

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
October 9, 2018**

Present:	Chairman:	Mr. Wes Willhoit
	Vice Chairman:	Mr. David Anderson
	Commissioners:	Ms. Beatriz Espinoza
		Mr. Tracey Hockett
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Ms. Jessica Aguilar
		Ms. Betian Webb
	Recorder:	Ms. Tiffany Guerrero
	Absent:	Mr. Harry Ovitt
		Ms. Liz Lopez Byrnes
		Mr. Earl Ward

Meeting called to order by Mr. Willhoit at 5:34 PM.

1. **Public Comment:** None.
2. **City Liaison Report:** None.
3. **Mr. Cooke introduced Ms. Tiffany Guerrero as the new Administrative Assistant. The board welcomed her.**
4. **Consent Agenda:** Mr. Anderson motioned to approve consent items and Ms. Espinoza seconded, the motion passed.
  - a. **Approval of August 14, 2018 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert reviewed the overall financial reports for PRHA, PR LLC and AHP. The reports were for the 2 months ended on August 31, 2018. Financials show a net income surplus of -\$4,882 and total fund balance of \$12,656,292.
5. **Financial Report June 30, 2018 Audit:** Mr. Cooke and Mr. Weickert reported there was only one change, to PRLLC from the preliminary year end. It showed that it reduced the net gain by \$130,000. Mr. Weickert reported that it is a timing issue. Mr. Willhoit motioned to approve the PRHA Financial Audit ending June 30, 2018 and Ms. Espinoza seconded, the motion passed.
6. **Director's Summary Report:**

**Oak Park 1:** Mr. Cooke reported that currently, we have one vacancy in Oak Park 1 and this vacancy will be filled by the middle of the month. We will be spending \$8,000 for sidewalk and slope repair on Pine Street and 29th.

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**Oak Park 2:** We currently have one vacancy in Oak Park 2 but this vacancy will be filled by October 12, 2018. Mr. Cooke informed the Board that OP2 is moving along smoothly.

**Oak Park 3:** Mr. Cooke reported that construction is moving on schedule and anticipates 4 buildings and the community room to be completed in mid-January 2019. PG&E could cause a delay in lease up, if they are unable to provide power to these units. He reported that WINN Management Company did interviews today for the on-site manager position. Weekly meetings are conducted. The construction report was reviewed.

**Oak Park 4:** Mr. Cooke anticipates closing before Thanksgiving 2018 and construction starting in December 2018.

**7. Old Business:**

- Investment recommendation per policy: Mr. Cooke reported no change at the present time as has he and Brent have been extremely busy.
- New Projects: Mr. Cooke reported to the board that recently he made an offer on the Avalon Motel in Paso Robles. Mr. Cooke reported that the owner of this property change their mind with comments from the Board and Mr. Fonarow. Mr. Cooke reported that he is going to meet with Mr. Warren Frace from the City re: the Avalon Motel and Grandview Apartments.

**8. New Business:**

- **Resolution 2018-10-09-1:** Mr. Anderson motioned to approve the resolution as presented with the caveat the Terms of the note and deed of Trust are attached. Ms. Espinoza seconded, the motion passed.

**9. Adjourn Board Meeting:** Adjourned the meeting at 6:13 PM

- a. The next scheduled meeting is November 13, 2018 at 5:30 PM in the PRHA Community Oak Room.

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_

11/13/18