

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
May 21, 2024**

Commissioners Present:	Mr. Dave Anderson, Chairman Mr. Wes Willhoit Mr. Joe Irick Mr. Kevin Kopp Ms. Virginia Ibsen
Secretary/Director:	Mr. David Cooke
New Executive Director:	Ms. Loni Willey
Chief Financial Officer:	Ms. Cynthia Fardanesh
Recorder:	Ms. Jessica Aguilar
Staff:	Ms. Betian Webb
Guest:	Mr. Max Zappas
Commissioners Absent:	Ms. Julie Richardson Ms. Amanda Earles

Meeting called to order by Mr. Anderson at 5:06 PM.

1. Board members and Staff introduced themselves to Ms. Willey, the new PRHA Executive Director. Ms. Willey followed up with her introducing herself. She disclosed that she is a native of Paso Robles, having graduated from Paso Robles High School, has worked in affordable housing for over twenty years, and has been on the job for approximately one week.
2. **Public Comment:** None
3. **City Liaison Report:** None
4. **Consent Agenda:** Mr. Irick motioned to approve the consent items and Mr. Willhoit seconded, the motion passed. 5 ayes, 0 noes, 2 absent.
 - a. **Approval of April 9, 2024 minutes:** The board had no questions or comments.
 - b. **Financials:** Ms. Fardanesh reported that the statements provided are for 9-months ending March 31, 2024. PRHA reported \$630,975 of income, \$789,076 of expenses leaving a net deficit of \$158,101. The PRHA balance sheet reported cash of \$582,254 in the checking accounts, \$789,184 in investment account with total current assets of \$1,796,138. PRLLC recorded \$294,066 of income and \$0.00 of expenses leaving a net surplus of \$294,066. Ms. Fardanesh noted that, as approved by the board, \$22,000 had been paid in May to reimburse People’s Self-Help Housing for PRHA’s share of the affordable housing assessment consultants.
5. **Directors Summary Report:**
 - a. **Summary Report:**
PRLLC: We can expect property waterfall cash flow on Oak Park 3 & 4 in the upcoming months. Amounts are not determined as of yet. Mr. Cooke is checking with Monterey Housing Authority for any waterfall payments for Oak Park 1 & 2.

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Oak Park 1: Mr. Cooke reported that Oak Park 1 currently has two vacancies but will be filled by end-of-month. One tenant was served a 3 Day Notice for Non-Payment of Rent. No major maintenance issues to report at this time.

Oak Park 2: Mr. Cooke reported that as of today, Oak Park 2 currently has one vacancy but will be filled by end-of-month. We do not have any collection issues other than some minor rent balances. No major maintenance issues to report at this time.

Oak Park 3: Reports submitted by Winn Management Co. reported that Oak Park 3 currently has no vacancies. Regarding rent collection, a couple of tenants have an outstanding balance. No major maintenance issues to report at this time.

Oak Park 4: Reports submitted by Winn Management Co. reported that Oak Park 4 currently has one vacancy as a tenant transferred from a one bedroom to a two bedroom. Regarding rent collection, a couple of tenants have an outstanding balance. No major maintenance issues to report at this time.

Overall Property: Mr. Cooke reported that Oak Park is running smoothly and work orders are being completed within a 24-hour time frame. Staff will soon update the wait list to reflect interested parties who remain in search of housing. Mr. Zappas asked some questions about our waiting list, filling units, unit mix & USDA units.

- b. **River Walk Terrace Construction report:** Mr. Cooke reported that River Walk Terrace is further along than what is shown in the photos with framing well underway. There are no major issues to report. Construction is estimated at 50% completed.
- c. **Sunrise Villas construction report:** Mr. Cooke reported that Sunrise Villas construction is making good progress. Currently, the biggest challenge is completing the utilities for the project, with preceding work by the master developer remaining open. The projected completion date is October 2024. Framing is almost complete and construction is looking very advanced. Construction is an estimated 55% completed.

Mr. Cooke reported that Ms. Willey and himself went to both construction sites today for construction meetings.

6. Old Business:

- a. **Development Pipeline:** Mr. Cooke reviewed and discussed.
- b. **Chet Dotter Update:** Mr. Cooke reviewed Chet Dotter's last board meeting with the Board and current status.

7. New Business:

- a. **Bank Memorandum:** Mr. Willhoit motioned to approve the Bank Memorandum to authorize agent and signer updates for financial institutions and Mr. Kopp seconded, the motion passed. 5 ayes, 0 noes, 2 absent.

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- 8. Open discussion regarding any matters not on agenda: None

- 9. Next PRHA meeting scheduled for June 18, 2024 @ 5 PM. Mr. Cooke reminded the board of obligation to meet in person regularly for board meetings. Ms. Willey suggested the board consider going dark in July or August, provided nothing is critical that needs attention. Such potential action will be reviewed at the next meeting.

- 10. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:18 PM.

Vice-Chairman  Secretary 
~~David W. Anderson,~~ Wes W. Thof David A. Cooke
Date 6/8/24