

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
November 14, 2023**

Chairman:	Mr. Dave Anderson
Vice Chair:	Mr. Wes Willhoit
Commissioners:	Ms. Julie Richardson
	Mr. Joe Irick
	Mr. Kevin Kopp
	Ms. Adriana Vega
Sec/Dir:	Mr. David Cooke
CFO:	Ms. Cynthia Fardanesh
Recorder:	Ms. Tiffany Guerrero
Staff:	Ms. Betian Webb
Absent:	Ms. Myhra Miears
Guest:	Mr. Brent Weickert

Meeting called to order by Mr. Anderson at 5:07 PM.

1. **Public Comment:** None
2. **City Liaison Report:** None.
3. **Consent Agenda:** Mr. Willhoit motioned to approve the consent items and Ms. Richardson seconded, the motion passed. 6 ayes, 0 noes, 1 absent.
 - a. **Approval of October 17, 2023 minutes:** The board has no questions or comments.
 - b. **Financials:** Ms. Fardanesh reported that the statements that were provided are for 3-months statement ending September 30, 2023. PRHA reported \$140,306 of income, \$238,916 of expenses leaving a net deficit of \$98,610. The PRHA balance sheet reported cash of \$805,106 in the checking accounts, \$712,445 in investment account with total current assets of \$1,893,759. PRLLC recorded \$98,022 of income and \$0.00 of expenses leaving a net surplus of \$98,022. PRLLC is the holder of the seller notes for all 4 Oak Park developments, Sunrise Villas, and River Walk. Those notes total approx. \$12,000,000 with accrued interest totaling approx. \$2,486,000.
4. **Directors Summary Report:**
 - a. **Summary Report:**

PRHA/PRLLC: No recent activity to report.

Oak Park 1: Mr. Cooke reported that Oak Park 1 is currently 100% occupied. No major maintenance issues to report at this time. We do not expect any major collection issues other than some late payments.

Oak Park 2: Mr. Cooke reported that Oak Park 2 has one vacancy but another tenant will be transferring into this unit within 1 week. Leaving his unit to be filled by end of the month.

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No major maintenance issues to report at this time. We do not expect any major collection issues other than some late payments.

Oak Park 3: Winn Management Co. reported that Oak Park 3 currently has 2 vacancies. One tenant is on eviction notice and owes roughly \$5,000. A lot of 3 day notices went out and everyone will pay by the end of the week. No major maintenance issues to report.

Oak Park 4: Winn Management Co. reported that Oak Park 4 is currently 100% occupied. 2 tenants received 3 day notices and will pay by the 16th. No major maintenance issues to report.

River Walk Terrace: Mr. Cooke reported the projects progress to date and is still on track to meet it's scheduled completion date.

Sunrise Villas: Mr. Cooke reported the projects progress to date and is still on track to meet it's scheduled completion date by the end of December 2024.

- b. **River Walk Terrace Construction report:** Mr. Cooke reported that River Walk is moving along pretty well. Ashwood have started to trench for footings, all the grading is done. Ashwood did hit a main water line a few weeks back and water was off for only a few hours while they repaired it.
- c. **Sunrise Villas construction report:** Mr. Cooke reported that Sunrise Villas is on schedule. By the end of the month all framing will be done and things are looking good.

5. **Old Business:**

- a. **Development Pipeline:** Mr. Cooke reviewed the pipeline and reported very little change in the pipeline. Mr. Cooke reported that he needs to gather additional information on the Avalon Motel and move forward with possible Eminent Domain. Mr. Cooke talked to Ty Lewis about helping out on expenses. Mr. Cooke is to follow up with owners and see if property is still on the market. Mr. Cooke is still awaiting to hear back from Brad Pawlowski to set up meeting a School District member. Warren Frace indicated that we could hear back from Mr. Pawlowski sometime this month.
- b. **Succession Plan Committee update:** Mr. Willhoit reported that he is still receiving applications. The Committee has had zoom interviews last week, today and have some scheduled for tomorrow. Mr. Willhoit mentioned that there is a lot of potential. They have received 27 applications so far.
- c. **December Board meeting and Holiday Party scheduled for 12/12/23:** Mr. Cooke reported that himself and Ms. Guerrero are working on finalizing this. Most likely will be held at the San Antonio Winery. It is pricey but this is the only location that will accommodate us best. PRHA is looking at spending +/- \$1,600 this includes food, drinks, and room rental.

6. **New Business:** None

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7. Open discussion regarding any matters not on agenda: None
8. Adjourn to Private Session at 5:30 pm.
9. Re-adjourn to regular session at 5:38pm. No action is needed.
10. Next PRHA meeting scheduled for December 12, 2023 @ 11 AM at San Antonio Winery.
11. Adjourn: Mr. Willhoit motioned to adjourn the meeting at 5:39 PM.

Chairman 
David W. Anderson

Secretary 
David A. Cooke

Date 12/12/23