (engineer's review necessary - (Coordinate review w/inspector)					24	24		sf	\$ 52.92	\$ 1,270.02	\$ 12.21	\$ 293.08	\$ 1,017.65	\$ 2,580.75
9	Install new deck sheathing					24	24		sf	\$ 4.98	\$ 119.40	\$ 13.57	\$ 325.65	\$ -	\$ 445.05
10	Fabricate and install door pan					1	1		ea	\$ 122.12	\$ 122.12	\$ 101.76	\$ 101.76	\$ -	\$ 223.88
11	Install outboard edge metal flashing					8	8		lf	\$ 1.85	\$ 14.84	\$ 14.93	\$ 119.40	\$ -	\$ 134.24
12	Install deck to wall flashing					22	22		lf	\$ 1.85	\$ 40.80	\$ 14.93	\$ 328.36	\$ -	\$ 369.16
13	Install new french door and interior trim					1	1		ea	\$ 366.35	\$ 366.35	\$ 746.27	\$ 746.27	\$ -	\$ 1,112.63
14	Install waterproof deck coating					24	24		sf	\$ 11.71	\$ 281.14	\$ 10.18	\$ 244.24	\$ -	\$ 525.38
15	Paint interior and exterior					1	1		ea	\$ 440.98	\$ 440.98	\$ 33.92	\$ 33.92	\$ -	\$ 474.90
16	Reinstall deck railing and restore homeowner items					1	1		ea	\$ 186.57	\$ 186.57	\$ 27.14	\$ 27.14	\$ 1,628.23	\$ 213.71
17	Clean up, debris disposal, material handling					1	1		Loc	\$ 118.73	\$ 118.73	\$ 6.78	\$ 6.78	\$ -	\$ 125.51
18	Recoat entire balcony surface					48	48		sf	\$ 11.71	\$ 562.28	\$ 13.57	\$ 651.29	\$ -	\$ 1,213.58

Subtotal per Occurrence without Scope Line 18		\$8,930.46
Factor of Occurrence (4 Balconies)		3.00
Subtotal for all Occurrences w/o Scope Line 18		\$26,791.37
Scope Line 18	Replacement Railing - 18 Total Railing, 10% Replacement or 2 Rails at \$814.12 Ea, Budget Only, Cost not Included	\$1,628
Factor of Occurrence (14 Balconies)		15.00
Subtotal for all Occurrences from Scope Line 18		\$18,203.70
<b>Subtotal by issue</b>		<b>\$44,995.07</b>

**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**2.0 Stucco** - Lath improperly installed and continuous behind control joints. Inconsistent stucco thickness, unsealed fasteners and corrosion at weep and control joint metal. Reverse lap at moisture barrier and windows. Improper installation of scaffold tie-off penetrations (unsealed/unflushed) and unsealed transition between wood trim and stucco. Unsealed lag bolts at steel awnings.

1	Access repair, protect trellis and other components w/ plywood	1		1		1	1		loc	\$ 1,194.04	\$ 4,776.15	\$ 1,628.23	\$ 6,512.94	\$ -	\$ 11,289.09
2	Set up and lay out work	1		1		1	1		loc	\$ 169.61	\$ 678.43	\$ -	\$ -	\$ -	\$ 678.43
3	Access and stock materials	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ -	\$ -	\$ -	\$ 474.90
4	Scaffolding	2,962		2,973		6,478	6,496		sf	\$ -	\$ -	\$ 3.39	\$ 64,142.24	\$ -	\$ 64,142.24
5	Remove parapet cap at walls and discard	80		80		188	188		lf	\$ 1.63	\$ 872.73	\$ 0.34	\$ 181.82	\$ -	\$ 1,054.55
6	Remove fabric awnings and discard	0		0		8	8		ea	\$ 91.59	\$ 1,465.41	\$ -	\$ -	\$ -	\$ 1,465.41
7	Remove steel awnings and store for reuse	1		1		0	0		ea	\$ 178.09	\$ 356.18	\$ -	\$ -	\$ -	\$ 627.55
8	Remove plumbing, electrical , and mechanical apparatus from building envelope	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
9	Remove trellis ledger at wall	0		0		3	3		ea	\$ 74.63	\$ 447.76	\$ -	\$ -	\$ -	\$ 447.76
10	Remove stucco, building paper and flashing	2,962		2,973		5,758	5,776		sf	\$ -	\$ -	\$ 6.78	\$ 118,515.07	\$ -	\$ 118,515.07
11	Remove window units and discard	9		9		60	60		ea	\$ 61.06	\$ 8,426.11	\$ -	\$ -	\$ -	\$ 8,426.11
12	Framing repairs (included in Section 4.0)								incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Install new window SASM sill pans	9		9		60	60		ea	\$ 122.12	\$ 16,852.22	\$ 20.35	\$ 2,808.70	\$ -	\$ 19,660.92
14	Install new windows	9		9		60	60		ea	\$ 176.39	\$ 24,342.10	\$ 549.53	\$ 75,834.99	\$ -	\$ 100,177.08
15	Allowance for replacing storefront doors	0		0		0	0			\$ -	\$ -	\$ -	\$ -	\$ 3,392.15	\$ -
16	Install building paper, lath and 3-coat stucco system	2,962		2,973		5,758	5,766		sf	\$ -	\$ -	\$ 24.42	\$ 426,410.01	\$ -	\$ 426,410.01
17	Primer and paint 2 coats	2,962		2,973		6,478	6,496		sf	\$ -	\$ -	\$ 3.05	\$ 57,728.01	\$ -	\$ 57,728.01
18	Fabricate and install new fabric awnings	0		0		8	8		ea	\$ 220.49	\$ 3,527.84	\$ 1,085.49	\$ 17,367.83	\$ -	\$ 20,895.67
19	Reinstall stored steel awnings	1		1		0	0		ea	\$ 502.04	\$ 1,004.08	\$ -	\$ -	\$ -	\$ 1,275.45
20	Reinstall trellis ledger at wall and seal lag bolts	0		0		3	3		ea	\$ 149.25	\$ 895.53	\$ 20.35	\$ 122.12	\$ -	\$ 1,017.65
21	Restore plumbing, electrical , and mechanical	1		1		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 1,628.23	\$ -	\$ 1,628.23
22	Fabricate and install new parapet cap at walls	80		80		188	188		lf	\$ 6.33	\$ 3,393.96	\$ 17.64	\$ 9,454.61	\$ -	\$ 12,848.57
23	Allowance for landscaping at perimeter as needed	1		1		1	1		loc	\$ -	\$ -	\$ -	\$ -	\$ 6,784.31	\$ 6,784.31
24	Clean up, debris disposal, material handling	1		1		1	1		Loc	\$ 118.73	\$ 474.90	\$ 1.70	\$ 6.78	\$ -	\$ 481.69

Subtotal per Occurrence

\$857,656.93

Factor of Occurrence

Cost Not included, only a budget cost provided

\$3,392

1.00

**Subtotal by issue**

**\$857,656.93**

**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**3.0**

**Cement Siding** - Reverse lap at building paper. Improperly installed flashing. Corrosion at hand railing lag bolts

1	Access repair, protect adjacent surfaces	0		0		1	1		loc	\$ 244.24	\$ 488.47	\$ 47.49	\$ 94.98	\$ -	\$ 583.45
2	Set up and lay out work	0		0		1	1		loc	\$ 339.22	\$ 678.43	\$ -	\$ -	\$ -	\$ 678.43
3	Access and stock materials	0		0		1	1		loc	\$ 237.45	\$ 474.90	\$ -	\$ -	\$ -	\$ 474.90
4	Scaffolding (4 months)	0		0		1,700	1,700		sf	\$ -	\$ -	\$ 3.39	\$ 11,533.32	\$ -	\$ 11,533.32
5	Remove plumbing, electrical, and mechanical apparatus from building envelope	0		0		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 814.12	\$ -	\$ 814.12
6	Remove siding, trim and building paper	0		0		248	216		sf	\$ 3.62	\$ 1,678.89	\$ 0.34	\$ 157.40	\$ -	\$ 1,836.29
7	Framing repairs (included in Section 4.0)			0					incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Install new building paper, cement siding and trim	0		0		248	216		sf	\$ 6.22	\$ 2,885.59	\$ 15.26	\$ 7,082.82	\$ -	\$ 9,968.41
9	Primer and paint 2 coats	0		0		1,700	1,700		sf	\$ -	\$ -	\$ 2.71	\$ 9,226.66	\$ -	\$ 9,226.66
10	Restore plumbing, electrical, and mechanical	0		0		1	1		ls	\$ -	\$ -	\$ 407.06	\$ 814.12	\$ -	\$ 814.12
11	Clean up, debris disposal, material handling	0		0		1	1		Loc	\$ 118.73	\$ 237.45	\$ 1.70	\$ 3.39	\$ -	\$ 240.84

Subtotal per Occurrence \$36,170.54  
 Factor of Occurrence 1.00  
**Subtotal by issue** **\$36,170.54**

**4.0 Framing** - Inadequate gaps between OSB sheets. Uneven substrate due to improper OSB installation. Misaligned framing at exterior wall surface

1	Access repair, protect adjacent surfaces	1		1		1	1		loc	\$ 91.59	\$ 366.35	\$ 47.49	\$ 189.96	\$ -	\$ 556.31
2	Set up and lay out work	1		1		1	1		loc	\$ 169.61	\$ 678.43	\$ -	\$ -	\$ -	\$ 678.43
3	Access and stock materials	1		1		1	1		loc	\$ 118.73	\$ 474.90	\$ -	\$ -	\$ -	\$ 474.90
4	Remove OSB and hardware and discard	1,539		1,545		1,246	1,250		sf	\$ 2.04	\$ 11,356.93	\$ 0.34	\$ 1,892.82	\$ -	\$ 13,249.75
5	Remove wall insulation and discard	2,962		2,973		1,246	5,776		sf	\$ 0.20	\$ 2,637.13	\$ 0.34	\$ 4,395.21	\$ -	\$ 7,032.34
6	Replace damaged and misaligned framing members (Cost will be determined by time and materials)	0		0		0	0		sf	\$ 8.48	\$ -	\$ 8.14	\$ -	\$ -	\$ -
7	Install new wall insulation	2,962		2,973		1,246	5,776		sf	\$ 0.57	\$ 7,325.36	\$ 2.37	\$ 30,766.50	\$ -	\$ 38,091.85
8	Install new OSB wall sheathing	1,539		1,545		1,246	1,250		sf	\$ 3.73	\$ 20,821.04	\$ 1.56	\$ 8,706.98	\$ -	\$ 29,528.02
9	Install new Hardware (allowance)	1		1		1	1		allow	\$ -	\$ -	\$ -	\$ -	\$ 2,035.29	\$ 2,035.29
10	Clean up, debris disposal, material handling	1		1		1	1		Loc	\$ 118.73	\$ 474.90	\$ 1.70	\$ 6.78	\$ -	\$ 481.69

Subtotal per Occurrence \$92,128.59  
 Factor of Occurrence 1.00  
**Subtotal by issue** **\$92,128.59**

<b>Sub Total Building B</b>	<b>\$1,030,951</b>
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**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**3.0 Building - C**

**BUILDING C NORTH ELEVATION - ENVELOPE**

**1.0**

*Balconies - Reversed slope at outboard edge and balcony french door. Edge metal rusted and separated from deck. Deck coating cracking and separating from GSM flashing. Unsealed transition from deck to wall flashing at vertical stucco J-mold*

1	Access repair, protect adjacent surfaces. Protect homeowners content	1	1	1		1	1	1	loc	\$ 183.18	\$ 183.18	\$ 47.49	\$ 47.49	\$ -	\$ 230.67
2	Set up and lay out work	1	1	1		1	1	1	loc	\$ 169.61	\$ 169.61	\$ -	\$ -	\$ -	\$ 169.61
3	Access and stock materials	1	1	1		1	1	1	loc	\$ 118.73	\$ 118.73	\$ -	\$ -	\$ -	\$ 118.73
4	Remove deck railing and store for reuse	1	1	1		1	1	1	ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
5	Remove patio french door	1	1	1		1	1	1	ea	\$ 149.25	\$ 149.25	\$ -	\$ -	\$ -	\$ 149.25
6	Remove deck coating, GSM flashing and substrate to expose framing	24	24	24		24	24	24	sf	\$ 79.15	\$ 1,899.61	\$ 0.34	\$ 8.14	\$ -	\$ 1,907.75
7	Framing repairs at damaged framing members (Cost determined by time and materials)	0	0	0	0	0	0	0	sf	\$ 14.13	\$ -	\$ 12.21	\$ -	\$ -	\$ -
8	Re-slope framing to provide proper slope (engineer's review necessary - (Allowance for review/inspector)	24	24	24		24	24	24	sf	\$ 52.92	\$ 1,270.02	\$ 12.21	\$ 293.08	\$ 1,017.65	\$ 2,580.75
9	Install new deck sheathing	24	24	24		24	24	24	sf	\$ 4.98	\$ 119.40	\$ 2.71	\$ 65.13	\$ -	\$ 184.53
10	Fabricate and install door pan	1	1	1		1	1	1	ea	\$ 122.12	\$ 122.12	\$ 101.76	\$ 101.76	\$ -	\$ 223.88
11	Install outboard edge metal flashing	8	8	8		8	8	8	lf	\$ 1.85	\$ 14.84	\$ 14.93	\$ 119.40	\$ -	\$ 134.24
12	Install deck to wall flashing	22	22	22		22	22	22	lf	\$ 1.85	\$ 40.80	\$ 14.93	\$ 328.36	\$ -	\$ 369.16
13	Install new french door and interior trim	1	1	1		1	1	1	ea	\$ 366.35	\$ 366.35	\$ 746.27	\$ 746.27	\$ -	\$ 1,112.63
14	Install waterproof deck coating	24	24	24		24	24	24	sf	\$ 11.71	\$ 281.14	\$ 10.18	\$ 244.24	\$ -	\$ 525.38
15	Paint interior and exterior	1	1	1		1	1	1	ea	\$ 440.98	\$ 440.98	\$ 33.92	\$ 33.92	\$ -	\$ 474.90
16	Reinstall deck railing and restore homeowner items	1	1	1		1	1	1	ea	\$ 186.57	\$ 186.57	\$ 27.14	\$ 27.14	\$ 4,070.58	\$ 213.71
17	Clean up, debris disposal, material handling	1	1	1		1	1	1	Loc	\$ 118.73	\$ 118.73	\$ 6.78	\$ 6.78	\$ -	\$ 125.51
18	Recoat entire balcony surface	60	60	60		60	60	60	sf	\$ 11.71	\$ 702.85	\$ 10.18	\$ 610.59	\$ -	\$ 1,313.44

Subtotal per Occurrence without Scope Line 18	\$8,669.94
Factor of Occurrence (13 Balconies)	15.00
Subtotal for all Occurrences w/o Scope Line 18	\$130,049.07
Scope Line 18	Replacement Railing - 51 Total Railing, 10% Replacement or 5 Rails at \$814.12 Ea, Budget Only, Cost not Included
Factor of Occurrence (38 Balconies)	\$4,071
Subtotal for all Occurrences from Scope Line 18	\$1,313.44
<b>Subtotal by issue</b>	<b>\$177,332.91</b>

**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**2.0**

*Stucco - Lath improperly installed and continuous behind control joints. Inconsistent stucco thickness, unsealed fasteners and corrosion at weep and control joint metal. Reverse lap at moisture barrier and windows. Improper installation of scaffold tie-off penetrations (unsealed/unflushed) and unsealed transition between wood trim and stucco. Unsealed lag bolts at steel awnings.*

1	Access repair, protect trellis and other components w/ plywood	1		1		1	1		loc	\$ 1,194.04	\$ 4,776.15	\$ 1,628.23	\$ 6,512.94	\$ -	\$ 11,289.09
2	Set up and lay out work	1	1	1		1	1	1	loc	\$ 169.61	\$ 1,017.65	\$ -	\$ -	\$ -	\$ 1,017.65
3	Access and stock materials	1	1	1		1	1	1	loc	\$ 118.73	\$ 712.35	\$ -	\$ -	\$ -	\$ 712.35
4	Scaffolding	8,447	10,870	7,776		2,981	4,881	10,254	sf	\$ -	\$ -	\$ 3.39	\$ 153,355.88	\$ -	\$ 153,355.88
5	Remove parapet cap at walls and discard	1,541	1,531	384		230	396	322	lf	\$ 1.63	\$ 7,170.74	\$ 0.34	\$ 1,493.90	\$ -	\$ 8,664.65
6	Remove fabric awnings and discard	10	12	3		2	8	6	ea	\$ 91.59	\$ 3,755.11	\$ -	\$ -	\$ -	\$ 3,755.11
7	Remove steel awnings and store for reuse	1	1	1		1	2	3	ea	\$ 178.09	\$ 1,602.79	\$ -	\$ -	\$ -	\$ 1,874.16
8	Remove plumbing, electrical , and mechanical apparatus from building envelope	1	1	1		1	1	1	ls	\$ -	\$ -	\$ 407.06	\$ 2,442.35	\$ -	\$ 2,442.35
9	Remove trellis ledger at wall	4	2	2		1	2	2	ea	\$ 74.63	\$ 970.16	\$ -	\$ -	\$ -	\$ 970.16
10	Remove stucco, building paper and flashing	7,487	9,910	7,296		2,751	4,401	9,294	sf	\$ -	\$ -	\$ 6.78	\$ 279,099.63	\$ -	\$ 279,099.63
11	Remove window units and discard	80	96	51		24	36	92	ea	\$ 61.06	\$ 23,141.27	\$ -	\$ -	\$ -	\$ 23,141.27
12	Framing repairs (included in Section 4.0)	0	0					0	incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Install new window SASM sill pans	80	96	51		24	36	92	ea	\$ 122.12	\$ 46,282.55	\$ 20.35	\$ 7,713.76	\$ -	\$ 53,996.30
14	Install new windows	80	96	51		24	36	92	ea	\$ 176.39	\$ 66,852.57	\$ 549.53	\$ 208,271.46	\$ -	\$ 275,124.02
15	Allowance for replacing storefront doors	0		0		0	0			\$ -	\$ -	\$ -	\$ -	\$ 3,392.15	\$ -
16	Install building paper, lath and 3-coat stucco system	7,487	9,910	7,296		2,751	4,401	9,294	sf	\$ -	\$ -	\$ 24.42	\$ 1,004,758.65	\$ -	\$ 1,004,758.65
17	Primer and paint 2 coats	8,447	10,870	7,776		2,981	5,186	10,254	sf	\$ -	\$ -	\$ 3.05	\$ 138,951.44	\$ -	\$ 138,951.44
18	Fabricate and install new fabric awnings	10	12	3		2	8	6	ea	\$ 220.49	\$ 9,040.09	\$ 1,085.49	\$ 44,505.06	\$ -	\$ 53,545.15
19	Reinstall stored steel awnings	1	1	1		1	2	3	ea	\$ 502.04	\$ 4,518.35	\$ -	\$ -	\$ -	\$ 4,789.72
20	Reinstall trellis ledger at wall and seal lag bolts	1	4	2		2	2	4	ea	\$ 149.25	\$ 2,238.82	\$ 20.35	\$ 305.29	\$ -	\$ 2,544.12
21	Restore plumbing, electrical , and mechanical	4	1	1		1	1	1	ls	\$ -	\$ -	\$ 407.06	\$ 3,663.53	\$ -	\$ 3,663.53
22	Fabricate and install new parapet cap at walls	1,541	1,531	384		230	396	322	lf	\$ 6.33	\$ 27,886.22	\$ 17.64	\$ 77,683.03	\$ -	\$ 105,569.25
23	Allowance for landscaping at perimeter as needed	1		1		1	1		loc	\$ -	\$ -	\$ -	\$ -	\$ 6,784.31	\$ 6,784.31
24	Clean up, debris disposal, material handling	1	1	1		1	1	1	Loc	\$ 118.73	\$ 712.35	\$ 1.70	\$ 10.18	\$ -	\$ 722.53

Subtotal per Occurrence

\$2,136,771.31

Factor of Occurrence

Cost Not included, only a budget cost provided

\$3,392

1.00

**Subtotal by issue**

**\$2,136,771.31**



**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
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**3.0 Cement Siding - Reverse lap at building paper. Improperly installed flashing. Corrosion at hand railing lag bolts**

1	Access repair, protect adjacent surfaces	1	1	1	0	0	1	1	loc	\$ 91.59	\$ 457.94	\$ 47.49	\$ 237.45	\$ -	\$ 695.39
2	Set up and lay out work	1	1	1	0	0	1	1	loc	\$ 169.61	\$ 848.04	\$ -	\$ -	\$ -	\$ 848.04
3	Access and stock materials	1	1	1	0	0	1	1	loc	\$ 118.73	\$ 593.63	\$ -	\$ -	\$ -	\$ 593.63
4	Scaffolding	3,975	2,951	2,116	0	0	1,688	3,156	sf	\$ -	\$ -	\$ 3.39	\$ 47,103.45	\$ -	\$ 47,103.45
5	Remove plumbing, electrical, and mechanical apparatus from building envelope	1	1	1	0	0	1	1	ls	\$ -	\$ -	\$ 407.06	\$ 2,035.29	\$ -	\$ 2,035.29
6	Remove siding, trim and building paper	259	195	117	0	0	116	210	sf	\$ 3.62	\$ 3,245.61	\$ 0.34	\$ 304.28	\$ -	\$ 3,549.89
7	Framing repairs (included in Section 4.0)	0		0	0	0	0	0	incl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Install new building paper, cement siding and trim	259	195	117	0	0	116	210	sf	\$ 6.22	\$ 5,578.40	\$ 15.26	\$ 13,692.43	\$ -	\$ 19,270.83
9	Primer and paint 2 coats	1,245	1,165	1,058	0	0	625	1,165	sf	\$ -	\$ -	\$ 2.71	\$ 14,268.76	\$ -	\$ 14,268.76
10	Restore plumbing, electrical, and mechanical	1	1	1	0	0	1	1	ls	\$ -	\$ -	\$ 407.06	\$ 2,035.29	\$ -	\$ 2,035.29
11	Clean up, debris disposal, material handling	1	1	1	0	0	1	1	Loc	\$ 118.73	\$ 593.63	\$ 1.70	\$ 8.48	\$ -	\$ 602.11
	Subtotal per Occurrence														\$91,002.67
	Factor of Occurrence														1.00
	<b>Subtotal by issue</b>														<b>\$91,002.67</b>

**4.0 Framing - Inadequate gaps between OSB sheets. Uneven substrate due to improper OSB installation. Misaligned framing at exterior wall surface**

1	Access repair, protect adjacent surfaces	1	1	1		1	1	1	loc	\$ 91.59	\$ 549.53	\$ 47.49	\$ 284.94	\$ -	\$ 834.47
2	Set up and lay out work	1	1	1		1	1	1	loc	\$ 169.61	\$ 1,017.65	\$ -	\$ -	\$ -	\$ 1,017.65
3	Access and stock materials	1	1	1		1	1	1	loc	\$ 118.73	\$ 712.35	\$ -	\$ -	\$ -	\$ 712.35
4	Remove OSB and hardware and discard	1,645	1,679	3,165		401	809	1,710	sf	\$ 2.04	\$ 19,150.06	\$ 0.34	\$ 3,191.68	\$ -	\$ 22,341.74
5	Remove wall insulation and discard	7,487	9,910	7,296		2,751	4,401	9,294	sf	\$ 0.20	\$ 8,372.99	\$ 0.34	\$ 13,954.98	\$ -	\$ 22,327.97
6	Replace damaged and misaligned framing members (Cost determined by time and materials)	0	0	0	0	0	0	0	sf	\$ 8.48	\$ -	\$ 8.14	\$ -	\$ -	\$ -
7	Install new wall insulation	7,487	9,910	7,296		2,751	4,401	9,294	sf	\$ 0.57	\$ 23,258.30	\$ 2.37	\$ 97,684.87	\$ -	\$ 120,943.17
8	Install new OSB wall sheathing	1,645	1,679	3,165		401	809	1,710	sf	\$ 3.73	\$ 35,108.45	\$ 1.56	\$ 14,681.72	\$ -	\$ 49,790.17
9	Install new Hardware (allowance)	1	1	1		1	1	1	allow	\$ -	\$ -	\$ -	\$ -	\$ 2,035.29	\$ 2,035.29
10	Clean up, debris disposal, material handling	1	1	1		1	1	1	Loc	\$ 118.73	\$ 712.35	\$ 1.70	\$ 10.18	\$ -	\$ 722.53
	Subtotal per Occurrence														\$220,725.34
	Factor of Occurrence														1.00
	<b>Subtotal by issue</b>														<b>\$220,725.34</b>

<b>Sub Total Building C</b>	<b>\$2,625,832</b>
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**Tynan Affordable Housing LP v Brown Construction  
Cost to Repair**

Scope prepared By: Axis Construction  
Prepared For: Jim Bull

Date: 9.12.2020

Item #	Description	Quantity - North	Quantity - North East	Quantity - South	Quantity - South East	Quantity - East	Quantity - West	Quantity - South West	Unit	Labor	Labor Total	Material	Material Total	Allowance	Sub-Total
<b>SUMMARY</b>															
<b>1.0</b>	<b>Building - A</b>														<b>\$2,583,093.69</b>
<b>2.0</b>	<b>Building - B</b>														<b>\$1,030,951.13</b>
<b>3.0</b>	<b>Building - C</b>														<b>\$2,625,832.23</b>
	Permits, Bonds & Insurance	1.5%												\$	90,332.14
	<b>CONSTRUCTION COST</b>													\$	<b>6,330,209.18</b>

## MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance

RE: Status Report: Finance Report for June 2023

DATE: August 14, 2023



### 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

Completion of audits and tax returns continue as the top priority for Finance. The Audit for HACM 2021 as reported previously was completed on June 22, 2023, with signoff by our auditor Novogradac & Company. The audit for HACM 2022 began in early August concentrating on internal controls. We have approximately 4 remaining individual audits for 2022 down from 10 last month. The best guess at this point for the completion of the audit for 2022 is still October.

On August 8<sup>th</sup> the audit of our VMS reporting was conducted by QAD from HUD. We will receive a report stating where improvements must be made to maintain compliance with HUD procedures.

Our goal is to review all financials on a monthly basis with our internal stakeholders and Directors. Finance completed all June reporting and provided copies to the ED on Friday August 11, 2023. These reports included all properties. This process will continue monthly from now on.

Finance is reviewing the procurement policies and updating the signature authority for all staff who have the right to purchase items on behalf of the Agency. A meeting with Senior Staff will be held on August 15, 2023 to review compliance with our procurement policy. Cal Cards were distributed to all maintenance personnel to facilitate their efficiency.

Property Management has been clearing uncollectable AR balances. The results totaled approximately \$400,000. Future write-offs may be necessary to complete the full process.

HACM performance for June and YTD:

- June revenue was \$5.5M up \$.2M from May or favorable 5%
- HAP funding increased \$.1M
- HAP expenses increased by \$.15M or 5%
- Loss for June was \$.7M of which \$.5M was for non-cash depreciation charges
- YTD loss bottom-line was \$.96M

HDC performance for June and YTD:

- Revenue for the month was up 70% or \$.15M
- Expenses were down due to lower interest payments of \$.6M
- Net gain for the month \$.1M
- YTD net loss \$2.8M (driven by \$2.1M one-time charge in September 2022)

Total bottom-line loss YTD for combined entities \$3.8M. \$1.7M loss if one-time charge is removed.

Board Action: Information only.

**REVENUE SOURCES BY PROPERTY**

**Jun-23**

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	6,292.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 6,292.00	\$ -	\$ -	
204	Oak Grove	5,192.00	0.00	1,488.00	HCV
552	Single Family Homes	7,902.00	0.00	15,698.00	HCV
555	Casanova	48,054.00	0.00	88,201.00	HCV
934	Jardines	11,145.00	0.00	6,993.00	HCV
935	Leo Meyer (King City Elde	0.00	0.00	0.00	HCV
942	Parkside	0.00	0.00	0.00	HCV
960	Rippling River	31,325.00	0.00	88,950.00	HCV
965	Tynan Affordable	204,755.00	26,439.84	107,430.00	HCV
973	Monterey Affordable	57,151.00	0.00	18,116.00	HCV
974	Benito Affordable	65,898.00	0.00	46,998.00	HCV
980	Fanoe Vista	35,489.00	0.00	55,858.00	HCV
985	Haciendas 1	43,615.00	0.00	51,223.00	HCV
986	Haciendas 2	45,212.00	0.00	30,926.00	HCV
988	Haciendas Senior	13,645.00	0.00	44,919.00	HCV
989	Haciendas 3	44,857.00	0.00	44,617.00	HCV
990	Oak Park !	58,036.00	0.00	58,986.00	HCV
991	Oak Park 2	55,957.00	1,400.00	46,581.00	HCV / USDA
		\$ 728,233.00	\$ 27,839.84	\$ 706,984.00	
212	Portola Vista	21,559.00	0.00	91,876.00	PBRA
214	Montecito Watson	8,377.00	0.00	4,041.00	PBRA
801	South County RAD	12,564.89	0.00	22,222.00	PBRA
802	Salinas Family RAD	-79,585.92	0.00	43,297.00	PBRA
803	East Salinas Family RAD	41,212.90	0.00	48,217.00	PBRA
804	Gonzales Family RAD	11,979.47	0.00	6,224.00	PBRA
		\$ 16,107.34	\$ -	\$ 215,877.00	
992	One Parkside	25,297.00	0.00	119,603.00	PBV
		\$ 25,297.00	\$ -	\$ 119,603.00	
904	Chualar FLC	16,133.00	0.00	67.88	USDA
906	Salinas FLC	35,054.00	0.00	2,219.00	USDA
972	Benito FLC	69,002.00	0.00	22,832.00	USDA
984	Castroville FLC	51,729.00	0.00	47,856.00	USDA
		\$ 171,918.00	\$ -	\$ 72,974.88	
<b>TOTAL</b>		\$ 947,847.34	\$ 33,024.35	\$ 1,115,438.88	
		\$ -	\$ -	\$ -	

**Voucher Funding and HCV Payments**

	23-Apr	23-May	23-Jun	Total
HUD Grant - HAP Payments	\$ 5,380,011	\$ 4,402,308	\$ 4,458,118	\$ 14,240,437
Total Housing Assistance Payments	\$ 4,509,776	\$ 4,638,202	\$ 4,849,683	\$ 13,997,661

Finance Transactional Statistics - June 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
<b>Receipts</b>	46	10,559	3566	1,620,986	3612	1,631,546
<b>Charges</b>	27	17,925	2756	1,044,427	2783	1,062,352
<b>Journal Entries</b>	306	5,702,201	570	25,421,064	876	31,123,266
<b>Payables</b>	3893	4,949,582	992	1,106,095	4885	6,055,676
<b>Checks</b>	1136	4,910,483	201	814,921	1337	5,725,404
<b>Transaction Amts Processed*</b>	<b>5408</b>	<b>\$ 15,590,750</b>	<b>8085</b>	<b>\$ 30,007,494</b>	<b>13493</b>	<b>\$ 45,598,244</b>

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

Period = Jun 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,501,271.70	1,296,344.14	204,927.56
Cash - Restricted	1,722,080.62	1,720,365.62	1,715.00
Total Cash	3,223,352.32	3,016,709.76	206,642.56
Accounts Receivable:			
Accounts Receivable - Tenants	53,599.78	49,748.78	3,851.00
Accounts Receivable - Agency	132,693.00	131,749.00	944.00
Accounts Receivable - Developer Fees	3,045,772.22	3,426,188.22	-380,416.00
Accounts Receivable - Other	1,207,396.82	1,206,131.14	1,265.68
Accrued Interest Receivable	2,878,680.85	2,829,601.18	49,079.67
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	7,310,736.67	7,636,012.32	-325,275.65
Prepaid Expenses	1,722,495.05	1,735,399.05	-12,904.00
Interprogram - Due From	9,904,745.50	9,363,872.18	540,873.32
TOTAL CURRENT ASSETS	22,161,329.54	21,751,993.31	409,336.23
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	-418,620.37	-395,274.68	-23,345.69
Total Capital Assets, Net of Depreciation	18,517,224.78	18,540,570.47	-23,345.69
Construction In Progress	16,353,035.94	16,311,171.83	41,864.11
Notes Receivable	27,063,105.47	27,065,353.39	-2,247.92
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	62,762,185.19	62,745,914.69	16,270.50
TOTAL ASSETS	84,923,514.73	84,497,908.00	425,606.73

**LIABILITIES & EQUITY**

LIABILITIES

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

Period = Jun 2023

	Balance	Beginning	Net
<b>CURRENT LIABILITIES</b>			
Accounts Payable:			
Accounts Payable - Vendors	-70,120.82	-359,851.83	289,731.01
Accounts Payable - Other	1,008,659.24	1,008,659.24	0.00
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	912,952.63	876,056.37	36,896.26
Tenant Security Deposits	103,530.00	101,884.00	1,646.00
Total Accounts Payable	2,130,451.40	1,802,178.13	328,273.27
Deferred Revenues	187,357.50	181,126.50	6,231.00
Developer Fees Payable	404,393.00	404,393.00	0.00
Other Current Liabilities	-12,468.32	-16,674.67	4,206.35
TOTAL CURRENT LIABILITIES	2,709,733.58	2,371,022.96	338,710.62
<b>NONCURRENT LIABILITIES</b>			
Long-Term Hard Debt	28,334,197.35	28,351,143.50	-16,946.15
Long-Term Subordinate Debt	13,272,250.00	13,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	41,606,447.35	41,623,393.50	-16,946.15
TOTAL LIABILITIES	44,316,180.93	43,994,416.46	321,764.47
<b>EQUITY/NET ASSETS:</b>			
Equity/Net Assets at Prior Year-end	33,129,057.64	33,129,057.64	0.00
Current Year Retained Earnings	7,478,276.16	7,374,433.90	103,842.26
TOTAL LIABILITIES AND EQUITY	84,923,514.73	84,497,908.00	425,606.73
<b>EQUITY/NET ASSETS:</b>			
Equity/Net Assets at Prior Year-end	35,188,846.64	35,188,846.64	0.00
Current Year Retained Earnings	8,387,991.95	10,244,883.46	-1,856,891.51
TOTAL LIABILITIES AND EQUITY	77,802,592.21	78,885,977.45	-1,083,385.24



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

Period = Jun 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
<b>ASSETS</b>			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	4,224,940.78	3,558,641.98	666,298.80
Cash - Restricted	11,490,377.18	11,624,461.12	-134,083.94
Total Cash	15,715,317.96	15,183,103.10	532,214.86
Accounts Receivable:			
Accounts Receivable - Tenants	911,561.84	926,214.71	-14,652.87
Accounts Receivable - Agency	864,054.91	868,190.91	-4,136.00
Accounts Receivable - Developer Fees	-71,499.45	0.00	-71,499.45
Accounts Receivable - Other	3,424,169.36	3,313,732.62	110,436.74
Accrued Interest Receivable	14,157,980.52	13,983,892.05	174,088.47
Less: Allowance for Doubtful Accounts	-892,951.72	-875,026.72	-17,925.00
Total Receivables, Net of Allowance	18,393,315.46	18,217,003.57	176,311.89
Current Investments:			
Investments - Unrestricted	1,009,038.87	1,009,496.87	-458.00
Total Current Investments	1,009,038.87	1,009,496.87	-458.00
Prepaid Expenses	483,491.64	518,725.38	-35,233.74
Inventories, Net of Obsolete Inventories	470,342.01	512,002.06	-41,660.05
Interprogram - Due From	-4,251,238.16	-3,227,528.02	-1,023,710.14
TOTAL CURRENT ASSETS	31,820,267.78	32,212,802.96	-392,535.18
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	19,193,968.67	19,193,968.67	0.00
Site Improvements	30,376.41	30,376.41	0.00
Furniture & Equipment	2,046,027.66	2,046,027.66	0.00
Less: Depreciation	-15,521,910.34	-14,984,586.11	-537,324.23
Total Capital Assets, Net of Depreciation	9,318,085.87	9,855,410.10	-537,324.23
Construction In Progress	2,685,300.89	2,685,300.89	0.00
Notes Receivable	72,428,614.14	72,428,614.14	0.00
Other Noncurrent Assets	10,453,481.94	10,453,481.94	0.00
Less: Accumulated Amortization	-536,076.60	-535,579.76	-496.84
TOTAL NONCURRENT ASSETS	94,349,406.24	94,887,227.31	-537,821.07

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

Period = Jun 2023

	Balance	Beginning	Net
TOTAL ASSETS	126,169,674.02	127,100,030.27	-930,356.25
<b>LIABILITIES &amp; EQUITY</b>			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-368,579.68	-148,763.82	-219,815.86
Accounts Payable - Other	1,172,997.04	1,162,927.50	10,069.54
Accrued Wages/Taxes/Benefits Payable	803,275.33	770,962.60	32,312.73
Accrued Interest Payable	677,209.69	671,126.15	6,083.54
Accounts Payable - Agency	19,994.52	19,991.78	2.74
Tenant Security Deposits	101,939.74	101,589.29	350.45
Total Accounts Payable	2,406,836.64	2,577,833.50	-170,996.86
Deferred Revenues	1,469,982.64	1,460,193.64	9,789.00
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	441,746.61	424,548.15	17,198.46
Other Current Liabilities	788,077.20	788,077.20	0.00
TOTAL CURRENT LIABILITIES	5,136,643.09	5,280,652.49	-144,009.40
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,759,053.33	7,766,931.36	-7,878.03
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
TOTAL NONCURRENT LIABILITIES	6,661,762.78	6,669,640.81	-7,878.03
TOTAL LIABILITIES	11,798,405.87	11,950,293.30	-151,887.43
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,489,951.39	105,489,951.39	0.00
Current Year Retained Earnings	8,881,316.47	9,659,785.29	-778,468.82
TOTAL LIABILITIES AND EQUITY	126,169,673.73	127,100,029.98	-930,356.25

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

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
<b>REVENUE:</b>													
Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	89,047.00	118,817.00	1,199,860.75
Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	101,198.00	99,691.88	1,212,992.88
Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	27,919.00	317.00	61,123.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	218,164.00	218,825.88	2,473,976.63
HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	0.00	0.00	404,845.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	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	48,464,399.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	4,901,997.97
Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	22,811.89	20,683.72	0.00	22,961.26	42,140.55	0.00	312,814.73
Other Income	179,784.35	254,581.72	183,415.69	212,607.69	194,101.30	180,955.52	218,533.03	184,131.48	179,813.62	167,337.01	144,245.51	305,130.14	2,404,637.06
Interest Income	177,971.70	177,141.10	174,113.18	177,229.15	172,655.14	179,076.30	146,941.64	136,194.56	144,573.28	140,928.40	111,027.85	174,827.96	1,912,680.26
Total Revenue	5,084,674.34	4,980,927.17	5,041,068.46	4,988,348.03	4,002,531.49	4,900,215.13	4,909,086.31	5,069,511.51	4,864,750.65	6,252,195.67	5,259,832.91	5,522,208.98	60,875,350.65
<b>EXPENSES:</b>													
Administrative	669,390.48	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	512,650.51	677,445.07	6,819,418.94
Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	16,513.09	16,513.09	198,487.08
Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	25,665.22	25,574.78	26,641.14	19,371.18	11,209.61	47,918.88	349,959.88
Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	28,948.86	29,346.00	439,837.23
Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	113,514.89	109,705.32	1,643,095.71
Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	0.00	5,893.35	16,870.14
Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	26,335.87	33,975.98	330,943.41
Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	17,874.75	44,314.59	603,068.10
Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	468.06	0.00	111,583.96
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,826.00	2,826.00
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	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	4,534,248.05	4,703,393.85	50,256,818.51
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	217,185.00
Total Operating Expenses	4,900,317.75	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	5,015,204.47	5,381,406.65	5,132,938.14	5,306,553.14	5,280,589.69	5,688,509.13	60,990,093.96
Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	14,056.46	16,222.60	268,959.51
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	10,800.00	14,200.00	31,800.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537,324.23	537,324.23
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	5,962.08
NET INCOME	169,586.28	203,653.18	277,869.02	162,586.46	-851,061.88	-295,171.61	-161,087.94	-326,121.96	-289,584.72	931,197.94	-46,110.08	-734,543.82	-958,789.13

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

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
<b>REVENUE:</b>													
Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
Total Tenant Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	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	48,464,399.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	341,947.00	365,307.00	4,901,997.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	5,674.60	6,480.99	0.00	0.00	0.00	80,618.91
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	48.01	42.01	46.50	42.01	49.51	42.94	545.46
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	4,291,030.34	4,386,574.61	4,303,210.49	5,721,754.01	4,744,329.51	4,823,467.94	53,447,586.34
<b>EXPENSES:</b>													
Administrative	296,294.83	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	225,483.52	343,704.35	2,856,449.35
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	13,571.89	13,431.95	13,875.03	7,277.85	11,209.61	35,825.55	216,210.97
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	626.62	550.62	804.61	597.50	1,895.21	697.71	9,357.70
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	10,223.89	12,747.35	123,135.47
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	0.00	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	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	4,670,235.05	4,849,682.85	51,420,359.51
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	18,826.00	17,177.00	217,185.00
Total Operating Expenses	4,291,210.93	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	4,532,976.02	4,924,295.42	4,664,963.52	4,891,240.95	4,937,873.28	5,259,834.81	54,843,643.00
NET INCOME	132,619.56	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-241,945.68	-537,720.81	-361,753.03	830,513.06	-193,543.77	-436,366.87	-1,396,056.66

**Monterey County Housing Development Corporation  
Income Statement**

Period = Jul 2022-Jun 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Total
<b>REVENUE:</b>													
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	52,447.00	55,956.00	584,161.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	101,920.00	103,899.00	1,218,129.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	588.00	656.00	24,517.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	154,955.00	160,511.00	1,826,807.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	5,555.50	151,020.62	672,448.01
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	49,010.00	51,301.58	48,466.63	50,962.53	56,968.54	52,084.88	49,085.01	608,217.54
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	241,634.59	554,193.73	203,857.13	210,264.73	212,805.74	212,595.38	360,616.63	3,107,473.01
<b>EXPENSES:</b>													
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	135,707.37	104,237.22	106,934.49	103,191.71	149,596.95	172,303.82	100,604.80	1,471,337.46
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	18,100.94	25,677.38	223,002.46
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	12,192.06	21,314.73	232,995.54
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	23,031.46	17,249.55	350,031.49
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	847.50	0.00	0.00	210.00	0.00	1,346.61	2,954.27
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	30,765.70	11,738.72	12,022.73	11,368.53	10,786.02	10,954.26	11,483.11	122,637.18
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	0.00	0.00	2,056,045.94
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	5,927.02	0.00	29,803.72
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	155,444.33	194,991.89	226,583.21	160,437.68	228,640.24	242,509.56	177,676.18	4,488,890.28
Interest Expense	62,546.68	62,208.44	63,261.74	62,415.27	62,025.10	73,656.00	61,980.18	59,504.44	60,509.86	59,501.45	645,410.02	55,752.50	1,328,771.68
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,690.00	0.00	0.00	0.00	10,690.00
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	23,345.69	122,460.53
NET INCOME	-87,903.11	-24,265.21	-2,077,967.74	-140,992.83	-17,482.65	3,523.82	286,881.16	-91,240.96	-30,383.25	-84,346.39	-684,334.64	103,842.26	-2,844,669.54

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	1,199,860.75	1,393,859.90	-193,999.15
Tenant Subsidies	1,212,992.88	1,218,679.81	-5,686.93
Other Tenant Income	61,123.00	9,298.48	51,824.52
Total Tenant Revenue	2,473,976.63	2,621,838.19	-147,861.56
HUD Operating Grants	404,845.00	375,962.00	28,883.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	-17,237,033.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	307,342.97
Operating Grants (Non-HUD)	312,814.73	707,673.02	-394,858.29
Other Income	2,404,637.06	2,394,227.41	10,409.65
Interest Income	1,912,680.26	2,186,036.94	-273,356.68
Total Revenue	60,875,350.65	78,581,824.56	-17,706,473.91
<b>EXPENSES:</b>			
Administrative	6,819,418.94	7,144,073.68	324,654.74
Administrative Fees	198,487.08	205,417.08	6,930.00
Tenant Services	349,959.88	281,183.00	-68,776.88
Utilities	439,837.23	425,188.56	-14,648.67
Maintenance	1,643,095.71	1,493,984.93	-149,110.78
Protective Services	16,870.14	27,734.81	10,864.67
Insurance	330,943.41	222,843.72	-108,099.69
Other General Expenses	603,068.10	568,039.00	-35,029.10
Payments in Lieu of Taxes	111,583.96	82,502.00	-29,081.96
Bad Debts	2,826.00	1,545.00	-1,281.00
Housing Assistance Payments	50,256,818.51	65,451,432.00	15,194,613.49
FSS Escrows	217,185.00	250,000.00	32,815.00
Total Operating Expenses	60,990,093.96	76,153,943.78	15,163,849.82

## Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
Interest Expense	268,959.51	374,648.00	105,688.49
Extraordinary Maintenance	31,800.00	30,169.00	-1,631.00
Depreciation Expense	537,324.23	0.00	-537,324.23
Amortization Exp	5,962.08	0.00	-5,962.08
NET INCOME	-958,789.13	2,023,063.78	-2,981,852.91

## VOUCHER PROGRAM ONLY

### Budget Comparison

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Other Tenant Income	25.00	0.00	25.00
Total Tenant Revenue	25.00	0.00	25.00
Section 8 HAP Subsidies	48,464,399.00	65,701,432.00	-17,237,033.00
Section 8 Administrative Fees	4,901,997.97	4,594,655.00	307,342.97
Other Income	80,618.91	0.00	80,618.91
Interest Income	545.46	0.00	545.46
Total Revenue	53,447,586.34	70,296,087.00	-16,848,500.66
<b>EXPENSES:</b>			
Administrative	2,856,449.35	2,608,362.00	-248,087.35
Tenant Services	216,210.97	136,063.00	-80,147.97
Maintenance	9,357.70	8,766.00	-591.70
Insurance	123,135.47	73,236.00	-49,899.47
Other General Expenses	945.00	3,412.00	2,467.00
Housing Assistance Payments	51,420,359.51	65,451,432.00	14,031,072.49
FSS Escrows	217,185.00	250,000.00	32,815.00
Total Operating Expenses	54,843,643.00	68,531,271.00	13,687,628.00
NET INCOME	-1,396,056.66	1,764,816.00	-3,160,872.66



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

Period = Jul 2022-Jun 2023

	YTD Actual	YTD Budget	Variance
<b>REVENUE:</b>			
Tenant Rents	584,161.00	466,328.47	117,832.53
Tenant Subsidies	1,218,129.00	881,227.15	336,901.85
Other Tenant Income	24,517.46	19,283.24	5,234.22
Total Tenant Revenue	1,826,807.46	1,366,838.86	459,968.60
Other Income	672,448.01	2,058,958.65	-1,386,510.64
Interest Income	608,217.54	562,412.74	45,804.80
Total Revenue	3,107,473.01	3,988,210.25	-880,737.24
<b>EXPENSES:</b>			
Administrative	1,471,337.46	1,649,224.13	177,886.67
Administrative Fees	223,002.46	199,070.33	-23,932.13
Tenant Services	82.22	50,105.87	50,023.65
Utilities	232,995.54	271,293.93	38,298.39
Maintenance	350,031.49	305,478.79	-44,552.70
Protective Services	2,954.27	5,400.03	2,445.76
Insurance	122,637.18	120,187.03	-2,450.15
Other General Expenses	2,056,045.94	4,349.88	-2,051,696.06
Payments in Lieu of Taxes	29,803.72	11,475.13	-18,328.59
Bad Debts	0.00	5,902.33	5,902.33
Total Operating Expenses	4,488,890.28	2,622,487.45	-1,866,402.83
Interest Expense	1,328,771.68	471,366.96	-857,404.72
Extraordinary Maintenance	1,330.06	773.42	-556.64
Casualty Losses - Non-Capitalized	10,690.00	0.00	-10,690.00
Depreciation Expense	122,460.53	131,607.50	9,146.97
Amortization Exp	0.00	1,379.68	1,379.68
NET INCOME	-2,844,669.54	760,595.24	-3,605,264.78



## MEMORANDUM

TO: Board of Commissioners

THRU: Zulioka Boykin  
Executive Director

FROM: Jose Acosta  
Director of Housing Management

RE: **Property Management Report**

DATE: August 16, 2023

### Goals:

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

- Completed Well Fargo inspection for Haciendas Sr
- Completed work order reconciliation.
- Completed SRI reports for FLC sites and received approval.
- Completed budget information for FLC sites and received approved budgets.
- Provided property management and maintenance budget information for all sites.

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

- Complete Tax Credit Audit for East Salinas Family RAD
- Complete all Tax Credit Audit responses.
- Implementation and training for Rent Café and Yardi Screening
- Start Scanning project for all Tax Credit files.

### Vouchers:

Vouchers for all the sites are up to date.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	8/1/2023	\$ 118,581.00
214	Montecito Watson	8/1/2023	\$ 2457.00
801	South County RAD	8/1/2023	\$ 21,806.00
802	Salinas Family RAD	8/1/2023	\$ 66,238.00
803	East Salinas Family RAD	8/1/2023	\$ 52,350.00
804	Gonzales Family RAD	8/1/2023	\$ 6,133.00
<b>Total Monthly Subsidy</b>			<b>\$ 267,565.00</b>

**Rent Collection:**

Rent collection average for HACM sites for the month of June 2023 is 98%. The rent collection average for HDC Sites for the month of June 2023 is 99%.

HACM Rent Collection as of 7/31/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	96%
906	Tesoros Del Campo	96%
<b>Total monthly rent collected</b>		<b>\$ 186,021.00</b>

HDC sites rent collection report as of 7/31/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	98%
801	South County RAD	100%
802	Salinas Family RAD	100%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	100%
984	Castroville	100%
985	Haciendas I	98%
986	Haciendas II	97%
988	Haciendas Sr	97%
989	Haciendas III	100%
992	One Parkside	99%
<b>Total monthly rent collected</b>		<b>\$ 1,099,852.00</b>

**Occupancy:**

PM currently has a total of 46 vacancies excluding Pueblo del Mar.

Property management is committed to having all vacancies leased by August 30th. The department is working diligently to accomplish this task, the department understands the importance of getting the units leased and the urgency.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	98%	2	
802	Salinas Family RAD	170	98%	4	
803	East Salinas Family RAD	202	95%	11	
804	Gonzales Family RAD	30	97%	1	
984	Castroville	54	96%	1	1/Caretaker
985	Haciendas I	53	100%	1	
986	Haciendas II	46	96%	2	
989	Haciendas III	50	96%	2	
988	Haciendas Sr.	41	100%	1	
992	One Parkside	80	100%	0	
204	Oak Grove	5	98%	1	
205	Pueblo Del Mar	55	25%	42	
212	Portola Vista	64	97%	2	
214	Montecito Watson	13	85%	1	
552	Single Family Homes	9	90%	0	
555	Casanova Plaza	86	97%	3	
904	Vista Del Valle	29	90%	1	4
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	98%	1	

**RAD Sites (Formerly Public Housing):**

- 801 South County RAD:
  - Corrections for Tax Credit Audit have been submitted to the state.
  - Property management has started preparing for the scheduled fire prevention city inspection scheduled for September.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.
  - All resident services provided thru the city and Mee Memorial Hospital continue as scheduled.
  
- 802 Salinas Family RAD:
  - PM is pending the city’s approval for retaining wall to proceed with bids.
  - Corrections for Tax Credit Audit have been completed and will be submitted on 8/28/23.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents start creating email accounts and collecting all necessary information for the implementation of Rent Café.

- 803 East Salinas Family RAD:
  - Tax Credit Audit is scheduled for 8/15 -8/16. The department has been working diligently to get this audit completed successfully.
  - File organization for this site has been completed.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.
  
- 804 Gonzales Family RAD:
  - Corrections for Tax Credit Audit have been completed and submitted to the state.
  - PM is pending for investors to approve the replacement of fencing for this site.
  - HACM Property management will be implementing Rent Café in the next 60 days. In preparation for this process PM has started notifying residents of these changes and requesting residents to start creating email accounts and collecting all necessary information for the implementation of Rent Café.

**KCMC:**

King City Migrant Center opened on May 11<sup>th</sup>, 2023. The center is now fully housed and completely operational.

The rehabilitation project for this site is actively taking place. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs- **Actively working on this project**
- Siding replacement – **Actively working on this project**
- Modify selected units to be ADA compliant – **Completed**
- Interior flooring repairs – **Completed**
- Replacement of cabinets and countertops and hardware – **Completed**
- Replacement of furniture - **Pending**
- Replacement of water heaters - **Pending**
- Repairs of parking lot and resurfacing of the black top - **Pending**
- Replacement of heater and thermostats - **Pending**
- HVAC pad mounts replacement - **Pending**
- Electrical upgrades – **Completed**
- Repair decks and landings - **Pending**
- Replacement of windows – **Pending**
- Carbon monoxide detector replacement - **Completed**
- Bathroom vanity replacement - **Completed**
- Playground refurbishing - **Pending**
- Property Sign replacement - **Pending**
- Access card reader upgrade - **Pending**
- Repair and replacement of fencing - **Completed**
- Siding repairs – **Actively working on this project**

The deadline to complete this rehab project is June 2023, but we have received an extension to complete the work by June 2024. We will continue to keep the board updated on progress.

**Portola Vista:**

The waiting list for Portola Vista opened effective 8/1/2023 and closed 8/15/2023.

The City of Monterey has completed a property inspection and file audit and we have a closing letter for this audit.

PM completed the power washing of the decks. During the in-house inspections of the balconies, it was discovered that rail posts needed to be replaced on various balconies. So far staff have replaced 9 posts throughout the property and the pending replacements will be completed by a vendor since their location requires scaffolding and the scope of work cannot be completed by maintenance staff.

**Haciendas I:**

Rent increases have been submitted to HCV department and pending approval.

Repairs for railings and balconies throughout this site are in progress. PM staff is working with HDC staff to ensure all work on this project is completed accordingly and in a timely manner.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

**Haciendas II:**

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

**Haciendas III:**

Rent increases have been submitted to HCV department and pending approval.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

**Haciendas IV:**

Property management completed the file audit for Wells Fargo and all documents were sent to Wells Fargo for review. The physical inspection by Wells Fargo is scheduled to be completed 8/15/23.

Rent increases have been submitted to HCV department and pending approval.

Property management is working with HCV department on the waiting list for this site. The HCV department needs to open the waiting list for this site as the list has been exhausted. HDC is also working on this project.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements (see attached).

**Castroville:**

Life steps services have resumed, and all services are actively being performed as required (see attached).

PM will be completing interviews for the caretaker position for this site.

PM is working with HDC on the installation of a Sump Pump at this site.

**Casanova Plaza:**

The door system at this site is now installed and fully operational. However, new doors will need to be installed as the current doors are dated and not working in conjunction with the new system. The vendor has placed an order for the doors they are pending the delivery. Once delivered the installation will be scheduled immediately.

The City of Monterey has completed property inspection and file audit is in review for this site.

**One Parkside:**

Initial audit for this site is completed and the close out letter has been received.

Life steps is now in place and providing resident services at this site (see attached).

PM continues to work HDC staff to address warranty repairs and any construction issues at the site.

**Farm Labor (Salinas, Chualar):**

The Scheduled of Rental Income (SRI) for these sites were submitted and approved for these sites. The SRI included a substantial rent increase which will allow management to complete much needed repairs for this site.

Management will be scheduling meetings with residents to explain the changes in the rent and answer questions or concerns for the residents.

**PDM:**

Referrals for this site have been placed on hold. PDM currently houses 10 families and has 46 vacant units. PM is working with the Executive Director to secure funding that will allow HACM to rehabilitate the site.

HACM is pending a response from a funding source in order to make a decision on what the future of the property will be. The Executive director is working with local government and the community to ensure the property will be utilized for the benefit of those in need in our community and ensure the property is financially stable.

**New Hires:**

N/A

**Wait Lists:**

Closed

**Evictions:**

3

Waitlist information by site as of 4/11/2023		
Property Code	Property Name	Number of Applicants
204	Oak Gove	300
212	Portola Vista	2
214	Montecito Watson	51
555	Casanova Plaza	0
801	South County RAD	554
802	Salinas Family RAD	1049
803	East Salinas Family RAD	790
804	Gonzales Family RAD	1466
904	Chualar FLC	165
906	Salinas FLC	181
984	Castroville	292
985	Haciendas I	2118
986	Haciendas II	2180
989	Haciendas III	986
Total applicants		10134







## 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  
Jul 01, 2023

Period Ending  
Jul 31, 2023

### Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. 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, Bona Fide Service Coordinator 400 hours per year

### DSS Site Visits

- Jul 05, 2023
- Jul 11, 2023
- Jul 12, 2023
- Jul 18, 2023
- Jul 19, 2023
- Jul 25, 2023
- Jul 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
Jul 11, 2023	JOBS: Seasonal Work	12	1.00
Jul 12, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 18, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 25, 2023	Stretch Your Dollar: with Summer Energy Savings	12	0.50

**Totals**    48    3.50

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Jul 26, 2023	Utilities: HEAP Workshop	3	2.00
<b>Subtotal for Financial</b>		<b>3</b>	<b>2.00</b>

**Totals**    3    2.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 11, 2023	Employment Counseling	12	3.00
Jul 12, 2023	Healthy Lifestyles	12	3.00
Jul 18, 2023	Computer/Technology	1	0.50
Jul 18, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 25, 2023	Rental	2	1.50
Jul 25, 2023	Financial Budgeting	12	3.00

**Totals**    **51**    **14.00**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	2.50
Jul 11, 2023	Service Coordination Administration	1.00
Jul 12, 2023	Service Coordination Administration	1.00
Jul 18, 2023	Service Coordination Administration	0.50
Jul 19, 2023	Service Coordination Administration	1.00
Jul 26, 2023	Service Coordination Administration	1.00

**Total**    **7.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 05, 2023	Socials, General: 4th of July Social	7	2.50
Jul 19, 2023	Socials, General: Donut Social	10	2.00
Jul 19, 2023	Crafts: Arts and Crafts	6	2.00
Jul 26, 2023	Socials, General: Friendship Day Social	14	2.00

**Totals**    **37**    **8.50**

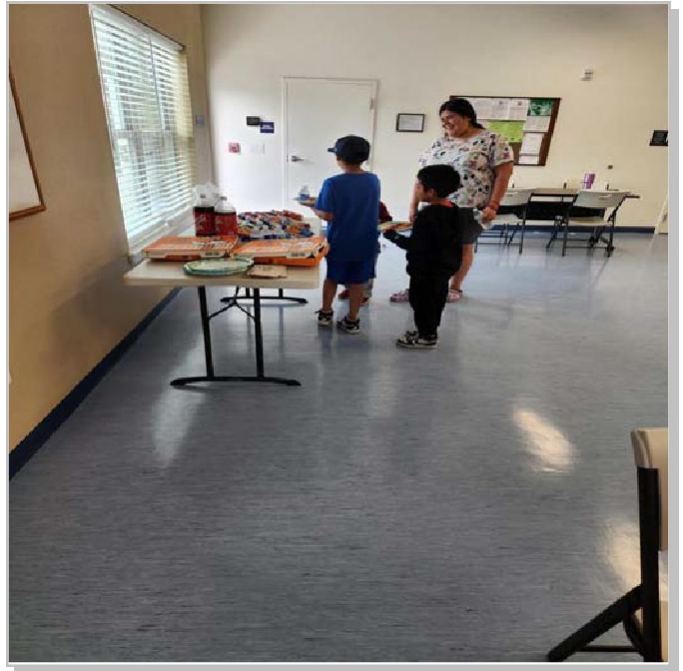
**Percent of units served during the past 12 months: 100.0%**

Resident Services in Action



**Donut Social**

*Jul 19, 2023*



**Friendship Day Social**

*Jul 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  
Jul 01, 2023

Period Ending  
Jul 31, 2023

Administrative Comments  
Service make-up hours were applied during this period.

### DSS Site Visits

Jul 07, 2023    Jul 14, 2023    Jul 21, 2023    Jul 28, 2023    Jul 31, 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
Jul 07, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	12	1.00
Jul 14, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	12	1.00
Jul 21, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	12	1.00
Jul 28, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	12	1.00

Totals    48    4.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Jul 21, 2023	Exercise: Exercise Class	4	1.00
<b>Subtotal for Health and Wellness</b>		<b>4</b>	<b>1.00</b>
<b>Life Skills Education</b>			
Jul 07, 2023	Arts and Music: Painting Class	7	2.50
<b>Subtotal for Life Skills Education</b>		<b>7</b>	<b>2.50</b>

Totals    11    3.50

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Healthy Lifestyles	12	3.00
Jul 14, 2023	Utilities	1	0.25
Jul 14, 2023	Financial Budgeting	12	3.00
Jul 14, 2023	Translation	1	0.25
Jul 21, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 28, 2023	Utilities	1	0.50
Jul 28, 2023	Counseling/Mental Health	12	3.00
Jul 28, 2023	Computer/Technology	2	1.00
Jul 31, 2023	Medical	1	0.50
Jul 31, 2023	Computer/Technology	1	0.50
Jul 31, 2023	Translation	1	0.50

**Totals**    **56**    **15.50**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	1.50
Jul 14, 2023	Service Coordination Administration	1.00
Jul 21, 2023	Service Coordination Administration	1.00
Jul 28, 2023	Service Coordination Administration	0.50
Jul 31, 2023	Service Coordination Administration	2.50

**Total**    **6.50**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 14, 2023	Bingo/Loteria: Bingo	8	2.00
Jul 21, 2023	Socials, General: Lunch Social	13	2.00
Jul 28, 2023	Socials, General: Donut Social	17	2.00
Jul 31, 2023	Socials, General: Friendship Day Social	16	2.00
Jul 31, 2023	Games: Puzzle and Board Games	6	2.00

**Totals**    **60**    **10.00**

**Percent of units served during the past 12 months: 92.5%**

**Resident Services in Action**



**Painting Class**

*Jul 07, 2023*



**Friendship Day Social**

*Jul 31, 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  
Jul 01, 2023

Period Ending  
Jul 31, 2023

### Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

### DSS Site Visits

Jul 05, 2023    Jul 12, 2023    Jul 19, 2023    Jul 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
Jul 05, 2023	Healthy Lifestyles 2023: Sun Safety	11	2.50
Jul 12, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 19, 2023	JOBS: Seasonal Work	11	1.00
Jul 26, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	10	2.50

Totals    43    9.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Jul 26, 2023	Financial Literacy: SSA/SSI Retrieval Letter	10	2.50
<b>Subtotal for Financial</b>		<b>10</b>	<b>2.50</b>
<b>Health and Wellness</b>			
Jul 05, 2023	Food Distribution: Food Bank Distribution	23	4.50
Jul 12, 2023	Mental Health: Mental Health Awareness	5	1.00
Jul 19, 2023	Food Distribution: Food Bank Distribution	21	3.75
<b>Subtotal for Health and Wellness</b>		<b>49</b>	<b>9.25</b>

Totals    59    11.75

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 19, 2023	Transportation Assistance	1	0.50
Jul 19, 2023	Employment Counseling	11	2.75



Date	Topic	Residents	Hours
Jul 26, 2023	Translation	1	0.25

**Totals**    **13**    **3.50**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	1.00
Jul 07, 2023	Recording Needs Assessment Surveys	0.75
Jul 12, 2023	Service Coordination Administration	1.00
Jul 14, 2023	Recording Needs Assessment Surveys	0.75
Jul 21, 2023	Recording Needs Assessment Surveys	0.75
Jul 26, 2023	Service Coordination Administration	0.25
Jul 28, 2023	Recording Needs Assessment Surveys	0.75

**Total**    **5.25**

**Donations**

Date	Donor	Item Donated	Value
Jul 05, 2023	Food Bank of Monterey	Food Commodities	\$230.00
Jul 19, 2023	Food Bank of Monterey	Food Commodities	\$210.00

**Total**    **\$ 440.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 12, 2023	Socials, General: Summer Social	10	3.00
Jul 26, 2023	Bingo/Loteria: Bingo with LifeSTEPS	7	2.50

**Totals**    **17**    **5.50**

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

**Resident Services in Action**



**Food Distribution**

*Jul 19, 2023*



**BINGO**

*Jul 26, 2023*



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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

Jul 01, 2023

Period Ending

Jul 31, 2023

### Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

### DSS Site Visits

Jul 07, 2023

Jul 11, 2023

Jul 14, 2023

Jul 17, 2023

Jul 21, 2023

Jul 24, 2023

Jul 28, 2023

Jul 31, 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
Jul 07, 2023	Healthy Lifestyles 2023: Sun Safety	10	1.00
Jul 14, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 21, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	4.00
Jul 28, 2023	Stretch Your Dollar: with Summer Energy Savings	11	4.00

Totals 43 12.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Employment</b>			
Jul 24, 2023	Resume Workshops: Resume Workshop	4	2.00
<b>Subtotal for Employment</b>		<b>4</b>	<b>2.00</b>
<b>Financial</b>			
Jul 11, 2023	Budgeting: Summer Trips on a Budget	11	4.00
Jul 14, 2023	Utilities: HEAP Workshop	3	2.00
<b>Subtotal for Financial</b>		<b>14</b>	<b>6.00</b>
<b>Health and Wellness</b>			
Jul 07, 2023	Mental Health: Mental Health Awareness	10	2.00

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Jul 17, 2023	Nutrition: Healthy Meals for a Healthy Mind	10	3.00
Jul 31, 2023	Food Distribution: Food Bank Distribution	17	4.00
<b>Subtotal for Health and Wellness</b>		<b>37</b>	<b>9.00</b>

**Totals**      **55**      **17.00**

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Jul 07, 2023	Transportation Assistance	1	0.25
Jul 07, 2023	Healthy Lifestyles	10	2.50
Jul 11, 2023	Healthy Lifestyles	1	1.00
Jul 17, 2023	Healthy Lifestyles	1	1.00
Jul 24, 2023	Healthy Lifestyles	1	1.00
Jul 28, 2023	Healthy Lifestyles	1	0.25

**Totals**      **15**      **6.00**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	0.25
Jul 11, 2023	Service Coordination Administration	2.00
Jul 14, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	0.50
Jul 21, 2023	Service Coordination Administration	2.00
Jul 24, 2023	Service Coordination Administration	0.50
Jul 28, 2023	Service Coordination Administration	1.75
Jul 31, 2023	Service Coordination Administration	3.00

**Total**      **11.00**

**Donations**

Date	Donor	Item Donated	Value
Jul 31, 2023	Food Bank of Monterey	Food Commodities	\$170.00

**Total**      **\$ 170.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 17, 2023	Socials, General: July Birthday Social	10	2.50

Date	Event	Participants	Hours
Jul 24, 2023	Socials, General: July Goodie Bags	43	3.50
<b>Totals</b>		<b>53</b>	<b>6.00</b>

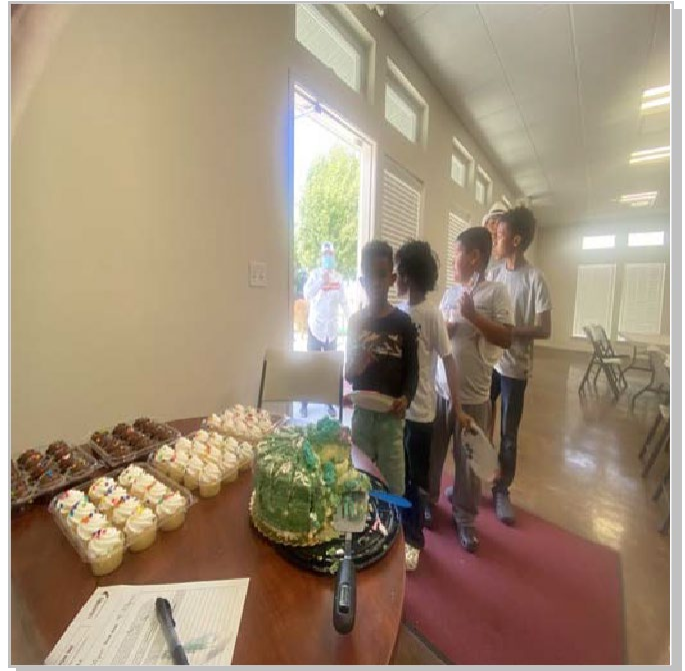
Percent of units served during the past 12 months: 100.0%

**Resident Services in Action**



**Mental Health Awareness & Sun Safety**

*Jul 07, 2023*



**July Birthday Social**

*Jul 17, 2023*

**MEMORANDUM**

**To:** Board of Commissioners

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

**Thru:** Zulieka Boykin, Executive Director/President/CEO

**Date:** August 16, 2023

**Re:** **MONTHLY DEVELOPMENT DEPARTMENT REPORT**




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 Development department highlights
 

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- Funding was released for the last contractor draw in the amount of \$1,326,392.32 on August 10<sup>th</sup>.
- Additional capital contribution funded for Castroville FLC, LP in the amount of \$2,477,018.00.
- We also anticipate receipt of a second capital contribution for One Parkside, LP in the amount of \$3,089,684.
- Staff have submitted packages to the affordable housing insurance risk pool to explore other potential insurance pools that we may qualify for. Renewals went into effect on July 1<sup>st</sup> and all sites experienced significant increases.
- The Development team along with President/CEO will be reviewing purchase options and exit strategy for several limited partnerships coming up on their year 15 end of compliance period
- Knight Development follow-up meeting scheduled for August 17<sup>th</sup> to discuss financial requirements and follow-up items related to their visit in July.

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 Potential Development Opportunities
 

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- Division Avenue (Salinas)
  - A new point person for the city is taking the lead on this project; our funding request was submitted to the City of Salinas in May for the Division Avenue site. Next step will be executing the Exclusive Negotiating Rights Agreement funding agreement with City of Salinas.
- Parcel B property (Salinas)
  - pending City of Salinas request for funding submitted along with Division Avenue.
- APN# 024-261-001 (Greenfield)
  - Preliminary market study is in process; revisions to initial site plan to increase number units with density bonus allowed.
- 855 E. Laurel (Salinas) – County property, no new update at this time pending outcome of conversations between Executive Director and County staff to determine feasibility.

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 Marketing
 

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- Plan to incorporate the HDC website into HACM website.

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One Parkside, LP

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- Staff have begun working on the third capital contribution due diligence. Once completed, we expect \$13,182,651 to pay down the construction loan and begin the process to convert to perm.
- After conversion we will proceed with submission of Placed-In-Service package to CTCAC in order to obtain 8609.
- Draft final cost certification provided we need final for next capital contribution.
- City of Salinas HOME/PLHA close out retention release of funds in the amount of \$94,801.30 is pending receipt of final invoices.

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123 Rico CLEEN loan

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- Estimate for additional office space in the warehouse area came in significantly over the available funds. Met with Architect on August 11<sup>th</sup> to look at potential areas of modification in the front office.
- Remaining funds available are \$366,758.02.

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Audits

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- Meetings with Finance Director and Auditor to review financial requirements for budgets, audits, partnerships on a regular basis.
- HDC 2022 is in auditor final review.
- Weekly meetings with third party audit team to review outstanding items for the Limited Partnership audits and tax returns.

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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. Details can be found in the property management section of the report for those items currently underway and in the property management reports.
- Tynan Village development received several RA requests for flooring, those have been approved and are in process.

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Tynan Modernization job close-out

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- Building C - additional water intrusion work is pending board approval to proceed with contract for additional scope.

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Tynan commercial space

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- Successful in negotiating new lease to new owners running the deli/restaurant operations. Lease effective date June 1, 2023 - May 31, 2028; with two 5-year renewal terms possible.

- Approximately 2,500sf commercial space available.

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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 preparing for subsequent phase of repairs which are installation of new awnings.

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Project Based Section 8

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- HUD consultant, Econometrica, provided environmental and subsidy layering review training the week of July 24<sup>th</sup>.
- Development staff will be working on implementing the best practices that were discussed.
- The Agreement to Enter into a Housing Assistance Payments Contract (AHAP) was executed for Greenfield Commons I (27 PBV vouchers awarded).
- East Garrison aka Alfred Diaz-Infante apartments is nearing construction completion, estimated timeline is Fall 2023. The development team will issue the Housing Assistance Payments (HAP) contract once all necessary documents have been received and units pass inspections.

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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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- Project manager retired.
- Temporary staff have been assigned to our department to assist with administrative tasks.





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# JSCo Monthly Management Report

## Monday, JULY 2023

### 5:00 PM

#### **BENITO AFFORDABLE/FLC**

1. Vacancy:
  - a) Benito Affordable has 2 vacant units, one will be moved in on 8-1-2023 and the other move in once it is approved by 8-15-2023.
  - b) Benito FLC has 3 vacancies, running 4 applicants. Waiting for 1 file to be approved. Will be submitting by 8-10-2023.
2. Audits Pending:
  - a. HOME Audit has been completed/all findings have been resolved.
  - b. CTCAC schedule for May 25, 2023/had one finding and it's been corrected and submitted back to CTCAC. Waiting for the closed-out letter from CTCAC.
3. Resident Services:
  - a. LifeSteps is at the site 2 times a month, total 16 hrs. a month. Has a good turnout for the food distribution that Monterey County Food Bank provides to the sites.
  - b. Community rooms are open to the public subject to COVID safety protocols.
4. Capital Improvement/ Maintenance
  - a) Received updated proposal for the extra cameras for both sites.
  - b) Waiting on the window replacement approved work to be done for Benito FLC

#### **MONTEREY AFFORDABLE**

1. Vacancy:
  - a. Unit 245, 1321 Vacant.
2. Reporting & Audits: CTCAC Audit 6/13/23, corrections will be submitted by 8/11/2023.
3. Resident Services:
  - a. Life Steps is active:
    - i. After school Program Coordinator, Severo Gasca, Mon- Fri
    - ii. Director of Social Services, Sheila Morales, / Mondays or Tuesday
4. Community rooms open to the public.



5. Capital Improvement/ Maintenance
  - a. King City Glass on-site windows replacements: Pending HA Approval
  - b. Security Cameras Pending Updated Quotes: Core surveillance, Sentry, Central coast satellite.
  - c. IT/ Internet Upgrade: pending installation date: Core surveillance
  - d. Mulch, wood chips quotes submitted: Mission Lawn, Tree Brothers, Smith, and Enright

### **RIPPLING RIVER**

1. Vacancy:
  - a. 2 vacant units, pending compliance approval for 412, Unit 528 needs major floor repairs pending bids.
2. Reporting & Audits Pending
  - a. Reporting & Audits Pending: Berkadia Mortgage Inspection 3/6/23 -3 findings
    - i. Add French drain behind building 3 (pending bids)
    - ii. Elevator – Loud noises, and screeches when in use
    - iii. Repair loading zone area- several broken pavement areas (pending bids)
  - b. HOME inspection completed 4/13/23, incomplete report pending demographic report from Housing.
3. Resident Services:
  - a. Lifesteps onsite provides case management and social services. Provide arts & crafts time in the craft room once a month.
  - b. Community rooms are open to public. Resident Association host monthly meetings and special events, Bingo, Movie Matinees.
  - c. Food Bank on 1<sup>st</sup> & 3<sup>rd</sup> of each month managed by Residents.
4. Capital Improvement/ maintenance.
  - a. Generator switch continues to be on back order- pending new date.
  - b. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report
  - c. Reviewing bids for tree trimming and maintenance around the property
  - d. Requested Bids for additional lighting in the Parking lot area. Installing temporary sensor lights.
  - e. Pending bids for gopher treatment



### **FANOE VISTA APARTMENT**

1. Vacancy:
  - a. 3 Vacant units, 1 move in pending, 1 pending approval.
2. Reporting & Audits Pending
  - a. CTCAC Audit completed 6/13/23 -2 findings, Corrections submitted on 7/31/23.
3. Resident Services: Services: Life Steps: On site Mondays 10-5:30pm -Edith Rodriguez
  - a. After School program in session \*temporary hours Tues & Thursdays 2-4 pm
  - b. Community rooms are open.
4. Capital Improvements/ maintenance: Landscaping proposals for SOD and additional work needed,
  - New proposals pending for property signage, proposals to have parking lot resurfaced.

### **TYNAN VILLAGE APARTMENTS**

1. Vacancy:
  - a. 3 vacant units 4 applicants pending, 3 unit turns pending.
2. Reporting & Audits Pending
  - a. Alliant Desk Audit completed on 01/12/2023. Waiting for a close out letter.
  - b. City of Salinas 2020 Audit in Progress
3. Resident Services
  - a. After School Program scheduled daily from 3-5pm
  - b. 2 interns assisting Resident Service Coordinator with program.
  - c. Several agencies have donated numerous items for National Night Out Event
  - d. National Night Out event scheduled at property for 8/1/2023 4-8pm
  - e. Afterschool Program creating posters for National Night out.
4. Capital Improvements/Maintenance
  - a. Irrigation system Repairs pending vendor scheduling for damaged sprinklers.
  - b. Red Posts- obtained proposals for repairs and locks
  - c. Building C Stairwell in the process of repairs. No movement on project until further notice.
  - d. Call boxes to be replaced. Payment has been made for callboxes, Vendor to schedule.
  - e. Paint for Hallways and stairways approved and on hold until further notice.



- f. Speed bumps -issued payment to vendor- pending delivery.
  - g. Proposals obtained for parking lot restriping.
  - h. Transients are residing on property line, police reports made.. The vendor scheduled to clean up trash.
  - i. Roden issues- working with pest control.
5. Staffing Update:
- a. 1 Maintenance position Open
  - b. 1 open Occupancy Specialist-OS scheduled to start on 8/7/2023



**PASO ROBLES**  
HOUSING AUTHORITY

*Est. 1942*

901 30<sup>th</sup> Street  
Paso Robles, CA 93446  
(805) 238-4015

## **REPORT TO HDC REGULAR BOARD MEETING, August 2023**

### **OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA**

1. Vacancy:
  - a. 1 vacancy
2. Audits Pending
  - a. None
3. Resident Services
  - a. Youthworks daily activity, 6 hours a day, Mon- Fri
  - b. Summer Camp, 3 hours a day, Mon- Thurs
  - c. Food Distribution, 2 times a month
  - d. Summer Yard Sale, 8/5/2023
4. Capital Improvement/ Maintenance
  - a. No capital improvements or major maintenance pending.

### **OAK PARK 2, 70 Units, 100% Tax Credit**

1. Vacancy:
  - a. 0 vacancies
2. Reporting & Audits Pending
  - a. None
3. Resident Services
  - a. Youthworks daily activity, 6 hours a day Mon- Fri
  - b. Summer Camp, 3 hours a day, Mon- Thurs
  - c. Food Distribution, 2 times a month
  - d. Summer Yard Sale, 8/5/2023
4. Capital Improvement/ Maintenance
  - a. No capital improvements or major maintenance pending.





# Tynan Village

## A P A R T M E N T S

323 Front Street, Ste 111 • Salinas, CA 93901 • 831-757-3192



### BULLETIN BOARD

#### Tynan Staff Members

Property Manager

Michelle Verdin

Assistant Property

Manager

Vanesa Almeyda

Resident Coordinator

Danielle Collazo

Lead Maintenance

Jose Astorga

#### Important Numbers

After-Hours

Emergency

831.755.5711

Security

831.769.1779

Onsite Security

831.783.7388

Nonemergency

Dispatch

831.758.7321



K149708

## AUGUST 2023



## NOTES & NEWS

#### RA Animals

Please make sure you are cleaning up after your RA Animals. Failure to do so will result in a lease violation.

#### RA Animales

Por favor, asegúrese de limpiar los desechos de sus animales RA. El no hacerlo resultará en una violación del contrato de arrendamiento.

#### Balconies

Please ensure your balcony is clutter free. There should not be anything hanging over the balcony. Please be considerate of others below you by not disposing of anything from your balcony.

#### Balcones

Por favor, asegúrese de que su balcón esté libre de desorden. No debe haber nada colgando sobre el balcón. Por favor, sea considerado con los demás debajo de usted al no deshacerse de nada de su balcón.



## HIGHLIGHTS

#### National Night Out

August 1, 2023, we will be hosting the Annual National Night Out! There will be games, goodies and more. Come have some fun between 4:00pm and 8:00pm. We will be located in front of the bakery.

#### Noche Nacional

¡El 1 de Agosto de 2023, organizaremos la Noche Nacional Anual! Habrá juegos, golosinas y más. Ven a divertirte entre las 4:00 pm y las 8:00 pm. Estaremos ubicados frente a la panadería.

#### Community Service Hours

Need Community Service Hours? Visit our office for more information!

#### Horas De Servicio Comunitario

¿Necesita horas de servicio comunitario? ¡Pasa por la oficina para obtener más información!

#### Loaves & Fishes Computers

Looking for a new computer or tablet? Loaves and Fishes Computers will be on site offering their services to the tenants.

#### Ordenadores Panes Y Peces

¿Está buscando una nueva computadora o tableta? Panes y Peces Computadoras estarán en el sitio ofreciendo sus servicios a los inquilinos.

# Happy Summer!

#### After School Program



The After School Program is now open! Come pick up an application in the office from 9:00am-5:00pm Monday-Friday.

#### Despues del programa escolar

¡El programa después de la escuela ya está abierto! Venga a recoger una solicitud en la oficina de 9:00 a. m. a 5:00 p. m. de lunes a viernes.



# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August		<b>Rent Is Due!</b> 1 National Night Out! 4:00pm-8:00pm In Front of Bakery	2	3	4	5 <b>Avoid LATE FEES PAY RENT NOW!</b>
		6 National Sisters Day!	7	8 Loaves & Fishes Comp. In Front of Bakery 12:00-1:30	9 <b>Food Bank</b> 1:30-3:00	10
12	13	14 	15 Alisal Farmers Market 11:00am-4:00pm	16	17	18 <b>Make &amp; Explore</b> Family Crafting Event @ John Steinbeck Library 3:00pm-4:30pm
19	20	21	22 National Senior Citizens Day!	23	24 <b>Food Bank</b> 1:30-3:00	25 
26 <b>PAL Car Show</b> 10:00am-4:00pm Downtown	27	28 National Power Rangers Day!	29	30 National Beach Day!	31	

## "This Month In History" AUGUST

**1901:** Louis Armstrong is born. His rich, gravelly voice and jazzy trumpet-playing made him one of the most influential figures in his genre and generation.

**1911:** The "Mona Lisa" is stolen from the Louvre! All Vincenzo Peruggia had to do to steal the Leonardo da Vinci painting was hide out in a closet and wait for the museum to close. The famous artwork was recovered two years later.

**1936:** The Berlin Olympics open with 3,963 athletes. The "hero of the games," African American Jesse Owens won four gold medals in track and field.

**1944:** The Forest Service authorizes Smokey Bear as the new face of fire prevention.

**1955:** A trusty source for wonderful, wacky and wild achievements, "The Guinness Book of Records" is published for the first time.

**1965:** "I Got You Babe" by Sonny & Cher hits No. 1. The duo's signature song would stay there for three weeks.

**1978:** Ben Abruzzo, Maxie Anderson and Larry Newman complete the first successful transatlantic balloon trip! Piloting the helium balloon Double Eagle II, it took them 137 hours to fly from Maine to Miserey, France, just northwest of Paris.

**1981:** MTV shows its first music video, "Video Killed the Radio Star" by the Buggles.

**2006:** Pluto is demoted. The International Astronomical Union voted to change Pluto's official label from ninth planet from the sun to dwarf planet.



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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

Jul 01, 2023

Period Ending

Jul 31, 2023

### Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

### DSS Site Visits

Jul 05, 2023

Jul 12, 2023

Jul 19, 2023

Jul 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
Jul 05, 2023	Healthy Lifestyles 2023: Sun Safety	11	2.50
Jul 12, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 19, 2023	JOBS: Seasonal Work	11	1.00
Jul 26, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	10	2.50

Totals 43 9.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Jul 26, 2023	Financial Literacy: SSA/SSI Retrieval Letter	10	2.50
<b>Subtotal for Financial</b>		<b>10</b>	<b>2.50</b>
<b>Health and Wellness</b>			
Jul 05, 2023	Food Distribution: Food Bank Distribution	23	4.50
Jul 12, 2023	Mental Health: Mental Health Awareness	5	1.00
Jul 19, 2023	Food Distribution: Food Bank Distribution	21	3.75
<b>Subtotal for Health and Wellness</b>		<b>49</b>	<b>9.25</b>

Totals 59 11.75

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 19, 2023	Transportation Assistance	1	0.50
Jul 19, 2023	Employment Counseling	11	2.75



Date	Topic	Residents	Hours
Jul 26, 2023	Translation	1	0.25

**Totals**    **13**    **3.50**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	1.00
Jul 07, 2023	Recording Needs Assessment Surveys	0.75
Jul 12, 2023	Service Coordination Administration	1.00
Jul 14, 2023	Recording Needs Assessment Surveys	0.75
Jul 21, 2023	Recording Needs Assessment Surveys	0.75
Jul 26, 2023	Service Coordination Administration	0.25
Jul 28, 2023	Recording Needs Assessment Surveys	0.75

**Total**    **5.25**

**Donations**

Date	Donor	Item Donated	Value
Jul 05, 2023	Food Bank of Monterey	Food Commodities	\$230.00
Jul 19, 2023	Food Bank of Monterey	Food Commodities	\$210.00

**Total**    **\$ 440.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 12, 2023	Socials, General: Summer Social	10	3.00
Jul 26, 2023	Bingo/Loteria: Bingo with LifeSTEPS	7	2.50

**Totals**    **17**    **5.50**

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

**Resident Services in Action**



**Food Distribution**

*Jul 19, 2023*



**BINGO**

*Jul 26, 2023*



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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

Jul 01, 2023

Period Ending

Jul 31, 2023

### Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

### DSS Site Visits

Jul 07, 2023

Jul 11, 2023

Jul 14, 2023

Jul 17, 2023

Jul 21, 2023

Jul 24, 2023

Jul 28, 2023

Jul 31, 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
Jul 07, 2023	Healthy Lifestyles 2023: Sun Safety	10	1.00
Jul 14, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	3.00
Jul 21, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	11	4.00
Jul 28, 2023	Stretch Your Dollar: with Summer Energy Savings	11	4.00

Totals

43

12.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Employment</b>			
Jul 24, 2023	Resume Workshops: Resume Workshop	4	2.00
<b>Subtotal for Employment</b>		<b>4</b>	<b>2.00</b>
<b>Financial</b>			
Jul 11, 2023	Budgeting: Summer Trips on a Budget	11	4.00
Jul 14, 2023	Utilities: HEAP Workshop	3	2.00
<b>Subtotal for Financial</b>		<b>14</b>	<b>6.00</b>
<b>Health and Wellness</b>			
Jul 07, 2023	Mental Health: Mental Health Awareness	10	2.00

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Jul 17, 2023	Nutrition: Healthy Meals for a Healthy Mind	10	3.00
Jul 31, 2023	Food Distribution: Food Bank Distribution	17	4.00
<b>Subtotal for Health and Wellness</b>		<b>37</b>	<b>9.00</b>

**Totals**    **55**    **17.00**

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Jul 07, 2023	Transportation Assistance	1	0.25
Jul 07, 2023	Healthy Lifestyles	10	2.50
Jul 11, 2023	Healthy Lifestyles	1	1.00
Jul 17, 2023	Healthy Lifestyles	1	1.00
Jul 24, 2023	Healthy Lifestyles	1	1.00
Jul 28, 2023	Healthy Lifestyles	1	0.25

**Totals**    **15**    **6.00**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	0.25
Jul 11, 2023	Service Coordination Administration	2.00
Jul 14, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	0.50
Jul 21, 2023	Service Coordination Administration	2.00
Jul 24, 2023	Service Coordination Administration	0.50
Jul 28, 2023	Service Coordination Administration	1.75
Jul 31, 2023	Service Coordination Administration	3.00

**Total**    **11.00**

**Donations**

Date	Donor	Item Donated	Value
Jul 31, 2023	Food Bank of Monterey	Food Commodities	\$170.00

**Total**    **\$ 170.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 17, 2023	Socials, General: July Birthday Social	10	2.50

Date	Event	Participants	Hours
Jul 24, 2023	Socials, General: July Goodie Bags	43	3.50

**Totals**    **53**    **6.00**

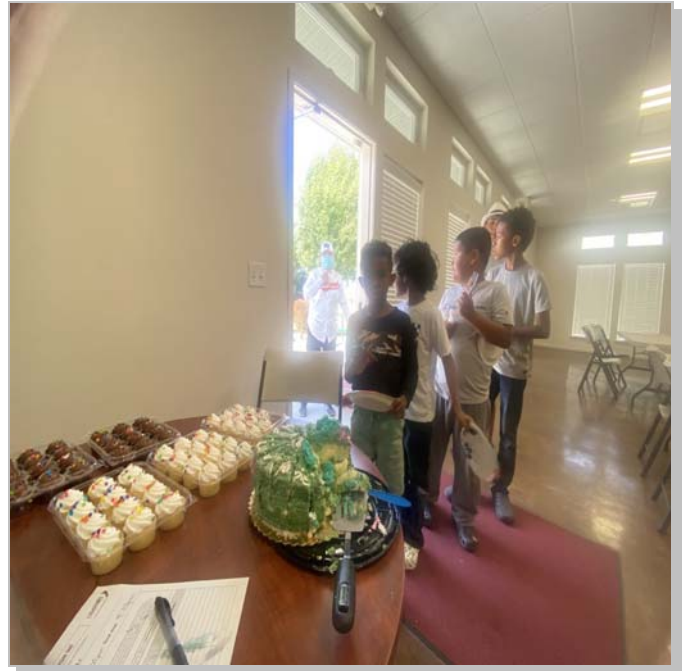
**Percent of units served during the past 12 months: 100.0%**

**Resident Services in Action**



**Mental Health Awareness & Sun Safety**

*Jul 07, 2023*



**July Birthday Social**

*Jul 17, 2023*



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## Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

### Administrative Comments

Due to staff scheduling, Service hours were reduced and will be made up.

### DSS Site Visits

Jul 06, 2023

Jul 20, 2023

Jul 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
Jul 06, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	10	2.00
Jul 20, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	11	3.00
Jul 27, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	11	2.50

Totals 32 7.50

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Jul 06, 2023	Budgeting: Summer Trips on a Budget	11	2.00
<b>Subtotal for Financial</b>		<b>11</b>	<b>2.00</b>

Totals 11 2.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 06, 2023	Counseling/Mental Health	2	0.50
Jul 06, 2023	Healthy Lifestyles	10	2.50
Jul 20, 2023	Utilities	1	0.50
Jul 20, 2023	Computer/Technology	1	0.50
Jul 20, 2023	Translation	1	1.00
Jul 27, 2023	Healthy Lifestyles	11	2.75

Totals 26 7.75

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 20, 2023	Crafts: Arts and Crafts	3	2.00
Jul 27, 2023	Socials, General: July Birthday Celebration	9	2.00

**Totals**      **12**      **4.00**

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

**Resident Services in Action**



**Arts and Crafts**

*Jul 20, 2023*



**July Birthday Social**

*Jul 27, 2023*



## 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

Jul 01, 2023

Period Ending

Jul 31, 2023

### Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. 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, Bona Fide Service Coordinator 400 hours per year

### DSS Site Visits

Jul 05, 2023

Jul 11, 2023

Jul 12, 2023

Jul 18, 2023

Jul 19, 2023

Jul 25, 2023

Jul 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
Jul 11, 2023	JOBS: Seasonal Work	12	1.00
Jul 12, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 18, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 25, 2023	Stretch Your Dollar: with Summer Energy Savings	12	0.50

Totals 48 3.50

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Financial</b>			
Jul 26, 2023	Utilities: HEAP Workshop	3	2.00
<b>Subtotal for Financial</b>		<b>3</b>	<b>2.00</b>

Totals 3 2.00

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 11, 2023	Employment Counseling	12	3.00
Jul 12, 2023	Healthy Lifestyles	12	3.00
Jul 18, 2023	Computer/Technology	1	0.50
Jul 18, 2023	Healthy Lifestyles	12	3.00



Date	Topic	Residents	Hours
Jul 25, 2023	Rental	2	1.50
Jul 25, 2023	Financial Budgeting	12	3.00

**Totals**    **51**    **14.00**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 05, 2023	Service Coordination Administration	2.50
Jul 11, 2023	Service Coordination Administration	1.00
Jul 12, 2023	Service Coordination Administration	1.00
Jul 18, 2023	Service Coordination Administration	0.50
Jul 19, 2023	Service Coordination Administration	1.00
Jul 26, 2023	Service Coordination Administration	1.00

**Total**    **7.00**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 05, 2023	Socials, General: 4th of July Social	7	2.50
Jul 19, 2023	Socials, General: Donut Social	10	2.00
Jul 19, 2023	Crafts: Arts and Crafts	6	2.00
Jul 26, 2023	Socials, General: Friendship Day Social	14	2.00

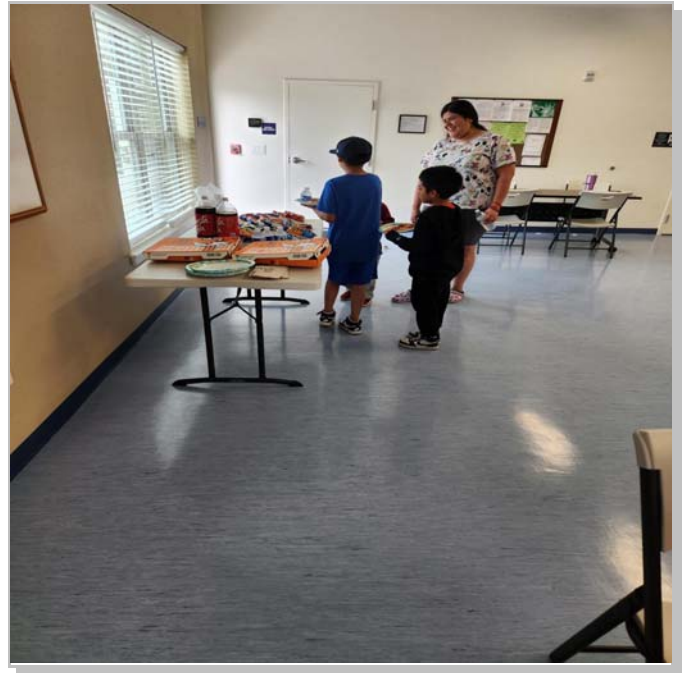
**Totals**    **37**    **8.50**

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

Resident Services in Action



**Donut Social**  
*Jul 19, 2023*



**Friendship Day Social**  
*Jul 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

Jul 01, 2023

Period Ending

Jul 31, 2023

### Administrative Comments

Service make-up hours were applied during this period.

### DSS Site Visits

Jul 07, 2023

Jul 14, 2023

Jul 21, 2023

Jul 28, 2023

Jul 31, 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
Jul 07, 2023	Healthy Lifestyles 2023 (Senior): Sun Safety	12	1.00
Jul 14, 2023	Stretch Your Dollar (Senior): with Summer Energy Savings	12	1.00
Jul 21, 2023	Healthy Lifestyles 2023 (Senior): Seasonal Healthy Meals	12	1.00
Jul 28, 2023	Healthy Lifestyles 2023 (Senior): Mental Health Support	12	1.00

Totals 48 4.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Jul 21, 2023	Exercise: Exercise Class	4	1.00
<b>Subtotal for Health and Wellness</b>		<b>4</b>	<b>1.00</b>
<b>Life Skills Education</b>			
Jul 07, 2023	Arts and Music: Painting Class	7	2.50
<b>Subtotal for Life Skills Education</b>		<b>7</b>	<b>2.50</b>

Totals 11 3.50

### Individualized Case Management Services

Date	Topic	Residents	Hours
Jul 07, 2023	Healthy Lifestyles	12	3.00
Jul 14, 2023	Utilities	1	0.25
Jul 14, 2023	Financial Budgeting	12	3.00
Jul 14, 2023	Translation	1	0.25
Jul 21, 2023	Healthy Lifestyles	12	3.00

Date	Topic	Residents	Hours
Jul 28, 2023	Utilities	1	0.50
Jul 28, 2023	Counseling/Mental Health	12	3.00
Jul 28, 2023	Computer/Technology	2	1.00
Jul 31, 2023	Medical	1	0.50
Jul 31, 2023	Computer/Technology	1	0.50
Jul 31, 2023	Translation	1	0.50

**Totals**    **56**    **15.50**

**Social Service Coordination**

Date	Administration Type	Hours
Jul 07, 2023	Service Coordination Administration	1.50
Jul 14, 2023	Service Coordination Administration	1.00
Jul 21, 2023	Service Coordination Administration	1.00
Jul 28, 2023	Service Coordination Administration	0.50
Jul 31, 2023	Service Coordination Administration	2.50

**Total**    **6.50**

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 14, 2023	Bingo/Loteria: Bingo	8	2.00
Jul 21, 2023	Socials, General: Lunch Social	13	2.00
Jul 28, 2023	Socials, General: Donut Social	17	2.00
Jul 31, 2023	Socials, General: Friendship Day Social	16	2.00
Jul 31, 2023	Games: Puzzle and Board Games	6	2.00

**Totals**    **60**    **10.00**

**Percent of units served during the past 12 months: 92.5%**

**Resident Services in Action**



**Painting Class**

*Jul 07, 2023*



**Friendship Day Social**

*Jul 31, 2023*



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## Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

Jul 01, 2023

Period Ending

Jul 31, 2023

### Administrative Comments

During this period, LifeSTEPS observed the Independence Day holiday. Due to the holiday(s) and staff scheduling, After School Program hours were reduced. Shortages due to staff scheduling will be made up. Service make-up hours were applied during this period.

### Service Requirements

CTCAC: Adult Educational Classes 84 hours per year, After School Programs 10 hours per week

### DSS Site Visits

Jul 03, 2023

Jul 10, 2023

Jul 17, 2023

Jul 24, 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
Jul 03, 2023	Healthy Lifestyles 2023: Sun Safety	12	1.00
Jul 10, 2023	Healthy Lifestyles 2023: Seasonal Healthy Meals	12	1.00
Jul 17, 2023	JOBS: Seasonal Work	12	1.00
Jul 24, 2023	Stretch Your Dollar: with Summer Energy Savings	12	1.00

Totals

48

4.00

### Additional Services and Education

Date	Topic	Participants	Hours
<b>Health and Wellness</b>			
Jul 10, 2023	Food Distribution	22	2.00
<b>Subtotal for Health and Wellness</b>		<b>22</b>	<b>2.00</b>

Totals

22

2.00

### After School Program

LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.

Program Coordinator(s): Amy Cota, Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
Jul 08, 2023	Art Activities Holiday Activities Language Arts Puzzles/Activities	Physical Activities Summer Reading	12	7.50
Jul 15, 2023	Art Activities Physical Activities	Homework Summer Reading	19	10.00
Jul 29, 2023	Art Activities Language Arts Puzzles/Activities	Teambuilding Activities Outreach and Recruitment	21	5.00
<b>Totals</b>			<b>52</b>	<b>22.50</b>

**Individualized Case Management Services**

Date	Topic	Residents	Hours
Jul 03, 2023	Healthy Lifestyles	12	3.00
Jul 10, 2023	Healthy Lifestyles	12	3.00
Jul 17, 2023	Employment Counseling	12	3.00
Jul 24, 2023	Financial Budgeting	12	3.00
<b>Totals</b>		<b>48</b>	<b>12.00</b>

**Social Service Coordination**

Date	Administration Type	Hours
Jul 03, 2023	Service Coordination Administration	1.00
Jul 17, 2023	Service Coordination Administration	1.00
Jul 24, 2023	Service Coordination Administration	1.00
<b>Total</b>		<b>3.00</b>

**Donations**

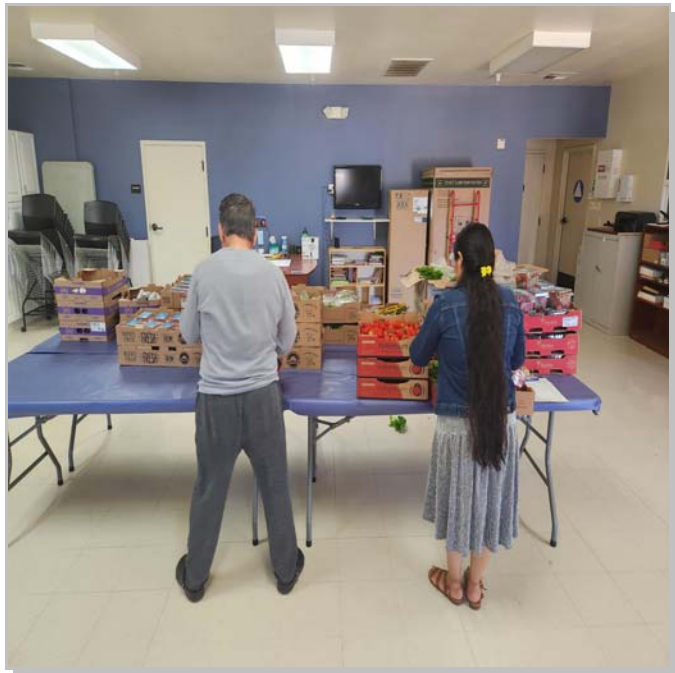
Date	Donor	Item Donated	Value
Jul 10, 2023	Food Bank of Monterey	Food Commodities	\$220.00
<b>Total</b>			<b>\$ 220.00</b>

**Community Building Enrichment Activities**

Date	Event	Participants	Hours
Jul 03, 2023	Socials, General: 4th of July Social	5	2.00
Jul 10, 2023	Crafts: Painting Social	5	1.00
Jul 17, 2023	Socials, General: Ice Cream Social	7	2.00
Jul 24, 2023	Socials, General: July Birthday Social	4	2.00
<b>Totals</b>		<b>21</b>	<b>7.00</b>

Percent of units served during the past 12 months: 93.2%

**Resident Services in Action**



**Food Distribution**

*Jul 10, 2023*



**July Social**

*Jul 24, 2023*



# Tenant Services – July 2023

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided all-day YouthWorks job skills program for teens
- Provided mentoring by phone for YW graduates
- Hosted 2 mentors during summer program for YW teens
- Provided elementary school robotics program with mentorship from YW graduate
- Hosted Boys & Girls Club teen program once a week
- Hosted United Way on Saturdays enrolling field workers in state grant program
- Provided day Learning Camp experience for elementary school students
- Distributed produce grown on YW farm by the teens – 105 lbs
- Provided swimming lessons at the Paso Robles Municipal Pool
- Took group of elementary school children to Library for weekly program
- Gave away breakfast bags from the Food Bank

<u>Participation</u>	<u>Total</u>
Youth Activities	118
Oak Park 1	154
Oak Park 2	145

# Oak Park August 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 9:00 YouthWorks 4:30 YW Farming	2 9:00 YouthWorks 4:30 YW Farming	3 9:00 YouthWorks	4 4:30 YW Farming	5 8:00 Community Yard Sale 9:00 United Way	6
7 9:00 YouthWorks 4:30 YW Farming	8 9:00 YouthWorks 4:30 YW Farming	9 9:00 YouthWorks 4:30 YW Farming	10 9:00 YouthWorks	11 1:30 Food Distrib 4:30 YW Farming	12	13
14 9:00 YouthWorks 4:30 YW Farming	15 9:00 YouthWorks 4:30 YW Farming	16	17	18 4:30 YW Farming	19	20
21 3:30 YouthWorks 4:30 YW Farming	22 4:30 YouthWorks 4:30 YW Farming	23 4:30 YouthWorks 4:30 YW Farming	24 4:00 Robotics 4:30 Study Hall 4:30 YouthWorks	25 1:30 Food Distrib 4:30 YW Farming	26	27
28 3:30 YouthWorks 3:30 Tutoring 4:30 YW Farming	29 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	30 4:30 YouthWorks 4:30 Tutoring 4:30 YW Farming	31 4:00 Robotics 4:30 Study Hall 4:30 YouthWorks			



**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**