

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**May 12, 2020**

Zoom Conference:	Chairman:	Mr. Dave Anderson
	Commissioners:	Mr. Wes Willhoit Mr. Harry Ovitt Ms. Nicol Jaurez Mr. Josh Cross Ms. Beatriz Espinoza
	Sec/Dir:	Mr. David Cooke
	City Liaison	Ms. Maria Garcia
	Director of Finance:	Mr. Brent Weickert
	Recorder:	Ms. Tiffany Guerrero
	Staff:	Ms. Betian Webb
	Absent:	Ms. Liz Lopez Byrnes

**Meeting called to order by Mr. Anderson at 5:31 PM.**

1. **Public Comment:** None.
2. **City Liaison Report:** Ms. Garcia reported that the City website is constantly updating new information about COVID-19. Ms. Garcia also mentioned that there is free COVID-19 testing available at the Veterans Center here in Paso Robles. Downtown businesses are eager to open and just have to be cautious doing so. Many downtown businesses you can order online and do a curbside pickup. The City of Paso Robles is following state and county regulations. The City of Paso Robles is working on 200 affordable Housing on Creston next to Food 4 Less. Ms. Garcia mentioned that she does not know when they will break ground on those apartments.
3. **Consent Agenda:** Mr. Ovitt motioned to approve the consent items and Mr. Willhoit seconded, the motion passed.
  - a. **Approval of April 21, 2020 minutes.** The board had no questions or comments.
  - b. **Financials:** Mr. Weickert reported a few key numbers from the March financial statements. For PRHA he reported that cash in the bank totaled \$104,498 and that the balance in the investment accounts totaled \$813,967. Mr. Weickert reported that PRHA recorded revenue for the 9 month period totaling \$448,944 and that expenses totaled \$750,752. The net result through March was a deficit of \$301,808, an improvement over the budget of \$109,616, in spite of a loss of value in the investment account. Mr. Weickert noted that the investment

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account declined in value by about \$35,000 from the prior month due to the broad market decline resulting from Coronavirus. For PRLLC, Mr. Weickert reported that income and expenses are right in line with budget with \$285,909 in revenue, \$3,742 in expenses, and a resultant surplus of \$282,167. Mr. Weickert noted that May and June should see large surpluses with \$850,000 in revenue coming in from Oak Park 3 and 4, across the three entities, PRHA, PRLLC, and AHPR.

**4. Directors Summary Report:**

**a. Summary Report:**

**PRHA/PRLLC:** Mr. Cooke reported that PRHA is still on a modified work schedules with Property Management and office staff on 4-day workweeks. Fiscal is working full time with time divided to work at home as much as possible. We have sent several informational memos and letters to our tenants regarding COVID-19 including information regarding if the virus has affected their employment. We have not verified any cases of residents that have come down with the virus, although there's a few rumors that are circulating.

**Oak Park 1:** Mr. Cooke reported that Oak Park 1 is currently 100% occupied. Due to the COVID-19 virus, there have been three tenants that made partial May payments, which equated to approximately \$950.00 of uncollected rents. Mr. Cooke mentioned at least the tenants are paying partial and it is something. Overall Oak Park 1 is doing well. Mr. Cooke reported no maintenance issues to report.

**Oak Park 2:** Mr. Cooke reported that Oak Park 2 currently has one vacancy. Oak Park 2 received a couple of 30-day notices. Oak Park 2 will have some more vacancies coming up due to the 30-day notices. Staff is working on qualifying a new tenant. Due to the COVID-19 virus there have been four tenants who have paid nothing and 3 that made partial payments leaving approximately \$6,200 uncollected rents so far for the month of May. Additionally we have another approximately \$2,500 in uncollected rents from April. Mr. Cooke reported no maintenance issues to report.

**Oak Park 3:** Mr. Cooke reported that Oak Park 3 is 100% leased. Due to the COVID-19 virus, there have been three tenants that made partial payments in April, which equated to approximately \$2,300 of uncollected rents. May uncollected rent have not yet been determined. Mr. Cooke mentioned that there are no major maintenance issues to report. Mr. Cooke reported that Oak Park 3 is in the process of converting to a permanent loan with Jones, Lang & La

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Salle (FHLMC Lender) and 3<sup>rd</sup> equity partnership payment from R4 Capital. These funds will pay off construction loan, additional developers fee, other cost associated including relocation fees to PRHA and partial pay down of PR-LLC.

**Oak Park 4:** Mr. Cooke reported that Oak Park 4 is now fully completed. Ashwood Construction has moved off the site and the units are now under warranty status. To date 65 tenants have moved in. We are expecting the remaining units to lease up by the end of May. There is one VASH unit that has not been qualified yet to move in. Due to the COVID-19, unfortunately, we do not expect any ribbon cutting/completion celebration any time soon if at all. Mr. Cooke reported that WINN has done a good job.

**OP4 Construction Progress:** Mr. Cooke reported that Oak Park 4 is 100% completed. Due to COVID-19 we will not have an Open House. Mr. Cooke mentioned that he is working on a press release to report that all of Oak Park is completed to the local media.

**5. Old Business:**

- a. **Development Pipeline:** Discussed in closed session. No reportable action.
- b. **Marketing:** Mr. Cooke reported that the PRHA board members have seen the new logo and now they are working on business cards. Mr. Cooke mentioned that he will be meeting with the marketing crew next week to discuss the website.

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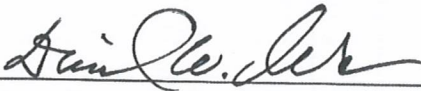
**6. New Business:**

- a. **Loan Request for Line of Credit:** SLOHTF declined our request for a line of credit. They did mention they want our business for future predevelopment and possible deferred loans for future projects.
- b. **Olsen / So. Chandler Ranch memorandum:** Mr. Cooke reported that PRHA has an opportunity to develop an affordable project as presented to the PRHA development committee in a meeting with the City of Paso Robles. The City asked PRHA to consider developing an affordable housing project located in the Olsen-South Chandler Ranch Planning Area 1 of the Specific Plan. Mr. Cooke presented a memorandum to the Board to approve the PRHA Executive Director to provide a letter of interest and to enter into further agreements with the City and other agreements pertaining to the project. Mr. Ovitt motioned to approve the memorandum and Mr. Willhoit seconded, the motion passed.

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7. Other-Open Forum: None
8. Adjourn to closed session @ 6:09 PM
9. Re-adjourn to regular meeting and adjourn meeting @ 6:58 PM. No reportable action.
10. Next Meeting scheduled for June 9, 2020 @ 5:30 PM.
11. Adjourn: Mr. Anderson motioned to adjourn the meeting at 6:58 PM.

Chairman



Secretary



Date

JUNE 9, 2020