

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
February 13, 2018**

|                 |                      |   |
|-----------------|----------------------|---|
| <b>Present:</b> | Chairman:            | Mr. Harry Ovitt   |
|                 | Vice Chairman:       | Mr. Wes Willhoit  |
|                 | Commissioners:       | Mr. Tracey Hockett<br>Ms. Beatriz Espinoza<br>Mr. Earl Ward |
|                 | Sec/Dir:             | Mr. David Cooke   |
|                 | Director of Finance: | Mr. Brent Weickert  |
|                 | Staff:               | Liz Lopez Byrnes<br>Ms. Betian Webb                         |
|                 | Recorder:            | Ms. Amanda Mansfield<br>Mr. David Anderson                  |
|                 | Absent:              |   |

Meeting called to order by Mr. Harry Ovitt at 5:31 PM.

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Willhoit motioned to approve consent items and Ms. Espinoza Beatriz seconded the motion passed.
  - a. **Approval of January 16, 2017 minutes**
  - b. **Financials:** Mr. Weickert reviewed the financial report. He explained that he is trying out a new format for the financial report that shows a consolidated report of all three entities (PRHA, AHPR & PR LLC) with their respective balances and the total balance of them on the front. Slightly less detail, but he feels it will be helpful going forward to see them all in one report.
4. **Director's Summary Report:**
  - a. **Summary Report:**

**Oak Park 1 & 2:** Mr. Cooke reported that currently we are 100% occupied in Oak Park 1, with no major issues. We are working on replacing the door hardware. As people move out, we will be replacing the hardware with a core unit that will be keyed to one master key. Oak Park 2 is currently fully occupied, but with one vacancy coming up. Both properties are doing well.

**Oak Park 3:** Ashwood Construction started construction on Oak Park 3 in December 2017. The demolition & abatement is almost complete except the

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concrete foundation pads need to be eradicated. The new grading building pads are about 50% done. Rough plumbing work will commence shortly. Mr. Ovitt asked if the topsoil is removed and saved. Mr. Cooke responded that soil is removed and re-compacted. Geo-Soils Consulting will come out and do the necessary testing to be sure it meets the conditions of the soils report.

**Oak Park 4:** CCHC and PRHA are working together to gather necessary information to submit CTCAC application, which is due February 28<sup>th</sup>. We are going to the City Council meeting next Tuesday to seek approval for the deferred loan and removal of four additional Oak trees.

**5. Old Business:**

- a. **Planning Commission:** PRHA and CCHC submitted a presentation for phase 4 to the City Planning Commission and subsequently was approved. The next step is to present phase 4 to the City Council, which is scheduled for next Tuesday March 20<sup>th</sup>.

**6. New Business:**

- a. **Board Resolution 2018-02-13-1:** Mr. Cooke presented the Resolution, which gives the Executive Director of PRHA the ability to make necessary and timely approvals/decisions for Oak Park Phase 4. Mr. Willhoit motioned to approve and Mr. Hockett seconded; resolution passed unanimously.
- b. **Oak Park Loan Request:** Mr. Cooke is proposing to have PRHA loan Oak Park 4 \$200,000, up to \$400,000, in order to help raise their tiebreaker score, since we did not receive the Home Funds application. Mr. Cooke explained to the board an excel spreadsheet outlining OP-4 projected financials and that the \$200,000 loan from PRHA to OP4 could be beneficial. It will increase the CTCAC tiebreaker score by approximately 0.5 point, which could be substantial. Mr. Cooke stated all three entities have a combined +/- \$2,000,000 in the bank, so we can afford to loan \$200,000 to OP-4. Mr. Willhoit made a motion with a clarification that the initial \$200,000 loan be approved but the additional \$200,000 will need firm assurances from SLOTF that they will loan OP-4 \$600,000 (which is \$200,000 additional then current the \$400,000 commitment), Ms. Espinoza seconded and the resolution passed unanimously.
- c. **Memorandum 2018-02-13-2:** Mr. Cooke explained that this memorandum is approving the seller carry-back note for the \$2,167,000. Ms. Espinoza motioned, Mr. Willhoit seconded and the memorandum passed.

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7. **Adjourn to AHPR Board Meeting:** Mr. Ovitt adjourned the meeting at 6:21 pm to the AHPR Board meeting.
- a. The next scheduled meeting is March 13, 2018 at 5:30 PM in the PRHA Community Oak Room.

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

Date \_\_\_\_\_