

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
January 14, 2025

Commissioners Present: Mr. Dave Anderson, Chairman  
Mr. Wes Willhoit  
Mr. Joe Irick  
Ms. Julie Richardson  
Ms. Amanda Earles

Secretary/Director: Ms. Loni Willey  
Recorder: Ms. Tiffany Guerrero  
Staff: Ms. Cynthia Fardanesh  
Ms. Gaby Barriga  
Ms. Betian Webb  
Guests: Mr. Max Zappas  
Mr. Brent Weickert  
Mr. Fred Strong  
Ms. Kris Beal  
Absent: Mr. Kevin Kopp

Call to Order: The meeting was called to order by Mr. Anderson at 5:08 PM.

1. Public Comment: None
2. City Reports:
  - a. Mr. Fred Strong provided a report that the City just had their elections and that Ms. Kris Beal was elected for City Council to represent District 1, which is Oak Park's district, and that Ms. Beal will be his alternate.
3. Consent Agenda: Mr. Willhoit motioned to approve the consent items and Mr. Irick seconded, the motion passed: 5 ayes, 0 noes, 1 absent.
  - a. Approval of December 10, 2024 minutes: The board had no questions or comments.
  - b. Financials: Ms. Fardanesh reported that the statements provided are for five months, ending November 30, 2024. PRHA reported \$370,842 of income, \$490,186 of expenses leaving a net deficit of \$119,344. The PRHA balance sheet reported unrestricted cash of \$58,496 and restricted cash of \$709,035 in the bank accounts, \$687,017 in the investment account with total current assets of \$1,840,646. The Net Income Operations reported net deficit of \$225,581. PRLLC recorded \$163,370 of income and \$0.00 of expenses leaving a net surplus of \$163,370.

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Ms. Fardanesh reported that PRHA will be receiving some funds from Sunrise Villas in a couple of months, which should include a portion of developer fee and incentive lease-up fees. Expenses were up in November and in December, and a mid-year budget review will be presented at the next meeting. On December 27<sup>th</sup> PRHA did a transfer of \$150,000 from PRHA investment account to PRHA checking account.

- c. Portfolio Dashboard Report: Ms. Barriga reviewed and reported on the following properties:
- i. Oak Park 1: Ms. Barriga reported that Oak Park 1 currently has one vacancy. Staff is in the process of filling this unit and expect move in next week. USDA will be on property in February for an audit/site inspection. Regarding rent collection, we only have one outstanding rent and tenant was served a 3-day notice to pay or quit. No major maintenance issue to report at this time.
  - ii. Oak Park 2: Ms. Barriga reported that Oak Park 2 currently has 2 vacancies, and to be filled by the EOM. PRHA is proceeding with legal action on a resident that was given a 60-day notice to vacate due to cause. The resident did not vacate the unit on 12/31/2024; the process of an Unlawful Detainer has been started. Regarding rent collection, we only have one outstanding rent and tenant was served a 3-day notice to pay or quit. No major maintenance issue to report at this time.
  - iii. Oak Park 3: Reports submitted by Winn Management Co. reported that Oak Park 3 currently has no vacancies. Regarding rent collection, two residents have outstanding rent; however, the Homeless Coalition will pay on these two residents. Otherwise, it was too soon in the month to know but don't anticipate any other issues. No major maintenance issues to report at this time.
  - iv. Oak Park 4: Reports submitted by Winn Management Co. reported that Oak Park 4 currently has no vacancies. Regarding rent collection, two residents have outstanding rent; however, the Homeless Coalition will pay on these two residents. Otherwise, it was too soon in the month to know but don't anticipate any other issues. No major maintenance issues to report at this time.

Community Services: Ms. Webb reported that we hosted two food distribution in the month of December, feeding one thousand people. The numbers were likely high due to field workers not working. AARP started preparing tax returns for local residents. This Friday, the Paso Robles school district will be hosting a Community Forum about Immigration in our Community Room. Sunrise Villas will be opening later this month and we are planning to replicate many of our Oak Park programs there. The Mexican Consulate will be back in February. We will host National Hot Chocolate day on January 31<sup>st</sup> and serve hot chocolate for residents.

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4. Summary Report of Activities:

- a. Agency updates and activities: Ms. Willey reported that items discussed during December 2024's closed session have no further information to report. Ms. Willey announced that the 2025 dates for LIHTC application submissions have been set for March and July. If PRHA can move quickly enough on one or more projects, we may be able to submit an application this year.

Ms. Willey reported that she has been working with HUD this past month to determine the necessary steps to utilize our pending Faircloth vouchers, if desired. There would be a variety of steps to bring PRHA current in HUD's system, as well as ongoing compliance. Ms. Willey is working with the development committee to compile a recommendation for the PRHA board.

b. Construction in Progress:

- i. River Walk Terrace construction report: Ms. Willey reported that River Walk Terrace has been energized by PG&E as of Thursday night. We anticipate the receipt of temporary certificates of occupancy by 3/31 with tenant move-in targeted for April. Winn has paused leasing efforts since planned occupancy has been delayed but will resume next week. Ms. Willey has been working with the City of Paso Robles on setting dates for ribbon cutting ceremonies for both properties and will let board members know of these dates once finalized.
- ii. Sunrise Villas construction report: Ms. Willey reported that Sunrise Villas has received temporary certificates of occupancy. Ashwood Construction plans to be off site next week but will return in the spring for any remaining seasonally-impacted work, which is minimal. Winn expects to occupy as of 1/17/25 with tenants anticipated to move in starting the week of 1/20/25.

- c. Development Pipeline: Ms. Willey reviewed the pipeline report and discussed progress on potential projects, with no action required.

5. Old Business: None.

6. New Business:

- a. Approval of FY2024 Audited Financial Statements: Ms. Fardanesh reviewed the summary of the FY2024 audited financial statements, as well as a comparison report across FY2023 and FY2024 activity. Mr. Willhoit motioned to approve the FY2024 audited financial statements and Ms. Earles seconded, the motion passed: 5 ayes, 0 noes, 1 absent.
- b. Selection of Development Partner: Ms. Willey reported that PRHA posted an RFQ for a development partner to assist with our next three development projects, which are undefined as of now. The Selection Committee hereby recommends Affordable Housing Development Corporation (AHDC) to be selected as development partner for the agency's

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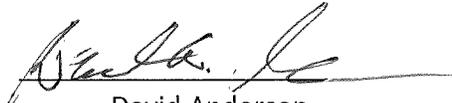
upcoming affordable housing development pipeline. The executive director is authorized to proceed with negotiations with the selected development partner, and enter into an agreement in similar or more advantageous terms as defined within the applicant partner's offered bid. Mr. Willhoit motioned to approve AHDC as our development partner for upcoming projects and Ms. Earles seconded; the motion passed: 5 ayes, 0 noes, 1 absent.

- c. Commissioner applications available: Ms. Willey reported that commissioner applications were available for the upcoming commissioner-at-large seat as well as the commissioner seat. However, there were some issues with the initial information released by the City; they have now been rectified. The deadline is Friday, January 31, 2025.

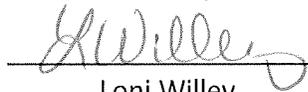
7. Closed Session: None
8. Open discussion regarding any matters not on agenda. None.
9. Next PRHA meeting scheduled is for February 11, 2025 @ 5:00 PM.

Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:03 PM.

Chairman:

  
David Anderson

President:

  
Loni Willey

Date:

2/11/2025