



# **CHH Board Meeting**

## **August 2018**

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# **SECTION 1:**

## **Meeting Keys**

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## August 2018

### Capitol Hill Housing Board Meeting Keys and Addenda

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**Reminder: Dinner begins at 5:45. The meeting starts promptly at 6 PM.**

*We will enter into executive session as needed pursuant to RCW 42.30.110.*

**Introductions, Consent Agenda, Disclosures and Recusals, and Mission Moment:** Board and staff make brief introductions. The consent agenda will be moved for adoption.

Board members will review items on the agenda and make any necessary disclosures and recusals. The Chair will draw a name and a Board member will be asked to take a moment to discuss the importance of their work with CHH.

**Public Comment:** The Chair will ask any members of the public present for comment not to exceed 5 minutes per individual or 15 minutes combined.

### Presentation and Discussion

**Neighborhood Preference:** Last month Chris presented an overview of U.S. HUD supported neighborhood preference and affirmative marketing concepts as an introduction to developing a neighborhood preference program for CHH. Chris was joined by Bill Block - former Administrator for HUD Region 10; and Maiko Winkler-Chin - Executive Director of SCIDPDA. We will continue this discussion and review an outline of a neighborhood preference program, a timeline for moving this to a full policy statement for a vote by the Board, and an overview of the attorney's we are hiring to help craft the program.

**Market Financing for Affordable Units:** The Office of Housing has insufficient funds to keep up with the demand for subsidy for tax credit financed projects. The City anticipates this year's requests for funding to be nearly \$250MM but only has \$40MM to grant—equivalent to 4-5 projects. This is in an environment of increased competition for these funds from both small nonprofits and large for-profit companies. In this environment, the funding process has become very political. CHH's pipeline is extensive—with nearly 1,000 units in the pipeline we don't anticipate all of our projects can be funded by the City. As we have stated before and consistent with our real estate development policies, we have been modeling affordable housing development that would include zero public investment. Staff will update the Board on this work.

### Finance and Asset Management

**Financial Summary:** The Finance and Asset Management Committee presents its regular report and dashboard through June 2018.

### Executive Committee and Governance

**Board Member Re-Appointment – Frank Alvarado:** The Board will be asked to re-appoint Frank Alvarado, currently serving as Board Treasurer. Frank's initial term ended in April 2018, and this re-appointment will be retroactive to that time. This will be Frank's second term as a Board member, from April 2018 thru March 2021. Per the by-laws, a Board member remains an active member until the time at which they resign or the Board votes to remove them.

**Affiliations Update:** Chris will give a brief update.

**Board Development:** As reported last month, Drew Porter is taking a one-year leave. The Board will be asked to adopt a resolution which grants this leave and provides for an interim replacement for both Drew's Board seat and his seat on the executive committee. Shalimar Gonzales has agreed to serve on the Executive Committee in an interim basis and Chris will update on conversations with other candidates for the Board.

### **Organizational Advancement and External Relations**

**Capital Campaign Update:** Michael will give an update on the Rise Together Capital Campaign, including board commitments and some recent major gifts. The Board adopted Resolution 2017-08 approving the first phase of the campaign. Staff will present a follow up resolution to the Board over the next few months.

### **Pipeline Review and Project Introductions**

**Resolution 2018-15: Seattle Housing Authority Request for Proposals Initial Resolution:** This resolution provides authority to submit a response to a Request for Proposals released by the Seattle Housing Authority for the development of housing and program space at the site of the King County Records Retention facility on Yesler near 13<sup>th</sup> Avenue. CHH is partnering with SCIDPDA, the Chinatown/ID PDA. This is a great opportunity to partner with a long-time colleague organization. Jeremy gave an overview of the project at the July Board meeting. If we are the successful respondents, the Board will need to pass financing and organizational resolutions in the future.

**Resolution 2018-16: Eldridge Entity Creation and Funding Application:** The Board has previously passed resolution 2017-24 authorizing CHH to enter into an MOU with Seattle Central College and Sound Transit for the acquisition of the parcel formerly known as the Atlas building and authorizing the expenditure of \$100,000 in predevelopment funding. Resolution 2018:16 authorizes CHH to apply for funding from Seattle Office of Housing and take all other actions necessary to move the project forward.

**Resolution 2018-17: White Center HUB – Increase to Predevelopment Spending:** This resolution authorizes the use of \$200,000 of predevelopment funds for the White Center HUB Project. The Board has previously passed resolutions 2016-15 authorizing our work in the White Center community and 2017-04 authorizing our use of a \$100,000 grant from Wells Fargo for predevelopment costs. CHH is part of a three-way development partnership with Southwest Youth and White Center CDA to develop up to 100 units of housing and community service space operated by our partner organizations. We are working in partnership with King County who is providing the land for this project.

#### **Upcoming Meetings and Events**

*Please let Chris or Sarah know if you'd like additional information on any event or meeting.*

August 16	Joint Boards BBQ
August 27	CHH Executive Committee
September 10	CHH Board Meeting

**Board Packet Sections**

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# **SECTION 2:**

## **Board Agenda**

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**AGENDA**

- 6:00 Call to Order (Schwartz) – 5 min total**
1. Introductions, welcome
  2. Approve consent agenda Sec. 9, Page 55
  3. Disclosures and recusals
  4. Mission moment
- 6:05 Public Comment (Not to exceed 5 minutes per individual or 15 for combined speakers)**
- 6:10 Presentation and Discussion (Persons) – 25 min total**
1. Neighborhood preference – 10 mins Presentation
  2. Market Financing for Affordable Units – 15 mins Presentation
    - a. Review Development Policies
- 6:35 Finance and Asset Management – 5 min total**
1. Finance Report (Alvarado, Gibson)
    - a. Financial summary, cash management report:  
June 2018 Financial Statements – 5 mins Sec. 3, Page 13
- 6:40 Executive Committee and Governance (Persons) – 20 min total**
1. Frank Alvarado Board Re-Appointment– 5 mins Sec. 4, Page 25
  2. Affiliations and Rebranding Update – 5 mins
  3. Board development
    - a. Resolution 2018-14: Board Member Leave of Absence –  
Drew Porter – 5 mins Sec. 5, Page 29
- 7:00 Organizational Advancement and External Relations (Seiwerath) – 5 min total**
1. Capital Campaign Update Presentation
- 7:05 Pipeline Review and Project Introductions (Wilkening) – 25 min total**
1. Resolution 2018-15: SHA RFP Initial Resolution – 5 mins Sec. 6, Page 35
  2. Resolution 2018-16: Eldridge: Entity Creation/Funding  
Application and Acquisition – 5 mins Sec. 7, Page 41
  3. Resolution 2018-17: White Center HUB – Increase to  
Predevelopment Spending – 5 mins Sec. 8, Page 49
  4. Project Updates on Northgate, U14, Bonanza, and  
other projects might be taken in *Executive Session* – 10 mins
- 7:30 Adjourn (Schwartz)**

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**SECTION 3:**  
August 2018  
Finance Report,  
June Statements and  
Asset Management Report

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## **AUGUST 2018 FINANCE & ASSET MANAGEMENT DASHBOARD REPORT**

**Finance & Asset Management Committee Members:** Frank Alvarado, Treasurer; Drew Porter; Chasten Fulbright

**Staff Liaisons to the Board:** Brad Lange, Greg Gibson

**Date, time and location of meeting:** No meeting was held in August, committee reports were reviewed and questions addressed through email. The next FAMC meeting will be held at the CHH Office on Tuesday September 4th, 2018 at 4:00 PM.

**Financial Position Summary (June financial statements):** During June, CHH saw an increase in unrestricted cash of approximately \$150,000. The increase was driven primarily by a \$200,000 short-term advance on the operating line of credit. In addition, CHH received a portion of the Foundation's Q2 distribution (\$75,000) as well as a \$100,000 payment against the outstanding deferred developer fee for 12<sup>th</sup> Avenue Arts. These increases were partially offset by the fact that operating costs were higher in June due to the timing of payroll cycles during the month. Remaining balance sheet changes were the result of routine fluctuations and/or the continued spending of predevelopment funds on new developments.

The operating statement through the first six months of the year shows an operating surplus that exceeds budget by \$368,000. On the revenue side, this is largely due to timing factors as \$175,000 in deferred developer fees and accrued partnership management fees, originally budgeted for paydown in Q3 and Q4 of 2018, were paid in Q1 and Q2. In addition, expenses continue to be under budget due to decreased office remodel costs and budget to actual differences for general repair and maintenance costs across the portfolio. Payroll expense is also under budget year-to-date because of changes in anticipated start dates for new positions as well as timing of the Organizations annual merit increase relative to the budget. The organization has also experienced increased turnover in recent months, which has led to several vacant positions.

**Vacancy loss:** The monthly portfolio vacancy rate was 3.8% with a year-to-date percentage of 3.0%. The rolling 12-month vacancy percentage for the portfolio is 2.5%. Staff is aware of the slight uptick in vacancy percentage for June and will provide an analysis at the September FAMC meeting.

**Attached Documents:** The attached documents were provided to the committee via email for review

- CHH Blended Balance sheet as of 6/30/2018
- CHH Blended year-to-date operating statement for the period ended 6/30/2018
- Monthly ratio analysis as of and for the period ended 6/30/2018
- CHH Cash report by bank account as of 6/30/2018
- Property finance dashboard report as of 6/30/2018

### **Additional items of note since previous meeting**

- The 2018 accountability audit by the State Auditor's Office began July 26<sup>th</sup>. Fieldwork is anticipated to last 2-3 weeks, with audit conclusions and results to be presented thereafter.

- CHH Staff is continuing to evaluate options related to the repositioning of the Park Hill building
- Closing of permanent financing for the Station House development is now expected to occur the last week in August.
- The finance department is scheduled to begin implementation of the Concur invoice system starting in early August.
- CHH is aware that a complaint has been filed with the Washington State Board of Accountancy (BOA) against Clark Nuber, the Organization's external audit and tax preparation firm. We will continue to evaluate and monitor the progress of the BOA's investigation; however, at this time we do not believe there is reason for concern or to further evaluate our relationship with Clark Nuber.

## Capitol Hill Housing Blended Balance Sheet

	06.30.2018 unaudited	05.31.2018 unaudited	Change from prior month	12.31.2017 audited*	12.31.2016 audited*
<b>Assets</b>					
Unrestricted Cash	2,204,527	2,053,736	150,791 <b>1</b>	2,037,757	1,549,568
Accounts Receivable	767,431	758,640	8,791	811,476	605,408
Prepays & Other Current Assets	467,758	498,875	(31,117) <b>2</b>	341,351	145,836
Contributions/Grants Receivable	60,000	60,000	0	61,282	71,138
Due from Affiliates	5,379,505	5,317,444	62,061 <b>3</b>	5,193,026	5,591,990
Board Designated Operating Reserve	1,000,000	1,000,000	0	1,000,000	1,000,000
Board Designated Opportunity Reserve	579,924	577,478	2,446	567,083	651,507
Restricted Cash	6,292,491	6,245,954	46,537 <b>4</b>	6,135,901	5,605,330
Notes Receivable from Affiliates	15,322,710	15,322,710	0	15,322,710	15,411,829
Land	20,394,157	20,394,157	0	20,394,157	14,643,757
Buildings, Improvements & Equipment	73,831,310	73,692,268	139,042 <b>5</b>	74,146,986	72,923,292
Accumulated Depreciation	(40,418,873)	(40,233,331)	(185,542) <b>6</b>	(39,304,834)	(37,093,003)
Lease Receivable	817,531	817,531	0	817,531	890,908
Investment in LPs/LLCs	1,513,091	1,513,091	0	1,527,084	1,534,145
Other Assets	(12,767)	(3,008)	(9,759)	(5)	0
<b>Total Assets</b>	<b>88,198,795</b>	<b>88,015,545</b>	<b>183,250</b>	<b>89,051,505</b>	<b>83,531,705</b>
<b>Liabilities</b>					
Notes Payable	59,893,362	59,582,208	311,154 <b>7</b>	58,479,561	52,278,219
Accrued Interest Payable	4,385,715	4,385,715	0	4,385,715	4,406,834
Accounts Payable & Accrued Liabilities	3,785,791	3,840,042	(54,251) <b>8</b>	4,956,384	4,859,505
Tenant Security Deposit Liability	578,811	577,974	837	579,612	562,478
<b>Total Liabilities</b>	<b>68,643,679</b>	<b>68,385,939</b>	<b>257,740</b>	<b>68,401,272</b>	<b>62,107,036</b>
<b>Net Position</b>	19,555,116	19,629,606	(74,490)	20,650,233	21,424,669
<b>Total Liabilities and Net Assets</b>	<b>88,198,795</b>	<b>88,015,545</b>	<b>183,250</b>	<b>89,051,505</b>	<b>83,531,705</b>

\* Internal presentation, certain amounts netted for audit presentation

### **Significant balance sheet changes from prior month**

- 1)** Increase in cash is a function of the following transactions:
  - \$200K increase from short term advance on Banner operating line of credit
  - \$75K distribution from Foundation and \$100K paydown of 12AA deferred developer fee also received. Increases were offset by the following:
    - CHH payroll is paid Bi-weekly. June is one of two months during the year that has three payroll periods, which results in approximately \$200K of additional cash outflow.
    - Quarterly reserve transfer was also completed (Approximately \$20k), plus payment of audit fees (\$25k)
  - Remaining decrease is the result of routine monthly transactions with no revenue offsets from developer fee
- 2)** Decrease due to routine amortization of monthly pre-paid expenses
- 3)** Change due to paydown of due to/from affiliates as part of routine monthly fluctuation. In addition, additional predevelopment expense incurred on the Bonanza and CHP Portfolio 1 resyndication projects.
- 4)** Change due to monthly reserve deposits and quarterly reserve transfer for CHH owned properties
- 5)** Capitalization of additional predevelopment expenditures for the Bonanza and CH Portfolio 1 syndication/resyndication projects as well as the Station House development. CHH also purchased a new maintenance van for \$30k. The van was purchased using funds received from Twelfth Avenue Arts Association.
- 6)** Change due to current month depreciation.
- 7)** \$200k short term advance on Banner line of credit, plus \$160k in predevelopment draws against Phase II loan for Station House. Increase offset by monthly mortgage payments.
- 8)** Routine fluctuation in accrued payable balances based on timing of payroll and accounts payable check run relative to month-end as well as fluctuations in intercompany "Due to CHH" balance that results from the recording of additional predevelopment expenses for those projects still included as blended component units

Capitol Hill Housing Improvement Program  
Statement of Revenues and Expenditures - Unaudited  
From 1/1/2018 Through 6/30/2018

	Year to Date Actual	Year to Date Budget	Year to Date Budget Variance	Variance Pct	Total Budget	Budget Remaining
Revenue						
Tenant Rent						
Residential tenant revenue	4,931,013	4,922,904	8,109	0.16%	9,845,808	4,914,795
Commercial rent and NNN	987,562	932,712	54,850 <b>1</b>	5.88%	1,873,845	886,283
Parking, laundry and other	111,604	102,803	8,801	8.56%	205,606	94,002
Res vacancy and concessions	(153,206)	(169,173)	15,967 <b>2</b>	-9.44%	(323,646)	(170,440)
Total Tenant Rent	5,876,973	5,789,246	87,727	1.52%	11,601,613	5,724,640
Other Operating Revenue						
Property Management Fees	778,300	796,725	(18,425) <b>3</b>	-2.31%	1,593,451	815,151
Partnership Management Fees	287,822	149,415	138,407 <b>4</b>	92.63%	610,180	322,358
Development Fees	125,000	276,000	(151,000) <b>5</b>	-54.71%	706,000	581,000
Acctg, Leasing & Compliance Fees	414,479	438,214	(23,735) <b>3</b>	-5.42%	876,428	461,949
Other Operating Revenue	0	33,899	(33,899) <b>6</b>	-100.00%	67,798	67,798
Total Other Operating Revenue	1,605,601	1,694,253	(88,652)	-5.23%	3,853,857	2,248,256
Other Revenue						
Grants & Donations	306,185	289,660	16,525	5.70%	882,570	576,385
Interest Income	77,182	49,180	28,002 <b>7</b>	56.94%	180,710	103,528
Other Income (non-operating)	25,331	15,900	9,431	59.31%	17,100	(8,231)
Total Other Revenue	408,698	354,740	53,958	77.12%	1,080,380	671,682
Total Revenue	7,891,272	7,838,239	53,033	0.68%	16,535,850	8,644,578
Expenses						
Accounting, Audit & Legal	285,362	258,289	(27,073) <b>8</b>	-10.48%	517,518	232,156
Administrative Expenses	232,031	292,007	59,976 <b>9</b>	20.54%	483,991	251,960
Bad Debts	19,020	0	(19,020)	0.00%	0	(19,020)
Board Expense	2,868	3,350	482	14.39%	6,700	3,832
CHH Occupancy Expense	175,987	171,800	(4,187)	-2.44%	343,690	167,703
Compliance, Taxes & License	150,156	114,053	(36,103) <b>10</b>	-31.65%	220,639	70,483
Consulting	112,928	122,250	9,322	7.63%	227,603	114,675
Debt Service	1,323,556	1,341,189	17,633	1.31%	2,642,878	1,319,322
Insurance	156,234	154,585	(1,649)	-1.07%	309,171	152,937
Leasing/Compliance Expense	123,672	123,672	0	0.00%	247,344	123,672
Miscellaneous Financial Expense	3,987	6,092	2,105	0.00%	16,043	12,056
Other Operating Expense	958	890	(68)	-7.64%	2,390	1,432
Payroll, Taxes and Benefits	3,228,724	3,366,312	137,588 <b>11</b>	4.09%	6,732,624	3,503,900
Partnership Mgmt Fee Expense	74,072	74,072	0	0.00%	138,812	64,740
Property Mgmt Fee Expense	541,327	541,327	0	0.00%	1,142,655	601,328
Repair and Maintenance	670,771	806,232	135,461 <b>12</b>	16.80%	1,613,862	943,091
Technology	66,773	116,634	49,861 <b>13</b>	42.75%	230,093	163,320
Training, Dues, Subscriptions	73,054	95,110	22,056 <b>14</b>	23.19%	150,480	77,426
Utilities	693,859	663,823	(30,036) <b>15</b>	-4.52%	1,362,165	668,306
Total Expenses	7,935,339	8,251,687	316,348	3.83%	16,388,658	8,453,319
Operating Surplus (Deficit) B4 Reserves	(44,067)	(413,448)	369,381	-89.34%	147,192	
Reserve Contributions						
Replacement Reserve	(246,684)	(246,112)	(572)	0.23%	(492,311)	(245,627)
Operating Reserve	(22,292)	(21,542)	(750)	3.48%	(43,084)	(20,792)
Other Reserve	(17,212)	(17,212)	0	0.00%	(34,424)	(17,212)
Total Reserve Contributions	(286,188)	(284,866)	(1,322)	0.46%	(569,819)	(283,631)
Operating Surplus (Deficit)	(330,255)	(698,314)	368,059	-52.71%	(422,627)	
Other Income (non-operating)	545,000	545,000		0.00%	545,000	
Income/Loss	214,745	(153,314)	368,059	-52.71%	122,373	See note

### **Variance Discussion (Greater than \$20K and 5%)**

- Note** Original board approved budget assumed CHH would retain ownership of the Harvey in January, 2017. Subsequent to budget finalization, it was determined that CHH would no longer be pursuing an ownership strategy. As such, the operating results and budget totals for the Harvey are not included in the above report. This amount plus a \$7K budget adjustment posted subsequent to board approval, to reallocate rent credits, represents the difference between the final board approved budget and the total budget column above.
- 1)** Timing differences related to triple net (NNN) revenues for Twelfth Avenue Arts Master tenant. NNN revenues at this building are only paid annually in Q1 for one tenant, but were budgeted evenly throughout the year. In addition, revenues have also exceeded budget due to significant increases in property tax and utility costs that are billed back to tenants.
  - 2)** The trend of overall low vacancy rates continues from prior year despite a few spikes observed at individual buildings.
  - 3)** Property management and Accounting and Leasing fees assumed CHH would assume property management of Bayview Tower at the start of the year. CHH officially took over management effective June 1, 2018. Variance is consistent with prior month.
  - 4)** Deferred partnership management fees for Helen V of \$100K were paid in January. Paydown was originally budgeted for September. Deferred partnership management fees at Gilman Court and Fleming were also paid down during the month of April. Paydown of these fees was completed earlier than originally budgeted so as to supplement CHH cash flows during the first few months of the year. Early paydown was possible due to strong portfolio financial performance during the first six months of the year.
  - 5)** \$176k in developer fees for Station House were originally budgeted in May. Closing is now planned for end of August; however, projected fee is also expected to be approximately \$340,000.
  - 6)** Lease income/partnership & MSP vehicle recovery- all represent quarterly distributions/payments that have not been made yet. This is a timing difference in relation to the budget.
  - 7)** Reserve Interest income is higher than conservatively budgeted estimate
  - 8)** The bulk of CHH audit expenses were budgeted for July based on prior year payments. Most of this expense was recorded at the end of May for 2018. Timing difference should correct itself in July.
  - 9)** Administrative costs are under budget due to several reasons: Office expansion costs were under budget by approximately \$15K in total, plus \$28K of work was completed prior to year-end and therefore reflected in the December 2017 financials.
  - 10)** Property taxes are over budget due to increases above projections for 2018.
  - 11)** Budget assumes annual merit increase was in effect for the full fiscal year; however, adjustments were not effective until February. In addition, the Community Liaison position was budgeted to begin in January; however, hiring did not occur until the end of March. Finally, payroll expense for June was underbudget due to a high number of vacant positions that CHH is currently working to fill.
  - 12)** Repair and maintenance expense is under budget due to decreased vacancy and low turnover in most of the buildings. While the budget process attempts to account for seasonality, there may also still be fluctuations in the timing of certain repairs as compared to the budget.
  - 13)** Technology costs continue to be under budget due to the delay in implementation of Concur invoice (begins in August). In addition, the March budget also included \$10k for SharePoint and website development costs which have not yet occurred.
  - 14)** Travel and training costs to date are below budget due primarily to planned training and travel costs being less than budgeted.
  - 15)** Sewer and garbage/recycling expenses are both over budget year-to-date. Difference appears to related to rate increases in excess of budget projections. The 2018 budget included a 3.2% increase for both categories while rates appear to have increased 4.1% and 7.2% for sewer and garbage, respectively. Staff have also been analyzing utility expenses at all buildings and are currently investigating spikes that appear to represent variances in excess of the rate differences mentioned.

CHH  
CASH IN BANK  
FOR THE MONTH ENDING: June 2018

Bank	CHH Blended Component Unit	Type	Balance
Chase	Larned	Reserves	106,523
Chase	412	Reserves	84,808
		<b>Total Chase</b>	<b>191,331</b>
KeyBank	Capitol Hill Housing	Security Deposit	289,003
KeyBank	Capitol Hill Housing - SoundFamilies	Restricted Savings	26,288
KeyBank	Hazel Plaza	Reserves	179,618
KeyBank	Hazel Plaza	Security Deposit	3,494
KeyBank	Larned	Security Deposit	21,614
KeyBank	Byron Wetmore	Reserves	50,348
KeyBank	Byron Wetmore	Security Deposit	9,317
Key Bank	412	Security Deposit	3,884
KeyBank	Holden Vista	Reserves	69,574
KeyBank	Holden Vista	Security Deposit	3,640
KeyBank	Mary Ruth Manor	Reserves	263,280
KeyBank	Mary Ruth Manor	Security Deposit	5,962
KeyBank	EJSH	Security Deposit	10,940
KeyBank	Fleming Apts LP	Security Deposit	23,237
KeyBank	Gilman Court LP	Reserves	106,645
KeyBank	Gilman Court LP	Security Deposit	20,145
KeyBank	Villa Apts LP	Reserves	166,887
KeyBank	Villa Apts LP	Security Deposit	44,355
KeyBank	El Nor LP	Security Deposit	9,584
KeyBank	El Nor LP	Reserve	552,449
KeyBank	El Nor LP	Capital Reserves	183,786
KeyBank	18th Ave Apartments	Security Deposit	1,795
KeyBank	Harrison	Security Deposit	20,071
KeyBank	Ponderosa	Reserves	474,872
KeyBank	Ponderosa	Security Deposit	3,722
KeyBank	12th Avenue Arts Master Tenant LLC	Security Deposit	65,548
KeyBank	12th Avenue Arts Master Tenant LLC	Reserves	8,744
Key Bank	Union James	Security Deposit	5,212
Key Bank	Union James	Reserves	81,380
Key Bank	Lake City	Security Deposit	6,095
		<b>Total KeyBank</b>	<b>2,711,489</b>
Banner	Berneva	Reserves	11,584
Banner	Seneca	Reserves	235,709
Banner	Seneca	Security Deposit	20,777
		<b>Total Banner</b>	<b>268,070</b>
LGIP	Capitol Hill Housing	Reserves	2,582,691
		<b>Total LGIP</b>	<b>2,582,691</b>
Oppenheimer	EJSH	Escrow	9,932
Oppenheimer	EJSH	Reserves	150,964
		<b>Total Oppenheimer</b>	<b>160,896</b>
Chase	Harrison	Reserves	157,883
		<b>Total Chase</b>	<b>157,883</b>
US Bank	18th Ave Apartments	Reserves	142,697
		<b>Total USBank</b>	<b>142,697</b>
BofA	Fleming Apts LP	Reserves	77,433
		<b>Total BofA</b>	<b>77,433</b>
		<b>Total Restricted - CHH Blended Components</b>	<b>6,292,491</b>
LGIP	Capitol Hill Housing	Board Designated Reserves	1,579,924
		<b>Total Designated</b>	<b>1,579,924</b>
UnionBank	Capitol Hill Housing	EQII	39,623
		<b>Total Union Bank</b>	<b>39,623</b>
KeyBank	Capitol Hill Housing	EQII	325
		<b>Total KeyBank</b>	<b>325</b>
HPN	Capitol Hill Housing	HPN	286,553
		<b>Total HPN</b>	<b>286,553</b>
KeyBank	Capitol Hill Housing	M/M Savings	-
KeyBank	Capitol Hill Housing	Payroll	-
KeyBank	Capitol Hill Housing	Operating Checking	304,017
KeyBank	Capitol Hill Dev. Assoc	Operating Checking	1,265
KeyBank	Capitol Hill Real Estate Mgmt Services	Operating Checking	6,553
KeyBank	12AA Lobby	Operating Checking	35,000
KeyBank	Hazel Plaza	Operating Checking	124,897
KeyBank	Larned	Operating Checking	131,493
KeyBank	Byron Wetmore	Operating Checking	14,253
KeyBank	412	Operating Checking	45,341
Banner Bank	412 Construction		24,160
KeyBank	Holden Vista	Operating Checking	25,893
KeyBank	Mary Ruth Manor	Operating Checking	238,893
KeyBank	EJSH	Operating Checking	24,609
KeyBank	Fleming Apts LP	Operating Checking	34,065
KeyBank	Gilman Court LP	Operating Checking	39,877
KeyBank	Villa Apts LP	Operating Checking	114,757
KeyBank	El Nor LP	Operating Checking	123,242
KeyBank	18th Ave Apartments	Operating Checking	8,184
KeyBank	Harrison	Operating Checking	81,901
KeyBank	Ponderosa	Operating Checking	24,130
KeyBank	12th Ave Arts Development	Operating Checking	48,579
KeyBank	12AA Master Tenant LLC	Operating Checking	66,785
KeyBank	Union James	Operating Checking	16,446
KeyBank	Lake City	Operating Checking	26,261



CHH  
CASH IN BANK  
FOR THE MONTH ENDING: June 2018

KeyBank	Africa Town(Mid-town)	Operating Checking	20,549
		<b>Total KeyBank</b>	<b>1,581,149</b>
Cash	Various	Petty Cash - CHHIP	100
		<b>Total Petty Cash</b>	<b>100</b>
Banner	Berneva	Operating Checking	8,037
Banner	Seneca	Operating Checking	288,740
		<b>Total Banner</b>	<b>296,777</b>
		<b>Total Unrestricted - CHH Blended Components</b>	<b>2,204,527</b>
		<b>Total All Cash - CHH Blended Components</b>	<b>10,076,942</b>

Bank	Discrete Component Unit	Type	Balance
Chase	Oleta	Reserves	176,960
Chase	Woodland Park Ave LLC	Reserves	133,488
Chase	AAA	Security Deposit	5,720
Chase	AAA	Reserves	157,137
		<b>Total Chase</b>	<b>473,305</b>
KeyBank	Broadway & Pine	Reserves	267,675
KeyBank	Broadway & Pine	Security Deposit	22,493
KeyBank	Helen V Apts LLC	Reserves	355,323
KeyBank	Helen V Apts LLC	Security Deposit	8,440
KeyBank	Holiday Apts	Security Deposit	22,279
KeyBank	Jefferson & 12th	Reserves	292,780
KeyBank	Jefferson & 12th	Security Deposit	36,138
KeyBank	Oleta	Security Deposit	23,100
KeyBank	Pantages Apts LLC	Security Deposit	26,822
KeyBank	Silvian	Security Deposit	6,412
KeyBank	SOP / Unity Village	Reserves	199,489
KeyBank	SOP / Unity Village	Security Deposit	16,451
KeyBank	Woodland Park Ave LLC	Security Deposit	11,681
KeyBank	12th Avenue Arts Housing	Security Deposit	76,440
KeyBank	12th Avenue Arts Housing	Reserves	652,122
KeyBank	Union & 24th Construction	Construction	30,015
KeyBank	Union & 24th	Construction	97
KeyBank	12th Avenue Arts Associates LLC	12AA HEDC Fee Reserve Account	150,551
KeyBank	12th Avenue Arts Associates LLC	12AA Key Fee Reserve Account	178,073
KeyBank	Squire Park Plaza	Security Deposit	54,533
KeyBank	Squire Park Plaza	Reserves	61,927
		<b>Total KeyBank</b>	<b>2,492,840</b>
UnionBank	Holiday	Reserves	200,555
		<b>Total UnionBank</b>	<b>200,555</b>
US Bank	Pantages Apts LLC	Reserves	513,282
US Bank	Silvian	Reserves	520,833
		<b>Total USBank</b>	<b>1,034,116</b>
		<b>Total Restricted - Discrete Components</b>	<b>4,200,816</b>
Chase	AAA	Operating Checking	34,356
		<b>Total Chase</b>	<b>34,356</b>
KeyBank	Oleta	Operating Checking	1,496,037
KeyBank	Helen V Apts LLC	Operating Checking	98,999
KeyBank	Pantages Apts LLC	Operating Checking	27,005
KeyBank	Silvian	Operating Checking	125,908
KeyBank	Broadway & Pine	Operating Checking	32,941
KeyBank	Woodland Park Ave LLC	Operating Checking	10,050
KeyBank	Holiday Apts	Operating Checking	61,269
KeyBank	SOP / Unity Village	Operating Checking	36,326
KeyBank	Jefferson & 12th	Construction	241
KeyBank	Jefferson & 12th	Operating Checking	32,709
KeyBank	Twelfth Avenue Arts Res	Operating Checking	147,156
KeyBank	12th Avenue Arts Associates LLC	12AA Commercial Operating (Debt Service)	302,848
KeyBank	Squire Park Plaza	Operating Checking	154,440
		<b>Total KeyBank</b>	<b>2,525,929</b>
		<b>Total Unrestricted - Discrete Components</b>	<b>2,560,286</b>
		<b>Total All Cash - Discrete Components</b>	<b>6,761,102</b>
		<b>Total All Cash - CHH Blended Components</b>	<b>10,076,942</b>
		<b>Total All Cash</b>	<b>16,838,043</b>

**TOTALS BY BANK**

Key Bank	\$	9,311,408
Chase	\$	857,201
Banner	\$	564,847
US Bank	\$	1,176,812
Union Bank	\$	240,177
Bank of America	\$	77,433
Beneficial State bank	\$	-
LGIP	\$	4,162,615
Other and Petty	\$	447,549
<b>TOTAL CASH</b>	<b>\$</b>	<b>16,838,043</b>

Blended Component Units:	Portfolio Manager	Affordable Units	Market Units	Total Units	YTD 2018 Income Per Unit			YTD 2018 Op expenses B4 Debt Cost Per Unit			Rolling Avg. Make Ready Days	Rolling Avg. Total Turn Days	2018 YTD Cash Flow after debt and reserves						
					Actual	Budget	Var %	Actual	Budget	Var %			June 2018 Monthly	12 MO Rolling	2018 YTD Vacancy	Actual	Budget	Variance	
Berneva	Colby	12		12	4,758	4,677	2%	4,022	3,932	-2%	45	47	0.0%	1.0%	1.5%	1.4%	2,195	2,279	(84)
Boylston Howell	Colby	30		30	5,722	5,680	1%	4,059	4,336	6%	11	42	0.0%	0.9%	1.4%	0.8%	(13,055)	(22,592)	9,537
Bremer	Asia	49		49	4,468	4,598	-3%	2,932	2,872	-2%	23	72	10.1%	4.8%	5.7%	2.6%	29,434	29,534	(100)
Brewster	Colby	35		35	4,585	4,232	8%	2,774	3,251	15%	12	89	0.0%	2.8%	1.8%	6.8%	50,159	21,160	28,999
Broadway	Colby	3	2	5	6,757	6,459	5%	3,694	3,913	6%			0.0%	0.0%	0.0%	0.2%	8,265	5,677	2,588
Burke Gilman Gardens	Dianne	15		15	6,623	6,315	5%	4,271	4,488	5%		30	7.2%	0.8%	1.2%	0.7%	8,524	625	7,899
Byron Wetmore	Colby	12		12	5,721	5,774	-1%	5,199	5,060	-3%			0.0%	0.0%	0.0%	1.1%	(2,330)	(30)	(2,300)
Casa di Cinque	Dianne	3	2	5	8,306	8,084	3%	3,973	4,711	16%			0.0%	0.0%	0.0%	0.0%	13,859	7,389	6,470
Centennial	Asia	21	9	30	5,912	6,046	-2%	2,656	2,966	10%	13	44	0.0%	3.6%	5.8%	2.7%	34,765	29,476	5,289
Devonshire	Asia	62		62	4,687	4,764	-2%	3,439	3,333	-3%	17	57	5.2%	2.9%	3.6%	2.3%	17,558	28,881	(11,323)
Eighteenth Avenue	Dianne	9		9	6,054	6,769	-11%	3,936	4,311	9%	176	246	9.8%	7.8%	11.5%	2.5%	(3,159)	(93)	(3,066)
El Nor	Asia	55		55	5,344	5,359	0%	4,014	4,133	3%	20	63	1.8%	2.0%	1.8%	2.8%	12,753	7,150	5,603
Elizabeth James	Dianne	60		60	5,165	5,131	1%	4,319	3,577	-21%	25	48	4.6%	1.4%	2.1%	1.5%	(25,608)	8,139	(33,747)
Fleming	Asia	36		36	4,719	4,717	0%	2,947	2,881	-2%	15	47	2.7%	1.5%	2.6%	0.3%	16,039	18,336	(2,297)
Four Ten	Colby	6		6	4,854	4,704	3%	3,564	3,289	-8%	4	23	0.0%	1.4%	0.0%	1.8%	2,738	3,486	(748)
Four Twelve	Colby	12		12	8,024	7,737	4%	5,225	5,605	7%			0.0%	0.1%	0.3%	0.6%	23,370	9,137	14,233
Fredonia	Dianne	7	5	12	12,639	13,091	-3%	6,722	7,601	12%	8	48	3.1%	1.8%	3.5%	2.0%	33,279	28,159	5,120
Gilman Court	Valencia	25		25	6,503	6,419	1%	4,427	5,323	17%	10	51	0.0%	0.6%	0.0%	1.1%	46,903	22,408	24,495
Harrison at 15th	Colby	19		19	10,316	9,832	5%	5,058	5,561	9%			0.0%	0.1%	0.0%	0.1%	35,373	16,618	18,755
Hazel Plaza	Dianne	16		16	13,201	12,746	4%	4,461	4,918	9%			0.6%	0.0%	0.1%	0.2%	68,397	55,076	13,321
Holden Vista	Asia	16		16	7,326	7,210	2%	4,750	5,463	13%	30	171	0.0%	5.1%	4.8%	5.5%	21,737	8,481	13,256
Joe Black Apartments	Colby	24		24	6,426	6,772	-5%	5,562	5,553	0%	128	112	13.1%	4.4%	8.3%	1.7%	580	9,101	(8,521)
John Carney	Asia	27		27	4,313	4,236	2%	2,956	3,204	8%	20	68	0.0%	1.6%	1.2%	1.4%	15,804	7,130	8,674
Larned	Asia	33		33	5,183	5,180	0%	3,414	3,528	3%	18	35	2.6%	2.6%	2.0%	1.9%	47,401	43,580	3,821
Lincoln Court	Colby	29		29	5,009	5,077	-1%	2,996	3,148	5%	2	98	1.6%	2.3%	2.6%	2.3%	1,955	(454)	2,409
Mary Ruth Manor	Dianne	20		20	12,205	11,923	2%	4,555	5,339	15%	17	169	13.6%	2.8%	3.6%	3.6%	60,354	39,034	21,320
Maxwell	Colby	4		4	5,816	5,684	2%	2,982	4,032	26%			0.0%	0.0%	0.0%	0.4%	8,294	3,566	4,728
Melrose	Colby	30		30	4,525	4,546	0%	3,250	3,543	8%	9	54	3.3%	2.3%	3.5%	1.8%	19,079	10,942	8,137
Miller Park	Dianne	12		12	6,262	6,062	3%	5,209	4,286	-22%	10	31	0.0%	1.0%	0.0%	1.6%	(3,787)	4,897	(8,684)
Park Hill	Valencia	20	10	30	7,553	7,216	5%	4,241	4,819	12%	34	67	0.0%	1.3%	0.0%	3.8%	67,449	40,003	27,446
Ponderosa	Dianne	23		23	4,673	4,607	1%	3,506	3,742	6%			-0.3%	0.6%	1.0%	0.1%	19,580	12,652	6,928
Seneca	Colby	32		32	5,396	5,467	-1%	3,647	4,102	11%			0.0%	0.0%	0.0%	0.2%	24,986	12,686	12,300
Union James	Dianne	24		24	6,745	6,837	-1%	4,904	4,648	-6%	53	130	11.5%	7.9%	10.1%	6.9%	(10,226)	(1,874)	(8,352)
Villa	Valencia	62		62	5,982	5,929	1%	3,708	3,622	-2%	17	41	1.9%	1.1%	1.2%	1.4%	23,509	26,288	(2,779)
																	656,174	486,847	169,327
Discrete Component Units:																			
Broadway Crossing	Colby	44		44	5,023	5,699	-12%	3,840	4,261	10%	53	81	5.9%	1.7%	3.0%	1.7%	15,330	26,605	(11,275)
Fremont Solstice	Valencia	18		18	5,640	5,751	-2%	4,247	4,193	-1%	17	50	0.0%	0.8%	1.6%	0.4%	(5,897)	(2,922)	(2,975)
Haines AAA	Asia	30		30	5,556	5,688	-2%	3,756	4,623	19%	7	91	2.9%	4.7%	5.1%	3.5%	(35,038)	(9,480)	(25,558)
Helen V	Valencia	38		38	8,938	9,094	-2%	4,544	4,039	-13%	25	68	4.9%	5.7%	7.2%	3.7%	99,431	124,526	(25,095)
Holiday	Asia	30		30	5,837	5,793	1%	3,060	3,152	3%	29	59	0.0%	0.9%	0.8%	1.9%	18,346	14,280	4,066
Jefferson Housing	Dianne	40		40	6,479	6,665	-3%	4,481	4,028	-11%	23	51	8.7%	2.7%	4.3%	0.6%	(2,596)	6,032	(8,628)
Oleta	Colby	34		34	4,670	4,757	-2%	2,806	3,055	8%	36	60	3.7%	4.2%	4.2%	3.4%	11,198	5,666	5,532
Pantages	Colby	49		49	4,986	5,249	-5%	4,305	3,810	-13%	15	66	3.3%	2.4%	3.5%	0.8%	(17,364)	17,316	(34,680)
Silvian	Valencia	32		32	5,773	5,881	-2%	4,478	3,631	-23%	39	76	8.8%	2.8%	5.6%	0.5%	(18,715)	12,643	(31,358)
Squire Park Plaza	Valencia	31	29	60	10,309	9,869	4%	3,704	4,345	15%	14	51	5.0%	3.7%	2.7%	4.5%	144,597	79,851	64,746
Twelfth Avenue Arts	Valencia	88		88	5,762	5,677	1%	2,881	2,878	0%	11	25	0.8%	0.8%	0.8%	1.6%	58,336	51,271	7,065
Unity Village	Asia	30		30	5,354	5,040	6%	3,990	4,146	4%	43	99	5.9%	6.1%	4.0%	5.2%	34,354	20,278	14,076
																	301,982	346,066	(44,084)
Portfolio Totals:		1307	57	1364	8,353,673	8,346,917	0%	5,203,866	5,327,906	-2%	26	64	3.8%	2.5%	3.0%	2.3%	958,156	832,243	125,243

**Explanation of select properties with high vacancies or large vacancy increases:**

Bremer - five vacancies in June (plus another vacancy on 6/30), hard turns (water damage), one has July move-in scheduled and three have August dates. Site manager turnover

Burke Gilman Gardens - one vacancy in June (plus another vacancy on 6/30). Both have July move-ins scheduled

Eighteenth Avenue - one vacancy for most of June; a 2-bdr hard turn unit. 6/26 move-in completed

Joe Black - three vacancies in June; all 3-bdr units. Each requires general turnover maintenance repairs and clean up. One had August move-in scheduled

Mary Ruth Manor - No vacancies in June. High vacancy rate is entirely due to concessions related to late HUD certifications for four units dating back to January and February 2018. All allocated to June

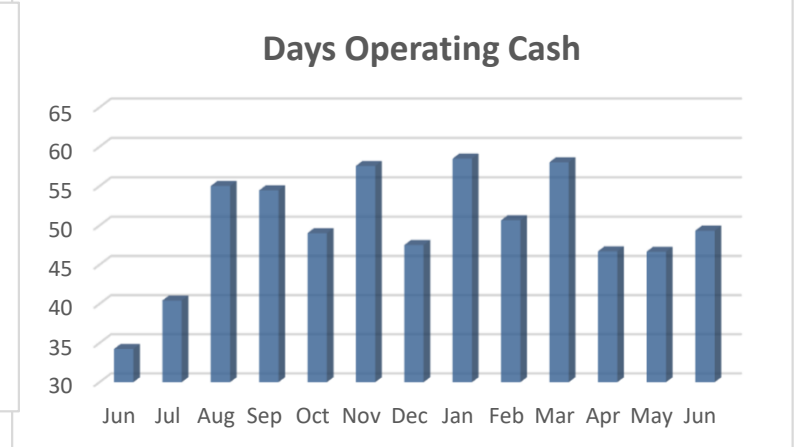
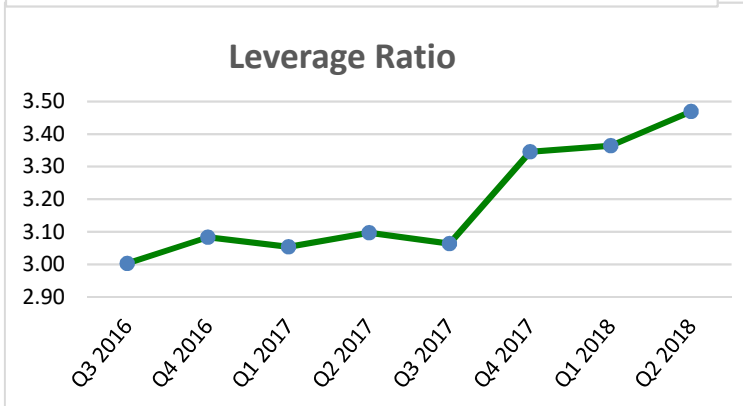
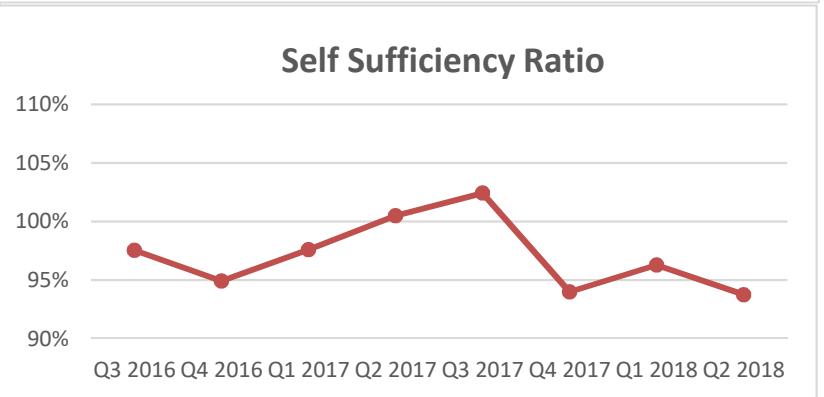
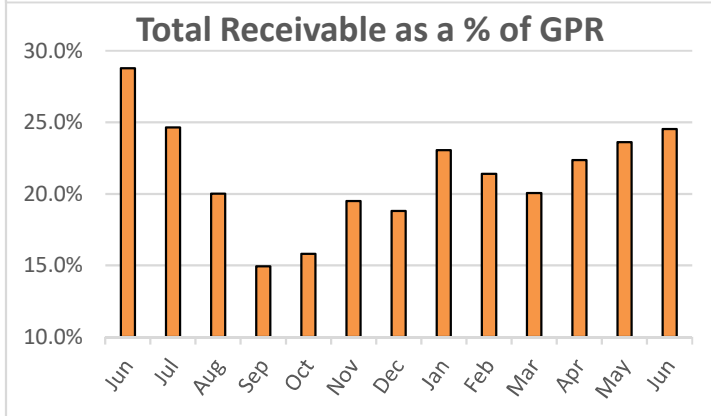
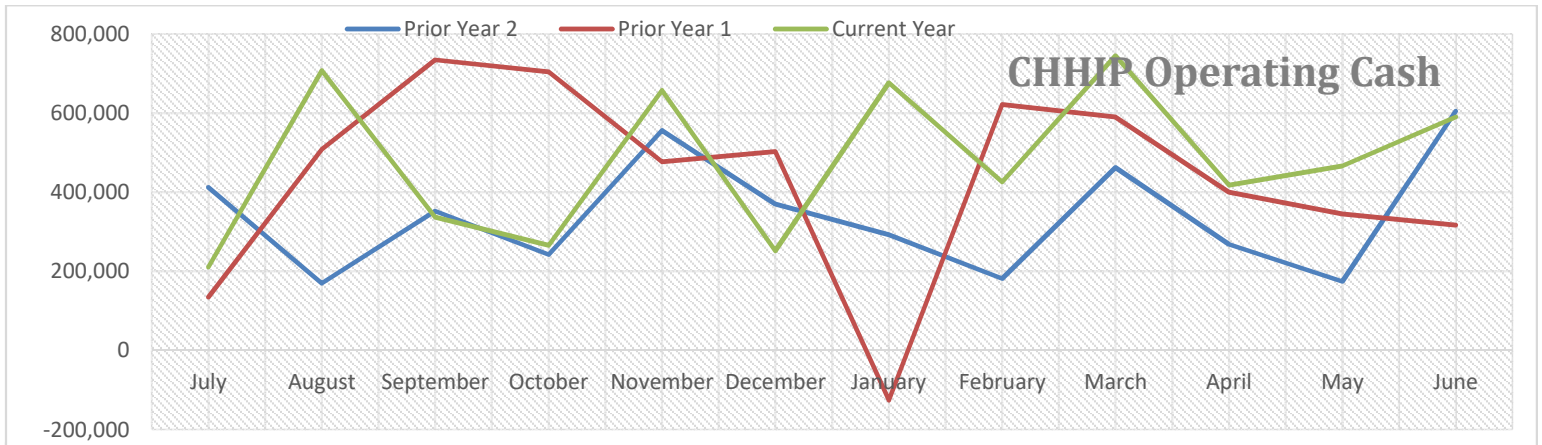
Union James - three vacancies in June, each required extensive cleaning. One has early July move-in and another has mid-August move-in scheduled. Waitlist challenges

Jefferson - four vacancies in June (one was mid-month). One resident who move out said living there allowed them to save up enough money to purchase a home

Silvian - three vacancies in June. One has July move-in scheduled and the other two have August dates. Waitlist challenges

Squire Park Plaza - three vacancies in June. One has been filled in July.

## Ratio Analysis



### Calculations

**CHHIP Operating Cash Balance:** CHH main operating account balance at month end - prior 3 years

**Receivable as a % of GPR:** Measures how effective the Organization is at collecting rent charged to tenants

**Calculation:** Month end balance of tenant receivables accounts by site / total monthly gross potential rent

**Target:** CHH is still working to establish benchmarks for different receivable types

**Self Sufficiency Ratio:** Measures the Organization's ability to cover operating expenses with operating revenues

**Calculation:** Total operating expenses / total operating revenue less developer fees (grant income = prior 12 month avg)

**Target:** 100% = Operating revenues are sufficient to cover operating expenses

**Days Operating Cash:** Measures the cash on hand to cover operating expenses based on current spend rate

**Calculation:** Month end operating cash balance / Avg expense per day (prior 3 months)

**Target:** 2 months operating cash on hand

**Leverage Ratio:** Measures the ratio of assets funded through debt relative to other sources (operating/grants etc)

**Calculation:** Total liabilities at month end / end of month net position

**Target:** 2.5 - 4: 4.0 maximum ratio

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# **SECTION 4:**

## **Board Member Re-Appointment – Frank Alvarado**

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## **Current CHH Board Member Seeking Reappointment in April 2018**

**Frank F. Alvarado III – seeking reappointment for 2<sup>nd</sup> Term (April 2018-2021)**



Frank's banking career started in 2003 after graduating from the W.P. Carey School of Business at Arizona State University. Serving as a provider of financial services, Frank has helped his community by offering trusted banking advice and solutions. The result is the creation of relationships with clients who continue to do business with Frank to this day. As a resident of and employee in the vibrant Capitol Hill neighborhood, he has given back by donating his time, talent and treasure. Frank's affiliations include the following organizations: Community Lunch on Capitol Hill, Flying House Productions, Capitol Hill Chamber of Commerce, the Greater Seattle Business Association and Capitol Hill Housing.

August 13, 2018

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**SECTION 5:**  
**Resolution No. 2018-14:**  
**Board Member**  
**Leave of Absence –**  
**Drew Porter**

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**CHH Board Resolution 2018-14****Overview: Drew Porter Leave of Absence**

**Purpose:** Provides for a one-year leave of absence for Vice Chair Drew Porter and includes provisions for his replacement on an interim basis and for his return.

**Type of Resolution/Motion:**

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☐ Yes ☒ No
- **Has this resolution been presented to a Board Committee?:** ☒ Yes ☐ No  
*If so, which committee or committees?:* This idea was introduced to the Executive Committee at their June meeting and the full board at their regular July 2018 meeting. At their July meeting, the Executive Committee approved the resolution to move to the full board.

**Charter or Rules and Regulations Modification:**

- **Does this Resolution change the Charter or Rules and Regulations?** ☐ Yes ☒ No
- *If yes, you need to give notice to the Board 15 days prior to the proposed change.*
- *Changes to the Charter or Rules and Regulations must use the strike out and underline format so change is clear to reader.*

**General description and purpose:** Drew Porter will spend a year in Germany with his family related to work. Drew has served on the CHH Board for six years being very active in the Finance and Executive Committees. He is currently Vice-Chair and in line to become Chair after Rob. The Executive Committee recommends providing Drew with a one-year leave of absence allowing him to resume his position upon his return. Drew's rights and privileges as a Board member, including voting and quorum, would be suspended during this period. The Executive Committee recommends filling the Vice-Chair position on an interim basis from the ranks of the current Board. Board Member Shalimar Gonzales has agreed to fill this role. The Executive Committee also recommends filling Drew's Board seat, on an interim basis, with one of two current Board member candidates. The Executive Committee sees this as an opportunity to better achieve our values of diversity and equity and to that end has identified persons of color for each position.

**Organizational requirements of resolution:** All board members must be approved by the City Council. CHH is working with City staff on the process of moving forward a candidate to serve on an interim basis in Drew's seat.

**Financial cost of the resolution:** There are no financial costs to this resolution.

**Pros:** This allows us to keep a highly engaged board member, while developing new board leadership.

**Cons:** No serious cons.

**Further Board Action or Reporting:**

- **Is further action required from the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* The board will need to vote into Drew's seat the interim board member.
- **Is further reporting required to the Board or a Board Committee?** ☐ Yes ☒ No  
*If yes, please describe:* Please include here whether full Board or Committee requires reporting, and anticipated dates for reporting.



**ADOPTED AT A MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CAPITOL HILL HOUSING IMPROVEMENT PROGRAM,  
A WASHINGTON PUBLIC CORPORATION**

**RESOLUTION 2018-14**

**Authorization to Provide Drew Porter with an Approximately One-year Leave of Absence  
from Board Duties**

**WHEREAS** Capitol Hill Housing Improvement Program (the “PDA” or “CHH”) was created by the City of Seattle to assist persons of the Capitol Hill community in preserving, improving and restoring the quality of their homes, property and neighborhood, and to provide additional housing, cultural, social and economic opportunities and facilities and;

**WHEREAS** Drew Porter has served with distinction on the CHH Board of Directors since January 2012 and has served as the treasurer and vice chair of the Board, has served on the finance committee and has been active at Board meetings, attending event and otherwise supportive of our corporate mission; and

**WHEREAS** Drew is seeking a one-year leave of absence to conduct work overseas, wishes to return to the Board on his return to the United States and the Board of Directors wants him to return to his Board duties; and

**WHEREAS** The Charter of Capitol Hill Housing provides that:

- i) The Board is empowered to “Conduct the affairs of the Program, carry on its operations, and use its property as allowed by law and consistent with Seattle Municipal Code Ch. 3.110, its Charter, and its Rules and Regulations”; and
- ii) “Board members shall be nominated by a majority vote of the Board” for future confirmation by City Council; and
- iii) “The terms of Board members shall be three (3) years (or such lesser or greater time as described in the resolution electing a Board member)”; and
- iv) “All officers shall be elected by the Board from among its own members and shall serve for a term not to exceed two (2) years.”; and
- v) The Board may remove any Board member; and

**WHEREAS** The Board of Directors has determined that providing Drew Porter a one-year leave of absence and replacing his seat on an interim basis is consistent with its Charter and Rules and Regulations; and

**WHEREAS** Drew has agreed to vacate and Shalimar Gonzales, who was elected to the Board in August of 2017 and who is Chair of the Joint Boards Committee, has agreed to fill the seat of Vice Chair for one year; and

**WHEREAS** The Board has two strong candidates to fill Seat 11 consistent with our Charter, Rules and Regulations;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Capitol Hill Housing as follows:

- (1) The CHH Board of Directors hereby finds and determines that providing Drew Porter a one-year leave of absence, electing Shalimar to be Vice Chair and selecting one of the top two candidates for Board membership to fill Seat 11;
  - a. Allows the Board to retain a highly active and productive Board member and Officer; and
  - b. Allows the Board to further develop leadership of Board members consistent with our commitments to equity and inclusion.
- (2) A one-year leave of absence is hereby authorized and approved for Drew Porter commencing August 13, 2018 and terminating August 11, 2019 and that during that time Drew will have no voting authority nor will his presence at a meeting count toward quorum and upon termination of the leave Drew will resume in his Board role and as Vice Chair with no further action of the Board required.
- (3) Shalimar Gonzales is elected Board Vice-Chair with all the duties and privileges of that office.
- (4) The CEO is authorized and directed to follow CHH policy and procedure to identify and bring to the Board for election a qualified candidate for Seat 11 as described above.

#### **CERTIFICATION**

I, Derrick Belgarde, certify that I am the Secretary of Capitol Hill Housing Improvement Program ("CHH") and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of CHH held on 13<sup>th</sup> day of August 2018, in accordance with the Charter and Rules and Regulations of CHH upon proper notice and at which time a quorum was present.

DATED the 13<sup>th</sup> day of August 2018.

By \_\_\_\_\_

Its Secretary

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# **SECTION 6:**

## **Resolution No. 2018-15:**

### **SHA RFP Initial Resolution**

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**CHH Board Resolution 2018-15**

**Overview:** Board Authorization for submitting funding application in partnership with the Seattle Chinatown International District Public Development Authority (SCIDPDA) in response to a Request for Proposals (RFPs) issued by the Seattle Housing Authority (SHA) for redevelopment of 1215 E Fir Street, in the Yesler Terrace Redevelopment Area.

**Purpose:** To authorize submittal of application to SHA to develop 125 – 175 units of affordable housing. No predevelopment funds are needed in order to prepare and submit the funding application.

**Type of Resolution/Motion:**

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☐ Yes ☒ No
- **Has this resolution been presented to a Board Committee?** ☒ Yes ☐ No  
*If so, which committee or committees?:* Property Development Committee

**Charter or Rules and Regulations Modification:**

- **Does this Resolution change the Charter or Rules and Regulations?** ☐ Yes ☒ No
- *If yes, you need to give notice to the Board 15 days prior to the proposed change.*
- *Changes to the Charter or Rules and Regulations must use the strike out format so change is clear to reader.*

**General Description and Purpose:** To authorize submittal of an application to SHA to be the developer of 1215 E Fir Street, a 45,000-square foot property now owned by King County (KC). The projects come with – for the selected developer - a commitment of \$6,000,000 in capital financing from the City of Seattle’s Office of Housing (OH). SHA plans to purchase the property from KC and then enter into a long-term Ground Lease with the selected developer. SHA’s project schedule includes: (1) Application due date is August 24; (2) SHA announces the selection of the project developer on September 21; (3) SHA and the selected developer enter into a predevelopment agreement in October of this year; (4) project financing closing and execution of the ground lease in Spring of 2020.

**Organizational requirements of resolution:** None

**Financial cost of the resolution:** None.

**Pros:** CHH will be able to respond to the Yesler redevelopment RFP, in partnership with SCIDPDA.

**Cons:** None.

**Further Board Action or Reporting:**

- **Is further action required from the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* If we are chosen, the Board will be asked to adopt predevelopment, acquisition, closing and financing resolutions on this project in the future.
- **Is further reporting required to the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* Reporting on progress of the project will take place at the Property Development Committee.



**ADOPTED AT A MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CAPITOL HILL HOUSING IMPROVEMENT PROGRAM,  
A WASHINGTON PUBLIC CORPORATION**

**Resolution No. 2018-15  
Yesler Redevelopment RFP: Developer Selection, Funding Application**

**WHEREAS**, the Capitol Hill Housing Improvement Program (the Program) is a public corporation organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110. As such, it is a political subdivision of the State with an area of operation focused on in the Capitol Hill community in the City of Seattle; and

**WHEREAS**, the purpose of the Program shall be to assist homeowners, property owners, residential tenants and residents of the Capitol Hill community in preserving, improving and restoring the quality of their homes, property and neighborhood, and to provide additional housing, cultural, social and economic opportunities and facilities; and

**WHEREAS**, subject to certain limitations, the Program shall have and exercise all powers necessary or convenient to affect the purposes for which the Program is organized and to perform authorized Program functions, including, without limitation, the power to contract and enter into partnership with individuals, associations and corporations; and

**WHEREAS**, CHH has identified the opportunity to develop 125-175 units of affordable housing at 1215 E Fir Street (the "Site") in partnership with the Seattle Chinatown International District Public Development Authority (SCIDPDA), requiring that a funding and development proposal be submitted to the Seattle Housing Authority.

**WHEREAS**, the development of the site could provide approximately a minimum of one-hundred and twenty-five more units of affordable housing for low income persons with community serving retail and below grade parking; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Capitol Hill Housing as follows:

- (1) CHH's Board hereby finds that the development of the Site will further CHH's efforts to promote the development of quality affordable housing in the City of Seattle.
- (2) CHH's Board therefore finds and determines that the development of the Site will further the purpose of CHH and is therefore within the power and authority granted to CHH by its Charter.

(3) CHH's Chief Executive Officer is authorized and directed to:

- (a) In collaboration with SCIDPDA, prepare a funding and development proposal in response to the RFP issued by the Seattle Housing Authority on June 1, 2018 to select a developer to redevelop the Site.

## **CERTIFICATION**

I, Derrick Belgarde, certify that I am the Secretary of Capitol Hill Housing Improvement Program (“CHH”) and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of CHH held on 13<sup>th</sup> day of August, in accordance with the Charter and Rules of Regulations of CHH upon proper notice and at which time a quorum was present.

DATED the 13th day of August 2018.

By \_\_\_\_\_

Its \_\_\_\_\_

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**SECTION 7:**  
**Resolution No. 2018-16:**  
**Eldridge: Entity**  
**Creation/Funding**  
**Application and Acquisition**

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**CHH Board Resolution 2018-16**

**Overview:** Board Authorization to develop property currently owned by Seattle Central College at 1513 – 1523 Broadway, as a mixed use affordable housing property, to include commercial space and approximately 80 units of affordable housing, known as the Eldridge.

**Purpose:** To authorize CHH to: form a Limited liability Partnership to own and secure financing needed to develop the Eldridge; form a Limited Liability Company in which CH Development Association will serve as its sole member and CHH as the manager; submit applications for predevelopment, acquisition and permanent financing from various sources; enter into a four party agreement with Sound Transit, Seattle Central College and the Partnership to acquire the property and develop the project; enter into an Intergovernmental Transfer of Property Agreement between Sound Transit, CHH and the Partnership; undertake the reasonable steps necessary to acquire the property and complete the project.

**Type of Resolution/Motion:**

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☐ Yes ☒ No
- **Has this resolution been presented to a Board Committee?** ☒ Yes ☐ No  
*If so, which committee or committees?:* The Property Development Committee in August.

**Charter or Rules and Regulations Modification:**

- **Does this Resolution change the Charter or Rules and Regulations?** ☐ Yes ☒ No
- *If yes, you need to give notice to the Board 15 days prior to the proposed change.*
- *Changes to the Charter or Rules and Regulations must use the strike out format so change is clear to reader.*

**General Description and Purpose:** To authorize the formation of entities needed to finance and own the Eldridge project, a mixed use property to be developed on property currently owned by Seattle Central Colleges, on Broadway at 1513 – 1523 Broadway. The resolutions also authorize CHH to enter into agreements needed to acquire the properties and to seek financing needed to develop the project.

**Organizational requirements of resolution:** None

**Financial cost of the resolution:** None.

**Pros:** CHH will be able to proceed with plans to develop the Eldridge project and create approximately 80 new units of affordable housing in Capitol Hill.

**Cons:** None.

**Further Board Action or Reporting:**

- **Is further action required from the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* The Board will be asked to adopt closing and financing resolutions on this project in the future.
- **Is further reporting required to the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* Reporting on progress of the project will take place at the Property Development Committee.



**ADOPTED AT A MEETING  
OF THE BOARD OF DIRECTORS OF  
CAPITOL HILL HOUSING IMPROVEMENT PROGRAM,  
A WASHINGTON PUBLIC CORPORATION**

**RESOLUTION No. 2018-16  
(Eldridge Project)**

RCW 35.21.730 provides that a city may form a public corporation “in order to improve...the general living conditions in the urban areas of the state...”, and The City of Seattle, Washington, acting in accordance with RCW 35.21.730, formed Capitol Hill Housing Improvement Program (“**CHH**”), a public corporation, for such purposes;

The purpose of CHH shall be to assist homeowners, property owners, residential tenants and residents of the Capitol Hill community in preserving, improving and restoring the quality of their homes, property and neighborhood, and to provide additional housing, cultural, social and economic opportunities and facilities; and

Pursuant to Resolution No. 2017-24, CHH authorized the execution of a Memorandum of Understanding with Seattle Central College and/or State Board for Community and Technical College, and Sound Transit (the “MOU”) for property located at 1513 – 1523 Broadway, Seattle, Washington (the “**Property**”) and to determine the feasibility of developing the Property as mixed use building containing commercial uses and approximately 80 units of affordable housing (the “**Project**”); and

CHH desires to take additional steps with respect to the development of the Project, which include, but are not limited to the following: (i) ) formation of a limited liability limited partnership (the “**Partnership**”) to hold title to the Property and to own the Project; (ii) formation of a limited liability company (the “**Company**”) in which CH Development will serve as the sole member and CHH as the manager, to serve as the general partner of the Partnership; (iii) in its own capacity or as the manager of the Company, on behalf of the Partnership, submit applications for predevelopment, acquisition and permanent financing from various funders; (iv) in its own capacity and as the manager of the Company, on behalf of the Partnership enter into a four party agreement with Sound Transit, Seattle Central College and the Partnership with respect to development of the Project; (v) in its own capacity and/or as the manager of the Company, on behalf of the Partnership, enter into Intergovernmental Transfer of Property Agreement by and between Sound Transit, CHH and/or the Partnership; and (vi) undertake its own capacity and/or as the manager of the Company, on behalf of the Partnership such steps as are reasonably necessary for the acquisition of the Property and/or development of the Project.



NOW THEREFORE BE IT RESOLVED BY THE BOARD OF CAPITOL HILL HOUSING IMPROVEMENT PROGRAM AS FOLLOWS:

#### RESOLUTIONS

1. CHH is authorized to participate in the formation of the Company in which it will serve as the manager.

2. CHH authorized in its own capacity and as the manager of the Company to participate in the formation of the Partnership

3. CHH is authorized in its own capacity and as the manager of the Company, on behalf of the Partnership, enter into a four-party agreement with Sound Transit, Seattle Central College and the Partnership, with respect to development of the Project;

4. CHH is authorized its own capacity and/or as the manager of the Company, on behalf of the Partnership, enter into Intergovernmental Transfer of Property Agreement;

5. CHH, is authorized its own capacity and/or as the manager of the Company, on behalf of the Partnership, to apply for loans and/or grants for acquisition, predevelopment and development of the Project from both public and private sources, including specifically but without limitation the following:

- a. The City of Seattle
- b. State of Washington Department of Commerce
- c. Federal Home Loan Bank
- d. King County
- e. Private loans and grants as required for the development of the Project
- f. Low Income Housing Tax Credits allocated through the Washington State Housing Finance Commission
- g. Tax Exempt Bond Private Activity Volume Cap

6. CHH is authorized, its own capacity and/or as the manager of the Company, on behalf of the Partnership to (1) apply for permits, authorizations and approvals necessary to design, develop and complete the Project and deliver such documents necessary or desirable to submit such applications and (2) hire such professionals as is necessary to design, develop and complete the Project, including but not limited to contractors, architects, engineers, consultants and attorneys, and enter into and deliver such documents necessary or desirable to engage such professionals.

7. Any and all documents authorized to be executed and delivered by CHH, its own capacity and/or as the manager of the Company, on behalf of the Partnership to accomplish the foregoing are hereby authorized to be executed by any one of the following individuals or their duly appointed successors (the “Authorized Representatives”).

<u>Robert Schwartz</u>	_____	Chair	_____
<u>Drew Porter</u>	_____	Vice Chair	_____
<u>Frank F. Alvarado III</u>	_____	Treasurer	_____
<u>Derrick Belgarde</u>	_____	Secretary	_____
<u>Chris Persons</u>	_____	Executive Director	_____

8. Any and all such actions previously undertaken by the Executive Director or any other Authorized Representative in furtherance of the foregoing transactions are hereby ratified and affirmed.

9. This resolution will be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Directors of the Capitol Hill Housing Improvement Program at an open public meeting thereof this 13<sup>th</sup> day of August, 2018.

### CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary of the Board of Directors of the Capitol Hill Housing Improvement Program (“**CHHIP**”) and keeper of the records of CHHIP, CERTIFY:

1. That the attached Resolution No. 2018-16 (the “**Resolution**”) is a true and correct copy of the resolution of the CHHIP Council, as adopted at a meeting of the CHHIP Council held on August 13, 2018, and duly recorded in the minute books of CHHIP.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Directors of CHHIP present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of August, 2018.

\_\_\_\_\_  
Secretary

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**SECTION 8:**  
**Resolution No. 2018-17:**  
**White Center HUB –**  
**Increase to**  
**Predevelopment Spending**

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## CHH Board Resolution 2018-17

### Overview: Authorization to Increase Predevelopment Spending on the White Center Community Hub Development Project

**Purpose:** Resolution to authorize to increase expenditure limit of predevelopment funds for the development of the White Center Community Hub (the "Project") by \$200,000, making use of existing CHH predevelopment funding sources.

#### Type of Resolution/Motion:

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☐ Yes ☒ No
- **Has this resolution been presented to a Board Committee?:** ☒ Yes ☐ No  
*If so, which committee or committees?:* Property Development Committee

#### Charter or Rules and Regulations Modification:

- **Does this Resolution change the Charter or Rules and Regulations?** ☐ Yes ☒ No
- *If yes, you need to give notice to the Board 15 days prior to the proposed change.*
- *Changes to the Charter or Rules and Regulations must use the strike out format so change is clear to reader.*

**General Description and Purpose:** In Resolution 2017-04, the Board authorized the expenditure of the \$100,000 Wells Fargo grant towards predevelopment expenses for the Project. Further predevelopment expenditures will include design and land use and building permit related fees. This next phase of design and permitting will work toward securing zoning approval and site control, providing enough information for CHH to apply for public funding, which is anticipated in 2019.

**Organizational requirements of resolution:** None.

**Financial cost of the resolution:** In addition to loan proceeds needed to pay for predevelopment costs, project expenditures will incur interest expense, which will be reimbursed to CHH from sources of permanent financing.

**Pros:** The increased spending authorization allows CHH to make these project expenditures and achieve critical milestones in the development of the project.

**Cons:** CHH does not yet have formal site control.

#### Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* The Board will be asked to adopt closing and financing resolutions on this project in the future.
- **Is further reporting required to the Board or a Board Committee?** ☒ Yes ☐ No  
*If yes, please describe:* The status of the White Center project is included in the monthly Property Development report to the Board.



**ADOPTED AT A MEETING OF  
THE BOARD OF DIRECTORS  
OF THE CAPITOL HILL HOUSING IMPROVEMENT PROGRAM,  
A WASHINGTON PUBLIC CORPORATION**

**Resolution No. 2018-17**

**Authorization in increase Predevelopment spending on  
the White Center Community HUB Development Project (the Project)**

**WHEREAS** The Capitol Hill Housing Improvement Program (the Program) is a public corporation organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110. As such, it is a political subdivision of the State with an area of operation focused on in the Capitol Hill community in the City of Seattle; and

**WHEREAS** the purpose of the Program shall be to assist homeowners, property owners, residential tenants and residents of the Capitol Hill community in preserving, improving and restoring the quality of their homes, property and neighborhood, and to provide additional housing, cultural, social and economic opportunities and facilities; and

**WHEREAS** subject to certain limitations, the Program shall have and exercise all powers necessary or convenient to effect the purposes for which the Program is organized and to perform authorized Program functions, including, without limitation, the power to contract and enter into partnership with individuals, associations and corporations; and

**WHEREAS** the Program has previously authorized under Resolution 2016-15 CHH can work in White Center; and

**WHEREAS** the Board of Directors has previously passed Resolution 2017-04 authorizing the expenditure of predevelopment funds of \$100,000 toward the Project; and

**WHEREAS** the Project continues to progress with our community partners and the County;

**NOW THEREFORE BE IT RESOLVED** by the Board of the Capitol Hill Housing Improvement Program as follows:

1. The Board authorizes and directs the CEO to expend up to an additional \$200,000 (total of \$300,000 including the previous approval) from existing CHH predevelopment sources to be used for predevelopment activities for the White Center Community Hub.



**CERTIFICATION**

I, Derrick Belgarde, certify that I am the Secretary of Capitol Hill Housing Improvement Program ("CHH") and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of CHH held on 13<sup>th</sup> day of August 2018, in accordance with the Charter and Rules and Regulations of CHH upon proper notice and at which time a quorum was present.

DATED the 13<sup>th</sup> day of August 2018.

By \_\_\_\_\_

Its \_\_\_\_\_

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# **SECTION 9:**

## **Consent Agenda and Attachments**

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## CAPITOL HILL HOUSING REGULAR MEETING

August 13, 2018

6:00 – 7:30 PM Regular Meeting

12<sup>th</sup> Ave Arts Pike Pine Meeting Room

1620 12<sup>th</sup> Avenue, Seattle

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### CONSENT ITEMS

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#### MINUTES AND REPORTS

1. July 2018 Draft Board Meeting Minutes (attached for adoption)
2. Tenant Communications Tracking (attached for review)
3. Committee Reports and Minutes (attached for acceptance)

#### DONATIONS, TRANSACTIONS OVER \$10,000 OR 1-YEAR, AGREEMENTS WITH PUBLIC ENTITIES

Blended				
Date	Bldg/Entity	Contract with:	Amount	Purpose
July 20, 2018	FREDONIA	Hainsworth	\$0.00	2 year laundry contract
August 2, 2018	HOLDEN	Blue Core Power	\$14,896.00	Service the electrical panels in the apartments and common areas.
August 1, 2018	PARKHILL	SMR Architects	\$22,000.00	Assistance in refining the scope of the of the Park Hill rehabilitation work and producing schematic drawings to be used for obtaining cost estimates from a general contractor. Assistance with getting pedestrian protection on Union Street and the required Street Use Permit.
August 3, 2018	412	Dickson Electric, LLC	\$20,919.00	Upgrade common area lighting.

Discrete				
Date	Bldg/Entity	Contract with:	Amount	Purpose
August 3, 2018	12AA	Able General Contracting	\$44,781.00	Install carpet tiles, acoustic panels, acoustic door seals, and misc paint.

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## REGULAR BOARD MEETING MINUTES

Pike-Pine Room  
1620 12<sup>th</sup> Avenue, Seattle

**July 9, 2018**

**Members Present:** Frank F. Alvarado III, Derrick Belgarde, Rachel Ben-Shmuel, Sara Cubillos (Emerging Leader Fellow), Bob Fikso, Chasten Fulbright, Cathy Hillenbrand, Drew Porter, Robert Schwartz, Eric Snow, Paul Breckenridge

**Members Absent:** Dana Behar, Shalimar Gonzales, Michael Malone, b.g. Nabors-Glass, Selomé Teshome

**Staff Present:** Robyn Dhatt (taking minutes), Jill Fleming, Greg Gibson, Muammar Hermanstynne, Michelle Lambert, Chris Persons, Michael Seiwerrath, Sarah Shoemake (taking minutes), Jeremy Wilkening

**Guests Present:** Bill Block, Maiko Winkler-Chin

**The meeting was called to order** by Robert Schwartz at 6:02 pm.

**A motion** to approve the **Consent Agenda** was made by Frank F. Alvarado III, seconded by Derrick Belgarde, and passed unanimously.

**Disclosures and recusals:** None.

**Public comment:** There were no members of the public present.

### Presentation and Discussion

**Affirmatively Furthering Fair Housing (AFFH)/Neighborhood Preference:** AFFH is part of the 1968 Fair Housing Act administered by HUD and designed to counteract and reverse historic patterns of racial segregation in the US. Cities and Public Housing Authorities are required to establish AFFH policies in order to receive HUD funding. These policies usually fall in two categories around affirmative marketing and neighborhood preference. Affirmative marketing authorizes the marketing of housing directly to groups “who would not ordinarily be expected to apply, when such efforts are pursuant to an affirmative marketing program or undertaken to remedy the effects of prior discrimination in connection with the advertising or marketing of dwellings.” Neighborhood preference refers to policies that prioritize individuals and families who have been displaced from specific communities or who have historical connection with such communities. These types of policies have been reaffirmed through the court and through federal administrative declarations like the Fair Housing Planning Guide of 1996 and most recently a HUD declaration of 2015. For Liberty Bank Building, CHH has been a leader in following new City guidelines on affirmative marketing. Chris has been active, through the Yesler Community Collaborative, in advocating for a City neighborhood preference policy similar to those adopted by San

Francisco and Portland. Chris noted that we are also exploring the feasibility of adopting a neighborhood preference policy voluntarily, which could be utilized as a model for other apartment owners or the City as a whole.

To introduce this concept and this work to the Board, Bill Block - former Regional Administrator for HUD Region 10 and Maiko Winkler-Chin - Executive Director of SCIDPDA attended and contributed to the discussion around affirmative marketing and neighborhood preference.

**Board Development:** Drew Porter will spend a year abroad with his family related to work. Drew has served on the CHH Board for six years being very active in the finance and executive committees. He is currently Vice-Chair and in line to become Chair after Rob. The Executive Committee recommended providing Drew with a one-year leave of absence allowing him to resume his position upon his return. Drew's rights and privileges as a Board member, including voting and quorum, would be suspended during this period. The Executive Committee recommended filling the Vice-Chair position on an interim basis from the ranks of the current Board. The Executive Committee has discussed candidates for this role, but has not yet broached the idea with those candidates. The Executive Committee also recommends filling Drew's Board seat, on an interim basis, with one of the two current Board member candidates.

Chris also noted that a seat is expected to be vacated by another Board member later this year. The Executive Committee sees this as an opportunity to better achieve our values of diversity and equity and to that end has identified persons of color for each position.

### **Finance and Asset Management**

**Finance and Asset Management Report:** Greg presented the regular FAM Report and dashboard through May 2018. The updated Finance Policy will be reviewed by the FAM Committee this month, and will prepare a Resolution for the August board meeting.

**A motion** to accept the **July Finance and Asset Management Report** was made by Frank F. Alvarado III, seconded by Bob Fikso, and passed unanimously.

**Resolution 2018-10: Use of Board Designated Reserves:** Due to the delay in the construction and investor closing for the Station House project, this Resolution approves temporary usage of funds from the Board Designated Opportunity Reserve for predevelopment expenses at Station House. This short term borrowing from the Opportunity Fund allows us to fill this timing gap at a more advantageous cost of funds than using one of our alternative lines of credit. These funds will be repaid at closing.

**A motion** to approve **Resolution 2018-10: Use of Board Designated Reserves** was made by Cathy Hillenbrand, seconded by Frank F. Alvarado III, and passed unanimously.

### **Executive Committee and Governance**

**Resolution 2018-11: Authorization to Rebrand and Rename CHH:** Based on the unanimous, affirmative poll of PDA and Foundation Board members at the Joint Board Retreat on June 14<sup>th</sup>, this Resolution is the next step in the rebranding process. The Resolution notes that the Board has determined a rebranding and renaming will enhance the ability of the PDA to pursue its mission and purpose. It authorizes CHH Staff to assemble a task force to execute a re-naming, branding and messaging effort (together *rebranding*), consistent with the recommendations as well as other tasks to move forward with the



process. During discussions at the Executive Committee meeting, the Committee asked that the Resolution include language prioritizing the use of rebranding consultants that are culturally representative of the communities we serve and who would fully engage on our values of equity and inclusion.

**A motion** to approve **Resolution 2018-11: Authorization to Rebrand and Rename CHH** was made by Chasten Fulbright, seconded Bob Fikso, and passed unanimously.

### **Organizational Advancement and External Relations**

**Capital Campaign Update:** Michael gave an update on the Rise Together Capital Campaign, including board commitments and some recent major gifts.

### **Real Estate Development**

**Resolution 2018-12: Station House Omnibus Financing:** Jeremy presented the standard omnibus resolution drafted by legal counsel. The Resolution approves and authorizes closing on final financing, as well as authorizes staff and board members to execute the necessary documents to move the development forward.

**A motion** to approve **Resolution 2018-12: Station House Omnibus Financing** was made by Cathy Hillenbrand, seconded Rachel Ben-Shmuel, and passed unanimously.

**Resolution 2018-13: Station House Bond:** Jeremy presented the standard bond resolution, drafted by legal counsel. The Resolution approves and authorizes CHH to issue the bonds for the Station House closing.

**A motion** to approve **Resolution 2018-13: Station House Bond** was made by Rachel Ben-Shmuel, seconded Cathy Hillenbrand, and passed unanimously.

**Station House Update:** Jeremy gave a brief update on the status of the Station House development. A required amendment to an agreement between Sound Transit and the City of Seattle has caused a delay in the closing process. The project might close by the end of the month.

**SHA RFP and K-Site RFP Introductions:** Staff introduced two RFPs that are under consideration for response. A full initial Resolution for each RFP will be presented at the August Board meeting, if the staff recommend moving forward.

**Development Pipeline Updates:** Chris gave an update on the Northgate RFP, which we responded to in November 2017, and was cancelled in June 2018. A new RFP could be released at end of July and could potentially have a due date by end of August.

**The meeting was adjourned** by Robert Schwartz at 7:35 pm.

Attested,

---

Derrick Belgarde, Secretary  
August 13, 2018

DRAFT

## Tenant Communications Tracking

**June 2018**

Building	Issue	Status	Resolution
Berneva	Tenant has submitted multiple complaints regarding his neighbors, their guests, and the Site Manager. His comments and communication have become harassing in nature.	Open	Meeting conducted between tenant, Portfolio Manager, Sr. Director of Property Management, and VP of Organizational Performance scheduled for 3/28. Follow-up meetings with PM held monthly.
Elizabeth James Senior House	Tenant submitted complaints regarding their suspicion of their neighbor using and selling drugs in their unit, their guests. They also submitted complaints about other neighbors smoking in their units.	Closed	Investigation of all complaints was conducted and no corroborating evidence was found.
12 <sup>th</sup> Ave Arts	Tenant submitted complaint of non-enforcement of the no smoking policy as well as other air irritants in the building. Filed suit in small claims court for \$8000 in damages.	Closed	CHH investigated claims and took steps to enforce policy. Judge ruled only \$932.25 in favor of tenant.

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## AUGUST 2018 PROPERTY MANAGEMENT BOARD REPORT AND MINUTES

**Property Management Committee Members:** b.g. Nabors-Glass, **Chasten Fulbright**, **Derrick Belgarde**, Felicia Cross

**Staff Liaisons to the Board:** **Heyward Watson**, Dianne Moreland  
(**BOLD** indicates those members in attendance)

**Date, time and location of meeting:** August 7, 2018 -1:00 – 2:00 PM Belmont Conference Room

**Date, time and location of next meeting:** September 4, 2018 -1:00 –2:00 PM Belmont Conference Room

### **Current Capital Projects in Process/Pending:**

- **Villa Apartments:** The design work for installation of commercial water meters and cost estimates are completed. The Project Approval will be presented at the next available Operations Meeting for approval followed by the release of RFP for the project.  
Update: Bids to install water meters for commercial tenants to be accepted by March 23<sup>rd</sup>.  
Update: RFP date has been pushed back with a goal of mid-April 2018. RFP date is scheduled for May 8<sup>th</sup>. Accord Construction submitted a bid and the award was approved. The contract has been signed, and they are putting together submittals and schedule. The Notice to Proceed will be issued when the equipment has been received. Goal of starting the installation this summer. ***Latest Update: The contractor will be installing the water meters on Aug 8 and 9.***
- **Haines:** The building is scheduled to replace piping and fixtures for all 30 bathrooms that were originally built in 1905. The building went through kitchen renovations in 2014. The piping project is scheduled to last 5 months. CHH has a contractor and an architect on board, and is waiting for the financial approval from the lender. Update: Partial financing has been approved by Chase and further gap financing is being sought through Asset Management. Work started on the bathroom pumping stacks on 1/8/18. Work is being performed stack by stack; work on each stack will take approximately 5 weeks. There are five pumping stacks. The bathroom re-piping is scheduled and budgeted and should be completed by the end May 2018. The bathroom re-piping is in the final stages and is on schedule to be completed by the end of May 2018. The bathroom re-piping was completed on schedule. The project is on schedule to have its final walkthrough completed on June 12, 2018. At final walk-through, we identified some items to be corrected. Correction will delay the project end date. We anticipate the project will be complete by mid-July 2018. The changes have no impact financially, and the lead project manager will ensure that all corrected items are satisfactory. ***Latest Updated: The common area is officially complete. The contractor is finalizing the residential section of the project. While completing the Haines annually inspection, we discovered some additional deficiencies. The site manager will be reporting our finding, to the project manager and contractor.***

- **Elizabeth James Renew Projects**

- Domestic water heater preheat heat pump installation – installation in progress. Commissioning set for Tuesday Aug 7.
- Bath fan cleaning and servicing – in progress. Found the fans dirtier than expected and more difficult to clean. Office of Housing has been on site to observe the cleaning results and has informed the contractor that additional work is required to meet the standards of the contract.
- Recreation heat pump installation – installation to be completed by Aug 10.
- Lighting upgrades – received 2 sample fixtures to be installed in the center stair well for evaluation. Bid documents to be ready by the end of Aug.
- Roof replacement – on hold until HUD approval. Discussing the financial feasibility to upgrade the roof insulation to meet current code requirements. Office of Housing is unable to pay for any additional construction costs incurred to configure roof for the added insulation. Includes design for permit, increasing the height of the perimeter curb, and roof venting requirements. Rebid (if required due to design changes required) 1<sup>st</sup> quarter 2019, and construction 2<sup>nd</sup> quarter 2019.
- Solar panel installation – on hold until roof replaced. Install 3<sup>rd</sup> quarter 2019.
- Common area lighting upgrades – create bid documents and issue Invitation for Bids by end of Aug and construction in Oct.

- **Seneca Envelope Maintenance Project** - Work started Aug 3<sup>rd</sup>. Expected to be completed in Oct.
- **Helen V Roof Project** – reroof completed. Warranty inspection and demobilization scheduled for week of Aug 13.
- **Holden Vista Electrical Panel Service Project** – Contract awarded and work scheduled to start Aug 20 and be completed by end of Aug.
- **Burke Gilman Gardens Porch Replacement Project** – Contract awarded and work scheduled to start Aug 13.
- **12<sup>th</sup> Ave Arts Theater Lobby Acoustic Upgrades Project** - Contract awarded. Contractor putting together material submittals and putting together construction schedule.
- **Miller Park Roofing Project** – Contract awarded. Work scheduled to start Aug 13 and be completed mid Sept.

### **Building Operations**

From the Finance report: Year to date June 30, 2018 Blended Operating Statement.

In summary:

- June monthly snapshot vacancy was 3.8%
- YTD portfolio vacancy rate was 3.0%
- 12 month rolling vacancy was 2.5%

### **Third Party Management**

- CHREMS took over management of Bayview Tower for SHA on June 1, 2018. The tenant files will require a lot of attention to bring them up to compliance. CHREMS has hired a temp to assist with the tenant file cleanup.

### **Resident Services Activity for June 2018**

#### Resident Services Events (HUD)

- 18 events

#### Service Referrals

- 23 Referrals

#### Non-Referral Check-ins (Relationship Building)

- 11 RSC meetings with residents

#### Rental Assistance

- 7 residents applied for rental assistance
- 7 residents attended the Financial Fitness Workshop
- 7 residents received rental assistance

### **CHH Facilities: 2018 MSP Work Order Report**

This report represents all work orders by classification completed year to date as of June 30th, 2018 and compared to previous year at same year to date.

<b><u>Work Order Classifications:</u></b>	<b><u>As of June 2018</u></b>	<b><u>Compared YTD in 2017</u></b>
EMERGENCY	322	367
INSPECTION	803	744
PREVENTATIVE MAINT.	25	13
ROUTINE	225	229
TENANT REQUEST	887	729
UNIT TURN	<u>155</u>	107
<b>TOTALS:</b>	<b>2,417</b>	<b>2,189</b>

**Leasing & Occupancy**

Board Report Information: 6/1/2018 – 6/30/2018

**Phone Calls**

Phone calls	284
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On average calls last 5-20 minutes. Estimated time spent returning calls:

Estimated	Minutes per Month	hours	Work Days
Low 5 mins.	1,420	23.6	2.9
High 20 mins	5,680	94.6	11.8

**Front Desk**

Signed in	81
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**Denials and Withdrawals**

Denials	5
Withdrawals	2

**60 days or > Vacancy HUD**

Building	Average	# of Units to-date	Reason
El Nor	61	1	Transfer unit. Resident moved out 5/31/18. Hard turn, 25 name ups sent.
Helen V	72	2	Received NTV 12/7/17; new move-in 3/15/18. New Site Manager, approved via IA process. Move out 1/16/16; new move-in 4/2/18. Site Manager turnover and paperwork resubmission.
Holden Vista	171	1	Move out 11/30/17; unit needs painting, countertop and bathtub repair. 34 name-ups sent. Applicant approved through IA process, new move-in 5/21/18.
Silvian	91	1	Move out 3/1/18, hard turn with flooring and cabinets/counters replaced. Twelve name-ups sent. Ready date 4/3/18. App submitted 4/13/18, move in 6/1/18.
Union James	149	3	Move-out 12/31/18. Hard turn- carpet replaced, unit painted, new blinds ordered. Two denials. Move-out 2/28/18. Hard turn- carpet replaced, unit painted, new blinds ordered. Five name-ups sent, two denials. Move in 6/29/18. Move out 12/4/18, twelve name ups sent. Application submitted and approved, applicant backed out. Eight more name-ups sent.



**60 days or > Vacancy Non-HUD**

Building	Average	# of Units to date	Reason
Bayview Tower	61	2	No information available, unit vacant before CHH started management.
Boylston-Howell	81	1	Unit launched 3/7/18, move-in 5/7/18.
Bremer	101	2	Water damage caused by upper unit. Unit abandonment; hard turn with severe carpet damage. 3 viewings scheduled, app submitted 5/10/18.
Brewster	168	1	First applicant no-show, two denials; one over income, relisted. Carpet replaced. New move-in 4/18/18.
Broadway Crossing	78	2	First applicant over-income. Name-ups sent, new move-in 5/15/18. First applicant over income. Transfer unit, new move-in 5/25/18.
Centennial	60	1	Launched 3/7/18. New move-in 4/30/18.
Devonshire	84	3	Launching delayed due to repairs and maintenance. First applicant denied. Second applicant approved, move in delayed due to further repairs. Move-in 5/7/18. NTV 2/6/18, unit launched 2/20/18. Application submitted and approved, move in delayed due to maintenance. Applicant dropped out, unit relaunched 4/5/18. Application approved 5/24/18, move in 5/29/18. Eviction 3/13/18, launched 3/20/18. Application approved 5/30, move- in scheduled for 6/6/18 due to translation needs.
Joe Black	96	2	Move out 1/31/18, unit launched 3/27/18. Unit abandonment.
John Carney	68	1	Former tenant evicted 3/1/18. Carpet cleaning and new blinds ordered. New move-in 5/9/18.
Lake City	117	1	Move out 1/3/18; needed heavy cleaning and hauling. Four denials- relaunched 5/23/18.
Lincoln Court	103	1	Former tenant evicted 1/17/18. Launched 1/25/18. Transfer pending.
Melrose	84	1	Moveout 2/1/18. Held for RA transfer. New move-in 4/26/18.
Oleta	89	1	Launched 1/31/18. Two denials, relaunched 4/17/18.
Pantages	85	2	Launched 1/29/18. New move-in 5/22/18. Eviction for property damage, move out 3/31/18. Unit undergoing significant repairs.

\*Applicants have 72 hours to enter in to a lease agreement, move-in must occur within 14 days.

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**Capitol Hill Housing  
Property Management Dashboard  
Year to Date at June 30, 2018**

Blended Component Units:	Portfolio Manager	Affordable Units	Market Units	Total Units	YTD 2018 Income Per Unit			YTD 2018 Op expenses B4 Debt Cost Per Unit			Rolling Avg. Make Ready Days	Rolling Avg. Total Turn Days	2018 YTD Cash Flow after debt and reserves						
					Actual	Budget	Var %	Actual	Budget	Var %			June 2018 Monthly	12 MO Rolling	2017 2018 YTD	2017 Vacancy	Actual	Budget	Variance
Berneva	Colby	12		12	4,758	4,677	2%	4,022	3,932	-2%	45	47	0.0%	1.0%	1.5%	1.4%	2,195	2,279	(84)
Boylston Howell	Colby	30		30	5,722	5,680	1%	4,059	4,336	6%	11	42	0.0%	0.9%	1.4%	0.8%	(13,055)	(22,592)	9,537
Bremer	Asia	49		49	4,468	4,598	-3%	2,932	2,872	-2%	23	72	10.1%	4.8%	5.7%	2.6%	29,434	29,534	(100)
Brewster	Colby	35		35	4,585	4,232	8%	2,774	3,251	15%	12	89	0.0%	2.8%	1.8%	6.8%	50,159	21,160	28,999
Broadway	Colby	3	2	5	6,757	6,459	5%	3,694	3,913	6%			0.0%	0.0%	0.0%	0.2%	8,265	5,677	2,588
Burke Gilman Gardens	Dianne	15		15	6,623	6,315	5%	4,271	4,488	5%		30	7.2%	0.8%	1.2%	0.7%	8,524	625	7,899
Byron Wetmore	Colby	12		12	5,721	5,774	-1%	5,199	5,060	-3%			0.0%	0.0%	0.0%	1.1%	(2,330)	(30)	(2,300)
Casa di Cinque	Dianne	3	2	5	8,306	8,084	3%	3,973	4,711	16%			0.0%	0.0%	0.0%	0.0%	13,859	7,389	6,470
Centennial	Asia	21	9	30	5,912	6,046	-2%	2,656	2,966	10%	13	44	0.0%	3.6%	5.8%	2.7%	34,765	29,476	5,289
Devonshire	Asia	62		62	4,687	4,764	-2%	3,439	3,333	-3%	17	57	5.2%	2.9%	3.6%	2.3%	17,558	28,881	(11,323)
Eighteenth Avenue	Dianne	9		9	6,054	6,769	-11%	3,936	4,311	9%	176	246	9.8%	7.8%	11.5%	2.5%	(3,159)	(93)	(3,066)
El Nor	Asia	55		55	5,344	5,359	0%	4,014	4,133	3%	20	63	1.8%	2.0%	1.8%	2.8%	12,753	7,150	5,603
Elizabeth James	Dianne	60		60	5,165	5,131	1%	4,319	3,577	-21%	25	48	4.6%	1.4%	2.1%	1.5%	(25,608)	8,139	(33,747)
Fleming	Asia	36		36	4,719	4,717	0%	2,947	2,881	-2%	15	47	2.7%	1.5%	2.6%	0.3%	16,039	18,336	(2,297)
Four Ten	Colby	6		6	4,854	4,704	3%	3,564	3,289	-8%	4	23	0.0%	1.4%	0.0%	1.8%	2,738	3,486	(748)
Four Twelve	Colby	12		12	8,024	7,737	4%	5,225	5,605	7%			0.0%	0.1%	0.3%	0.6%	23,370	9,137	14,233
Fredonia	Dianne	7	5	12	12,639	13,091	-3%	6,722	7,601	12%	8	48	3.1%	1.8%	3.5%	2.0%	33,279	28,159	5,120
Gilman Court	Valencia	25		25	6,503	6,419	1%	4,427	5,323	17%	10	51	0.0%	0.6%	0.0%	1.1%	46,903	22,408	24,495
Harrison at 15th	Colby	19		19	10,316	9,832	5%	5,058	5,561	9%			0.0%	0.1%	0.0%	0.1%	35,373	16,618	18,755
Hazel Plaza	Dianne	16		16	13,201	12,746	4%	4,461	4,918	9%			0.6%	0.0%	0.1%	0.2%	68,397	55,076	13,321
Holden Vista	Asia	16		16	7,326	7,210	2%	4,750	5,463	13%	30	171	0.0%	5.1%	4.8%	5.5%	21,737	8,481	13,256
Joe Black Apartments	Colby	24		24	6,426	6,772	-5%	5,562	5,553	0%	128	112	13.1%	4.4%	8.3%	1.7%	580	9,101	(8,521)
John Carney	Asia	27		27	4,313	4,236	2%	2,956	3,204	8%	20	68	0.0%	1.6%	1.2%	1.4%	15,804	7,130	8,674
Larned	Asia	33		33	5,183	5,180	0%	3,414	3,528	3%	18	35	2.6%	2.6%	2.0%	1.9%	47,401	43,580	3,821
Lincoln Court	Colby	29		29	5,009	5,077	-1%	2,996	3,148	5%	2	98	1.6%	2.3%	2.6%	2.3%	1,955	(454)	2,409
Mary Ruth Manor	Dianne	20		20	12,205	11,923	2%	4,555	5,339	15%	17	169	13.6%	2.8%	3.6%	3.6%	60,354	39,034	21,320
Maxwell	Colby	4		4	5,816	5,684	2%	2,982	4,032	26%			0.0%	0.0%	0.0%	0.4%	8,294	3,566	4,728
Melrose	Colby	30		30	4,525	4,546	0%	3,250	3,543	8%	9	54	3.3%	2.3%	3.5%	1.8%	19,079	10,942	8,137
Miller Park	Dianne	12		12	6,262	6,062	3%	5,209	4,286	-22%	10	31	0.0%	1.0%	0.0%	1.6%	(3,787)	4,897	(8,684)
Park Hill	Valencia	20	10	30	7,553	7,216	5%	4,241	4,819	12%	34	67	0.0%	1.3%	0.0%	3.8%	67,449	40,003	27,446
Ponderosa	Dianne	23		23	4,673	4,607	1%	3,506	3,742	6%			-0.3%	0.6%	1.0%	0.1%	19,580	12,652	6,928
Seneca	Colby	32		32	5,396	5,467	-1%	3,647	4,102	11%			0.0%	0.0%	0.0%	0.2%	24,986	12,686	12,300
Union James	Dianne	24		24	6,745	6,837	-1%	4,904	4,648	-6%	53	130	11.5%	7.9%	10.1%	6.9%	(10,226)	(1,874)	(8,352)
Villa	Valencia	62		62	5,982	5,929	1%	3,708	3,622	-2%	17	41	1.9%	1.1%	1.2%	1.4%	23,509	26,288	(2,779)
																	656,174	486,847	169,327
Discrete Component Units:																			
Broadway Crossing	Colby	44		44	5,023	5,699	-12%	3,840	4,261	10%	53	81	5.9%	1.7%	3.0%	1.7%	15,330	26,605	(11,275)
Fremont Solstice	Valencia	18		18	5,640	5,751	-2%	4,247	4,193	-1%	17	50	0.0%	0.8%	1.6%	0.4%	(5,897)	(2,922)	(2,975)
Haines AAA	Asia	30		30	5,556	5,688	-2%	3,756	4,623	19%	7	91	2.9%	4.7%	5.1%	3.5%	(35,038)	(9,480)	(25,558)
Helen V	Valencia	38		38	8,938	9,094	-2%	4,544	4,039	-13%	25	68	4.9%	5.7%	7.2%	3.7%	99,431	124,526	(25,095)
Holiday	Asia	30		30	5,837	5,793	1%	3,060	3,152	3%	29	59	0.0%	0.9%	0.8%	1.9%	18,346	14,280	4,066
Jefferson Housing	Dianne	40		40	6,479	6,665	-3%	4,481	4,028	-11%	23	51	8.7%	2.7%	4.3%	0.6%	(2,596)	6,032	(8,628)
Oleta	Colby	34		34	4,670	4,757	-2%	2,806	3,055	8%	36	60	3.7%	4.2%	4.2%	3.4%	11,198	5,666	5,532
Pantages	Colby	49		49	4,986	5,249	-5%	4,305	3,810	-13%	15	66	3.3%	2.4%	3.5%	0.8%	(17,364)	17,316	(34,680)
Silvian	Valencia	32		32	5,773	5,881	-2%	4,478	3,631	-23%	39	76	8.8%	2.8%	5.6%	0.5%	(18,715)	12,643	(31,358)
Squire Park Plaza	Valencia	31	29	60	10,309	9,869	4%	3,704	4,345	15%	14	51	5.0%	3.7%	2.7%	4.5%	144,597	79,851	64,746
Twelfth Avenue Arts	Valencia	88		88	5,762	5,677	1%	2,881	2,878	0%	11	25	0.8%	0.8%	0.8%	1.6%	58,336	51,271	7,065
Unity Village	Asia	30		30	5,354	5,040	6%	3,990	4,146	4%	43	99	5.9%	6.1%	4.0%	5.2%	34,354	20,278	14,076
																	301,982	346,066	(44,084)
Portfolio Totals:		1307	57	1364	8,353,673	8,346,917	0%	5,203,866	5,327,906	-2%	26	64	3.8%	2.5%	3.0%	2.3%	958,156	832,913	125,243

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## **MSP Capital Project Report August 2018**

### **Villa Apt Commercial Water Meter Installation**

- Scope – Install remote reading water meters for the four commercial spaces.
- Status – Installation scheduled for August 8<sup>th</sup> and 9<sup>th</sup>.

### **Elizabeth James HVAC Upgrade Project**

- Scope – Install heat pumps for domestic water system, install heat pump in place of the baseboard heaters in the recreation room, and clean unit bath fans and set for 30 CFM.
- Status – Water heater pump install currently in progress. Commissioning set for Aug. 7<sup>th</sup>. Rec room heat pump install to be completed by Aug. 10<sup>th</sup>. Additional work will be required to meet contract standards for bath fans per Office of Housing.

### **Elizabeth James Reroof Project**

- Scope – Tear off and install new SBS system in preparation for installation of solar panels.
- Status – Received 3 bids. Award on hold until HUD loan approved. Solar panel install on hold until roof replaced. Install 3<sup>rd</sup> quarter 2019.

### **Miller Park Reroof Project**

- Scope - Overlay existing roof.
- Status – Contract awarded. Work scheduled to start Aug 13 and be completed mid Sept.

### **Helen V Reroof Project**

- Scope – Overlay existing roofing system.
- Status – Re-roof completed. Warranty inspection and demobilization scheduled for week of Aug 13.

### **Seneca Envelope Maintenance Project**

- Scope – Reseal all joints, repair cracks/damaged EIFS, and recoat.
- Status – Work started Aug 3<sup>rd</sup>. Expected to be completed in Oct.

### **12<sup>th</sup> Ave Arts Theater Lobby Acoustics Project**

- Scope – Install carpet, acoustic panels, and door seals.
- Status – Contract awarded. Contractor putting together material submittals and putting together construction schedule.

### **Holden Vista Electrical Panel Service Project**

- Scope – Cleaning, Inspecting, and Servicing all unit electrical panels
- Status - Contract awarded and work scheduled to start Aug 20 and be completed by end of Aug.

### **Burke Gilman Gardens Porch Replacement Project**

- Scope – Replacing exposed porch wood surfaces with a TREX (non-wood) product.
- Status - Contract awarded and work scheduled to start Aug 13.

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## **AUGUST 2018 FUNDRAISING AND COMMUNICATIONS MEMORANDUM**

To: Capitol Hill Housing Board of Directors CC: Christopher Persons

From: Michael Seiwerath

### **Grants and Donations**

In the last four weeks, the CHH Foundation has received:

- CHH Foundation received a grant of \$5,000 from Banner Bank in support of the Capitol Hill EcoDistrict.
- CHH Foundation received a grant of \$5,000 from the Department of Neighborhoods in support of the Capitol Hill Garage Sale, co-hosted by the Capitol Hill EcoDistrict.
- CHH Foundation received a grant of \$10,000 from Union Bank in support of community development in Capitol Hill, the Central District, and White Center.
- CHH Foundation received a commitment of \$15,000 from Enterprise Community Partners to support integrated design at 14<sup>th</sup> and Union. Integrated design aims to design and construct building with sustainable architecture which better serves the buildings residents and users.
- The grant from Seattle Foundation and King County's Communities of Opportunity program, described in the June 2018 memo as a \$20,000 commitment, is actually a \$30,000 commitment. The \$20,000 we received was a first installment. The grant supports a collaborative anti-displacement effort coordinated by Yesler Community Collaborative.

The CHH Foundation submitted:

- A proposal to the Bank of America Neighborhood Builders program for \$200,000 in unrestricted support over 2 years. This program is open only to pre-selected nominees.
- A proposal to Enterprise Community Partners for \$100,000 to support predevelopment activities at the Eldridge, the South Annex, and the alley that connects the Eldridge site and Broadway Crossing.
- A proposal to the Local Initiatives Support Corporation (LISC) for \$60,000 to support economic development strategies that leverage our real estate projects and local business relationships.
- A proposal to Bank of America for \$20,000 in general operating support.
- A proposal to Umpqua Bank Foundation for \$10,000 in general support.
- A proposal to US Bank Foundation for \$10,000 in general support.
- A proposal to the Pride Foundation for \$7,500 in support of community engagement at the 14<sup>th</sup> and Union development.

An LOI requesting \$300,000 from the Surdna Foundation was declined.

### **Capital Campaign**

In July, the Rise Together capital campaign celebrated passing the \$2 million mark toward its now \$11.6 million goal, which was increased from \$11.4 million. The campaign steering committee agreed to raise the Capitol Hill Arts Stabilization goal from \$900,000 to a round \$1 million, a number better received by prospective supporters of the project. The increased campaign goal also reflects minor adjustments to anticipated fundraising expenses, which are still projected to be well under the industry standard of 10%.

At this point, it is critical to achieve 100% board pledge participation in the Rise Together campaign. As of today, 67% of the CHH PDA Board and 93% of the CHH Foundation Board have submitted pledge forms. As a reminder, a lack of 100% board pledge participation can hold Rise Together back from applying for many institutional grants. If you have not yet submitted your pledge form, please do so as soon as possible. Pledge payments can be spread across multiple years, and payment schedules are flexible.

Recent grant activity for the Rise Together capital campaign includes:

- CHH received the exciting news in July that we are being awarded a \$300,000 bank grant, with \$250,000 counting toward the Rise Together capital campaign's capacity-building goals in the Central District, and another \$50,000 for CHH to pursue ambitious Women and Minority-owned Business Enterprise (WMBE) hiring goals. We are currently working with the bank on public announcement and contracting.
- The CHH Foundation was nominated by Board Member Sue Cary for BECU's [People Helping People Awards](#), which has award categories ranging from \$15,000 - \$50,000. During the month of August, CHHF will submit additional application information. Finalist organizations, named by the end of September, will be eligible for the \$40,000 People's Choice Award category, which is selected by popular community vote.
- Heritage Bank nominated CHH for the Federal Home Loan Bank of Des Moines' \$15,000 [Strong Communities Award](#) for the Liberty Bank Building project. The Strong Communities Award recognizes the impact of small business and economic development projects on creating stronger communities. Award announcements will be made in October.
- Unfortunately, Rise Together was not named as a finalist in the Rockefeller Foundation and Chan Zuckerberg Initiative's Communities Thrive Challenge, a national competition to fund scalable models for economic development. Over 1800 organizations applied, and only 85 organizations moved into the final rounds. However, Rise Together received largely positive peer feedback on our application.

Additional proposals to the Seattle Office of Arts and Culture, National Endowment for the Arts, Gates Foundation, Wyncote Foundation NW, T.E.W. Foundation, and Joshua Green Foundation are planned for summer or fall 2018 submission.



## **Events**

The Omnivorous Committee meets monthly, and we always welcome new committee members. Tickets are on sale at [www.tinyurl.com/omnivorous2018](http://www.tinyurl.com/omnivorous2018)

Committed sponsors to date include:

- King Salmon: Columbia Pacific Advisors
- Hama Hama: Bank of America, Heritage Bank, HomeStreet Bank, Kaiser Permanente
- Chanterelle: Banner Bank, Deirdre Doyle Real Estate, Enterprise, KeyBank, MBE Law Group, Pacifica Law Group, Walsh Construction
- Fiddlehead Fern: Encore Architects, Foster Pepper, Mithun, SMR Architects, Weber Thompson

This event is actively seeking additional sponsors. For more information on the event, including information on sponsorship, please be in touch with Laura Orella at [lorella@capitolhillhousing.org](mailto:lorella@capitolhillhousing.org).

Confirmed restaurants to date include: Cafe Pettiroso, Caffe Vita, Chef Shota Nakajima, Comet Tavern, The Derschang Group, Harry's Fine Foods, Hello Robin, Jemil's Big Easy, Lost Lake, Oola Distillery, Optimism Brewing, Plum Bistro, Queer Bar, Revolver Bar, Rumba, Sun Liquor, Tango, Terra Plata, The Tin Table, Trove, and Via Tribunali

We are asking board members and other regular attendees to be “Gatherers” for this event. Like traditional table captains, Gatherers invite a “bushel” of eight friends to Omnivorous who can help us reach our giving goals. They are a vital part of our fundraising strategy for this event and will be recognized at the event and in the program.

For more information about sponsoring the event, becoming a Gatherer, or joining the rank of volunteers, please contact Laura Orella at [lorella@capitolhillhousing.org](mailto:lorella@capitolhillhousing.org).

## **Communications**

Our new Senior Communications Manager Yiling Wong briefed the CHH Foundation board at their quarterly meeting July 24<sup>th</sup> on next steps for rebranding phase II, including key messaging, partner engagement, reviewing corporate structure, and naming process. We have been consulting with our community partners to identify a list of potential consultants conversant in equity issues for the key messaging and engagement piece and developing a more detailed timeline of steps.

We continue to emphasize people-centered stories in our marketing. We recently spotlighted incoming PDA board chair [Robert Schwartz](#), highlighting his passion for sustainability that extends beyond buildings to include the communities that form them. Also featured was [Esther Ervin, co-curator](#) for the development of art in the Liberty Bank Building, who shared her perspective on the opportunity in the project to preserve the history of the neighborhood and her plans for the building's entrance.

The EcoDistrict continues to advocate for affordable transit. Joel Sisolak, Senior Director of Sustainability and Planning, [he shared testimony](#) to support a resolution to expand the Basic Bike Network, which includes a Protected Bike Lane along the Pike Pine corridor of Capitol Hill Seattle. The resolution was adopted by the full city council.

On Saturday August 4, CHH staff led by Valencia Chambers generously volunteered their time to table at Umoja Fest 2018, Africatown's heritage festival and parade, sharing information about affordable housing and CHH's services to festival attendees in the Central District. Thanks to Chris P., Robyn D., Joah S., Steven S., Michael S., and Brittany T. for stepping up to help connect with our community and provide a physical presence to show support of our partners' event!

Date	Title	Outlet
7/6/2018	<a href="#">Africatown gets \$1M+ boost from Seattle's first Equitable Development grants</a>	Capitol Hill Seattle Blog
7/9/2018	<a href="#">Community paints mural at Midtown Center - Temporary activation project to reflect neighborhood's desire to preserve culture, history</a>	Capitol Hill Times
7/10/2018	<a href="#">69 units planned for Lake City Way site</a>	Seattle Daily Journal of Commerce
7/10/2018	<a href="#">King County moves to allow affordable housing at future Northgate light-rail station</a>	Seattle Times
7/14/2018	<a href="#">CHS Pics   Africatown art project shows 'what's possible' in the Central District</a>	Capitol Hill Seattle Blog
7/18/2018	<a href="#">Council confirms Eldridge Tire building's landmark status: Capitol Hill Housing moving forward with 78-unit affordable housing redevelopment</a>	Capitol Hill Times (also see 7/30 <a href="#">Capitol Hill Seattle Blog coverage</a> )
7/19/2018	<a href="#">Midtown design looks too much like SoLU, not enough like the CD — Can new Central Area Design Review Board help?</a>	Capitol Hill Seattle Blog
7/29/2018	<a href="#">Street Critic: What's your Capitol Hill sign's story?</a>	Capitol Hill Seattle Blog
8/1/2018	<a href="#">Africatown Designs Its Future: Part 1 &amp; 2</a>	The Urbanist
8/1/2018	<a href="#">It's Time: Pike/Pine Protected Bike Lanes Will Transform Seattle's Bike Network</a>	The Urbanist

**2018 Capitol Hill Housing Budget and Actuals**  
**Updated August 7th, 2018**

**Unrestricted Budget**

<b>Income Source</b>	<b>2018 Goal</b>	<b>2018 Actual</b>	<b>% to Goal</b>
Government	\$ 66,710	\$ 66,710	<b>100.0%</b>
Foundation	\$ 182,150	\$ 60,000	<b>32.9%</b>
Corporate	\$ 201,750	\$ 45,161	<b>22.4%</b>
Individual	\$ 206,000	\$ 182,219	<b>88.5%</b>
Events & Sponsorships	\$ 256,000	\$ 192,150	<b>75.1%</b>
<b>TOTAL</b>	<b>\$ 912,610</b>	<b>\$ 546,240</b>	<b>59.9%</b>

**Restricted Budget**

<b>Income Source</b>	<b>2018 Goal</b>	<b>2018 Actual</b>	<b>% to Goal</b>
Government	\$ -	\$ -	<b>0.0%</b>
Foundation	\$ 60,000	\$ 35,000	<b>58.3%</b>
Corporate	\$ -	\$ -	<b>0.0%</b>
Individual	\$ 50,000	\$ -	<b>0.0%</b>
Events & Sponsorships	\$ -	\$ -	<b>0.0%</b>
<b>TOTAL</b>	<b>\$ 110,000</b>	<b>\$ 35,000</b>	<b>31.8%</b>

**Combined Budgets  
(Restricted & Unrestricted)**

<b>Income Source</b>	<b>2018 Goal</b>	<b>2018 Actual</b>	<b>% to Goal</b>
Government	\$ 66,710	\$ 66,710	<b>100.0%</b>
Foundation	\$ 242,150	\$ 95,000	<b>39.2%</b>
Corporate	\$ 201,750	\$ 35,161	<b>17.4%</b>
Individual	\$ 256,000	\$ 182,219	<b>71.2%</b>
Events & Sponsorships	\$ 256,000	\$ 192,150	<b>75.1%</b>
<b>TOTAL</b>	<b>\$ 1,022,610</b>	<b>\$ 571,240</b>	<b>55.9%</b>

**Grants to CHH**

	<b>2018 Goal</b>	<b>2018 Actual</b>	<b>Difference</b>
RSC Grants to CHH	\$ 111,980	\$ 9,000	\$ 102,980
Sustainable Communities Grants to CHH	\$ 183,230	\$ -	\$ 183,230
General Operating Grants to CHH	\$ 430,000	\$ 321,000	\$ 109,000
<b>Total Unrestricted Grants to CHH</b>	<b>\$ 725,210</b>	<b>\$ 330,000</b>	<b>\$ 395,210</b>
Restricted Grants to CHH	\$ 110,000	\$ 35,000	\$ 75,000
<b>TOTAL</b>	<b>\$ 835,210</b>	<b>\$ 365,000</b>	<b>\$ 470,210</b>

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## **AUGUST 2018 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES**

**Property Development Committee Members:** Paul Breckenridge, Liz Dunn, Dana Behar, Rachel Ben-Shmuel, Bob Fikso, Andrew Brand

**Staff Liaisons to the Board:** Chris Persons, Jill Fleming, Jeremy Wilkening, Walter Zisette

**Date, time and location of meeting:** August 8, 2018 5:30-6:30 pm Belmont Conference Room

**Date, time and location of next meeting:** September 4, 2018 5:30-6:30 pm Belmont Conference Room

The PDC reviewed the pipeline projects planned for the fall funding round, namely Yesler Terrace, CHP-1, and Eldridge. They also reviewed the upcoming resolutions related to these projects. As well as a resolution for White Center.

**Yesler Terrace:** CHH intends to partner with SCIDPDA in applying for the RFP to redevelop the KC record retention site into a mix of SHA replacement housing and family focused workforce, with community programming space in the ground floor. The PDC reviewed major deal terms of this partnership and gave feed back on how to structure the agreement. Jeremy will send the final version of the MOU before the board meeting.

**Eldridge:** Jeremy shared the latest design plan for the project and discussed our intent to apply for funds in the fall round. The PDC gave feedback on programming and unit mix/count. The group discussed the merits of family units versus higher unit count and in general think family sized units are important but there is understanding if we end up needing to do more units to get the deal to pencil. For now we will stick with a stack of 3 bed units. We agreed to discuss the ground floor more in the future but Liz cautioned that the retail market is softening on the hill.

**CHP-1:** Jeremy updated the group on progress with the refinancing of Bremer/John Carney/Boylston Howell/Centennial.

**White Center HUB:** The PDC discussed the proposed resolution to increase predevelopment spending up to \$200,000 for White Center HUB that should carry the project through funding application in 2019.

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## **AUGUST 2018 JOINT BOARD DEVELOPMENT COMMITTEE BOARD REPORT AND MINUTES**

**Joint Board Development Committee Members:** **Margaret Pak Enslow** (Foundation Secretary), Shalimar Gonzales - Committee Chair (PDA Member), **Cathy Hillenbrand** (PDA Member), **Alice Quaintance** (Former PDA Member), **Randy Robinson** (via phone) (Foundation Member)

**Staff Liaisons to the Board:** Stacey McQuade, **Michael Seiwerath**, **Sarah Shoemake**

**Date, time and location of meeting:** July 11, 2018 – 4-5pm – Belmont Conference Room

**Date, time and location of next meeting:** September 12, 2018 – 4-5pm – Belmont Conference Room

*Meeting began at 4:10pm.*

1. **Joint Board Retreat Debrief:** Sarah briefly reviewed the agenda for the Retreat and some initial feedback that was given at the end of the Retreat. It was suggested by Leadership Staff to send a follow up poll to obtain further feedback as well as get information about preferred day of the week, time, and other logistics. Staff are working on follow up documentation which will be distributed in an email to both Boards soon.

2. **Update on Board Development:**

**PDA Emerging Leader (EL) Position:** Sarah reminded the Committee that Sara Cubillos was chosen as the finalist and was officially voted on as the Emerging Leader Fellow at the June 9<sup>th</sup> PDA Board meeting. She will serve a two-year, non-voting term, and is already an active addition to the PDA Board.

**PDA Board:** Sarah updated the Committee on several possible Board candidates for the PDA, and next steps for moving forward with their potential future appointments.

**Foundation Board:** Michael reported that Anand Balasubrahmanyam was chosen as a new Foundation Board member, voted upon at the July 24<sup>th</sup> Foundation Board meeting. He is serving on the Individual Giving Committee and is already a highly engaged Board member.

3. **Social Event Ideas**

**Joint Board BBQ:** Sarah reminded the Board that the BBQ has been scheduled for Thursday, August 16<sup>th</sup> and Foundation Board Chair Deirdre Doyle, has offered to host the event at her house.

**Building Tours:** This idea was further discussed. The Committee expressed an interest in potentially giving building or construction tours to donors, and training Board members to give said tours, to assist staff.

**4. Professional Desired Board professional development/workshops/trainings**

The Committee discussed logistics of board trainings, agreeing that we should have between one and four trainings per year, including onboarding training for newer Board members. It was suggested that we poll the Boards to determine topics on which they would like additional training. The Committee brainstormed the following potential topics:

- Rent Setting
- Eligibility
- Rebrand and Messaging
- Fundraising
- Advocacy
- Real Estate

**4. Future Meeting Topics:**

- a. Sexual Harassment Policy and Potential Trainings
- b. Techniques other Boards use to recruit diverse Board Members

*Meeting closed at 5:05pm.*



## August 2018 COMMUNITY DEVELOPMENT COMMITTEE BOARD REPORT

**Committee members:** Eric Snow, Rachel Ben-Shmuel, Sara Cubillos, Derrick Belgarde, Rachael Steward  
**CHH Sustainability and Planning Staff:** Joel Sisolak, Alex Brennan, McCaela Daffern, Steven Sawada

**Date, time and location of meeting:** N/A

**Date, time and location of next meeting:** TBD

The Community Development Committee (CDC) meets quarterly and has not met since the Board's last meeting. During the past month, staff continued to advance projects.

### EcoDistrict Updates

- **Certification:** The Capitol Hill EcoDistrict is registered to become one of the first certified ecodistricts in North America. CHH is part of a learning cohort of “early adopters” from across the North America. At the July 27 Certification Working Group meeting, the group reviewed new Equity metrics for the EcoDistrict that align with the City of Seattle’s Equitable Development Initiative.
- **LGBTQ-Affirming Senior Housing:** CEO Chris Persons, other staff, and board members met with a group of LGBTQ executive directors to discuss restarting community engagement and design work around creating LGBTQ-affirming senior housing and other opportunities for collaboration and relationship building. Staff are currently following up on next steps from that meeting.
- **District Shared Parking:** Policy recommendations from the EcoDistrict’s shared parking work were adopted April 2<sup>nd</sup> by the Seattle City Council as part of a package of parking reforms. [A blog post summary](#) was posted June 21.
- **ORCA Affordable Passport Program:** CHH continues to work with King County on an expansion of this program to serve low-income transit riders in other neighborhoods across the county. On June 22, the King County (KC) Council unanimously passed [Motion 2018-0255](#) directing KC Metro to study and price options for expanding transit access for affordable housing residents. The Metro report is due late September in time for County budget considerations. CHH is also reaching out to other agencies, including Sound Transit, PSRC and City of Seattle to explore potential cost sharing for a fully implemented Affordable ORCA Passport.
- **Pike/Pine Protected Bike Lane (PBL):** On July 30, the Seattle City Council passed Resolution 31826 in support of the [Basic Bike Network](#), which includes connecting the cycle tracks on 2<sup>nd</sup> Avenue and Broadway. Funding for this extension was included in the public benefit package that CHH and others negotiated with the developers of the WSCC. With funding secured and recent confirmation from SDOT that bike lane construction will begin next year, we now turn our focus to working on a design that is safe and intuitive for bicyclists, prioritizes pedestrian safety and comfort, and retains/strengthens the vibrant retail environment on Pike/Pine. CHH will co-present a design charrette for the extension on Oct 25<sup>th</sup> with Central Seattle Greenways and other partners.

- **Capitol Hill Neighborhood Design Guidelines:** The work group formed to advise the City on an update to the Capitol Hill Neighborhood Design Guidelines met for the last time in June. Following two months of public outreach, the draft guidelines are now under internal review at the City. It is anticipated that the guidelines will go to Council for approval in early 2019. During the update process, the workgroup identified several neighborhood concerns not addressed by the update. CHH staff are currently developing a memo directed at the City articulating these planning issues and opportunities.
- **Capitol Hill Renter Initiative (CHRI):** The Renter Initiative held a picnic in July and is hosting a discussion on residential small lot zoning and accessory dwelling units on August 8. CHH staff and CHRI leadership are also discussing roles and priorities moving forward without practicum student support in the 2018-19 academic year.
- **Mandatory Housing Affordability (MHA):** On June 8, the Seattle Hearing Examiner issued an initial ruling identifying which appeals to the MHA appeal would be reviewed in more detail and which would be dismissed. The final ruling should be given later this summer. Depending on the content of that ruling, MHA may proceed in late summer to a final citywide hearing and Council vote this fall or it may be delayed into 2019.
- **Alley Community Redesign:** We have hired Framework, a multidisciplinary design and planning firm, as our design consultant for the alley work. Framework has worked on many of the most inspiring recent alley revitalizations in Seattle. We are excited to begin working with them and community stakeholders on the design and community engagement process.
- **Homeless Outreach Services:** We are working in partnership with other community organizations to see the reinstatement of homeless service outreach workers in Capitol Hill and Chinatown/International District, and the expansion of that program to serve the First Hill neighborhood which connects our communities. This resource had been an important program for ensuring our neighborhoods have all the tools to connect people living outside with resources, and supported our business and residential community's compassion and desire for a single point-of-contact. The upcoming budget cycle allows us the opportunity to make a small investment in our neighborhoods that has a big positive impact on unsheltered and sheltered neighbors and our business communities.

#### **Community Development Update**

- **Community Liaison:** We completed our analysis of feedback from the board retreat and presented a memo to leadership on the findings. Steve provided crisis communications consultation to executive team around Liberty Bank community engagement/ public relations needs connected to contractor–sub contractor relations. Currently, he is strategizing a process to fulfill DON/SDCI early community outreach requirements **and** OH Community Relations Plan requirements for affordable housing developers. He has diagramed plans and submitted to SDCI and DON for feedback and reached out for ongoing inquiry/discussion on the requirements as this new process unfurls for developers with EDG post July 1, 2018. Finally, he will begin working on the next phase of our community development research – following up with partners and doing a deep-dive into our history.

## **AUGUST 2018 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES**

**Executive Committee Members:** Robert Schwartz (Chair), Drew Porter (Vice Chair), **Frank Alvarado** (Treasurer), **Derrick Belgarde** (Secretary), **Cathy Hillenbrand** (Immediate Past Chair)

**PDA Board Members:** **Shalimar Gonzales** (Guest)

**Staff Liaisons to the Board:** **Robyn Dhatt** (taking minutes), **Chris Persons**, **Sarah Shoemake** (taking minutes)

(**BOLD** indicates those members in attendance)

**Date, time and location of meeting:** Monday, July 30, 2018 - 5-6:30 pm Belmont Conference Room

**Date, time and location of next meeting:** Monday, August 27, 2018 - 5-6:30 pm Belmont Conference Room

### **Minutes:**

*Meeting began at 5:03pm*

#### **1....Lead Items**

- a. **Rebranding Next Steps:** Chris gave an update on the rebranding timeline of Phase 1 through June 2018. Next steps moving into Phase 2 include convening a Rebrand Workgroup; a “crosscut committee” with more staff involvement. This would also include hiring a rebranding consultant, and potentially an additional messaging consultant.
- b. **Board Development**
  - i. **Resolution on board development:** The Committee discussed steps for Drew Porter’s upcoming leave of absence from the Board. Chris reviewed the Charter and found no precedent defining action for a leave of absence. Chris reviewed a Draft Resolution to be presented at the upcoming August Board meeting. The Resolution designates Board Member Shalimar Gonzales as the temporary Vice Chair, lasting one year during, Drew’s Board approved one-year absence. Closer to August 2019, the Committee should examine the options and opportunities that have opened over the year. Rob and Chris met with a potential Board Candidate to fill Drew’s spot and plan to meet with another candidate. The Committee also discussed possible candidates for open board seats. Shalimar noted it is best to look at what is in the pipeline and see whose experience and background matches up the best.
  - ii. **Frank’s Re-Appointment:** Sarah noted there was some confusion over the length of Frank’s original term, which ended in April. Frank will be officially re-appointed for his second term at the August Board meeting, effective retroactively, as of April 2018. According to the by-laws, a Board Member stays in good standing until they are actively taken off or step down from the Board, meaning his membership up until this point is active despite the delayed re-appointment.

- c. **Introduction: Market Financing for Affordable Units:** Chris presented the expected public resource 'asks' from OH this Fall. The asks equal \$250 million, and OH plans to provide \$40 million. Therefore, since not all the projects will be funded, there is a need to identify other financing mechanisms. Chris noted that we have hired a consultant, AP Hurd, and CHH Staff are working with her on market financing mechanisms.

## 2. External Relations, Community Programs, Board Issues

- a. **Board Resolutions:** Chris reviewed the following Resolutions expected to be included at the August Board meeting.
  - i. **Initial SHA RFP: Initial Resolution:** There will be an initial resolution regarding the SHA RFP at Yesler.
  - ii. **Atlas: Entity Creation/Funding and Acquisition:** There would be an entity creation resolution for the Atlas Building and to submit funding application to the city.
  - iii. **White Center HUB Predevelopment Spending:** The predevelopment funds need to be increased for the White Center HUB project, which this resolution will allow.
- b. **Capital Campaign Update:** Chris notified the Committee that over \$2 million dollars has been raised so far. He noted that there have been many productive meetings with the partner organizations, coming together and building interest and excitement. He reminded the Committee that the total goal is to raise \$11 million by the end of 2019. There seems to be a high level of interest indicated by the size of the grants. Chris noted it would be good to have a trajectory slide for fundraising progress.

## 3. Development and Acquisitions

- a. **Project Development Updates:**
  - i. **Northgate:** Chris notified that Committee that the new Northgate RFP has not been released yet, and we are still in talks with our partners on the project regarding resubmission.
  - ii. **Union & 14<sup>th</sup>/LGBTQ-Affirming Senior Housing:** A local group of LGBTQ non-profit Executive Directors (EDs) met with Chris regarding this project. They felt the LGBT community wasn't involved enough with the initial process. Chris is scheduling 1-on-1 meetings with all EDs of that group. They also discussed whether we should apply for OH funding in Fall 2018 or 2019. 2019 would allow more time for involvement, rezoning, capital campaign contributions and community buy-in work.
  - iii. **Atlas/Eldridge:** The current plan is to move forward with the project.
  - iv. **LBB:** Chris reviewed some of the repercussions of the release of a subcontractor at the LBB site. A new painting subcontractor has been hired and is committed to hiring employees within the community. Going forward, Chris emphasized the need to adhere closely to the MOU.

*Meeting ended at 6:50pm*