Capitol Hill Housing

CHH Board Meeting

April 2019

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Capitol Hill Housing

SECTION 1:

Meeting Keys

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April 2019

Capitol Hill Housing Board Meeting Keys and Agenda

Reminder: Dinner begins at 5:00. The meeting starts promptly at 5:30 PM.

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

Introductions: Board, staff and guests make brief introductions.

Consent Agenda, Disclosures and Recusals: The consent agenda will be moved for adoption. Board members will review items on the agenda and make any necessary disclosures and recusals.

Dana Behar: After serving 8 years on the Board, Dana has decided that it is time for him to refocus on his booming business and step down from the Board. We will thank him for his years of service.

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

Review of Pipeline Projects: Jeremy, Jill and Chris will give a full update on the property development pipeline. CHH currently has nearly 1300 units of new construction in its pipeline most with some level of site control. With 226 units of rehab/resyndication in our existing portfolio, the total number of units under development is approximately 1500. Most of the projects include complex community and development partnerships. Several projects are high profile and support multiple community and City priorities. The scale of the pipeline puts pressure on our pre-development financing sources, staff capacity, property management, and community development activities. Furthermore, City funding sources are oversubscribed and cannot fund all our projects leading us to pursue new development financing scenarios. We will provide a detailed update on project status, program and fit within our policies, timeline, financing, partnerships, and challenges.

Strategic Considerations:

1) With pressure on organizational functions and capacity, how do we manage this development scale and its accompanying growth?
2) How do we balance our core mission goal of building vibrant and engaged communities with other development, community and organizational realities?

Real Estate Development Resolutions

Resolution 2019-04 – YouthCare/Annex: Jeremy will present on the YouthCare project purchase and sale agreement and predevelopment resolution for adoption.

Finance and Asset Management

Financial Summary: The Finance and Asset Management Committee presents its regular report and dashboard through February 2019.

Executive Committee and Governance

Branding Update: We have begun and completed many individual interviews, surveys, and a few focus groups. Still focused on our message. Our consultant is compiling the data now. Michael and his team will update the Board on the rebrand process.

Public Accountability Report: When CHH revised its Charter and Rules and Regulations in 2010, we eliminated the constituency requirements and added significant public reporting and accountability requirements to ensure that our commitment to transparency and community would remain paramount. Staff reports to the Board annually in April their public accountability and reporting activities. Sarah Shoemake, Executive Assistant & Board Liaison, will make this report.

Board Development – New Board Members: Rob and Chris meeting with candidates for the board's consideration likely at the May meeting.

Board Development – Reappointments: Staff and Executive Committee recommend for the Board's consideration, the re-election of Board members, Derrick Belgarde (second term), Rachael Steward (first full term) and Rachel Ben-Shmuel (fourth term). Detailed information will be included in a handout. (Note that Rachael Steward just joined the board by filling the tail end of Selomé's term.)

Racial Equity Task Force & Culture Committee Introduction

Staff have been running two difference task forces to address culture in the organization. The purpose of the Culture Committee is "To foster a positive, supportive employee culture that values accountability and transparency so that we can help CHH be resident-centered in order to build vibrant and engaged communities." Our overarching goal is for all CHH employees to be able to integrate our CHH values into our everyday work. To this end, we are using our CHH values as the framework for our work. We are asking what systems, policies and practices, habits and norms keep us from acting in accordance with our CHH values.

For the Racial Equity Task Force the purpose is as follows:

Our vision for equity at CHH extends beyond just race to encompass all aspects of identity. We aim to acknowledge and undo the multiple systems of oppression that compound and complicate an individual's experience.

What is Racial Equity? "When race is no longer a predictor of outcomes." Racial equity also means acknowledging and accounting for past and current inequities affecting people of color and providing the infrastructure needed to thrive.

Racial Equity at CHH: We dream of a CHH where all people are owners, planners, and decision-makers in the systems that govern their lives – including at work. Among many other systems and areas that impact racial equity at CHH, we currently have a special focus on racial equity in the organization's recruitment, hiring and staff development policies and practices.

Chris and Jill will introduce the work of these staff committees to the board and we will discuss ways board members can become involved.

Board Packet Sections

1. Meeting Keys, p. 5-7
2. Board Agenda, p. 11
3. Resolution 2019-04 – South Annex Acquisition, p. 15-19
4. April 2019 Finance Report, February Statements and Asset Management Report, p. 23-30
5. 2018 Public Accountability Report, p. 33-37
6. Consent Agenda and Attachments, p. 39-67
    a. Contracts and Expenditures, p. 41
    b. March 2019 Board Minutes Draft, p. 43-45
    c. Property Management Report and Minutes, p. 47-50
    d. Property Management Dashboard, p. 51-52
    e. Maintenance Service Personnel (MSP) Capital Projects Report, p. 53-54
    f. Fundraising & External Relations Memo, p. 55-59
    g. Property Development Report and Minutes, p. 60
    h. Community Development Committee Report and Minutes, p. 61-62
    i. Executive Committee Report and Minutes, p. 63-65
    j. Joint Board Development Committee Report and Minutes, p. 66-67

Upcoming Meetings and Events

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

April 23	CHHF Board Meeting – *Attend to review draft messaging from branding consultant!*
April 29	CHH Executive Committee
May 13	CHH Board Meeting
May 28	CHH Executive Committee

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Capitol Hill Housing

SECTION 2:

Board Agenda

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CAPITOL HILL HOUSING BOARD
April 8, 2019
5:30 PM – 7:30 PM Regular Meeting
12th Ave Arts Pike-Pine Room
1620 12th Avenue, Seattle

AGENDA

5:30 Call to Order (Schwartz) – *15 min total*

1. Introductions, welcome
2. Approve consent agenda — Sec. 6, Page 41
3. Disclosures and recusals
4. Dana Behar – *10 mins*

5:45 Public Comment (Not to exceed 5 minutes per individual or 15 for combined speakers)

5:50 Presentation and Discussion (Wilkening) – *40 min total*

1. Pipeline Review
   Portions might be taken in Executive Session per RCW 42.30.110(b), to consider the acquisition of real estate when public knowledge of such consideration would cause a likelihood of increased price.

6:30 Real Estate Resolutions (Wilkening) – *10 min total*

1. Resolution 2019-04: South Annex Acquisition — Sec. 3, Page 15

6:40 Finance and Asset Management (Gibson) – *10 min total*

1. Finance Report
   a. Financial summary, cash management report: February 2019 Financial Statements — Sec. 4, Page 23

6:50 Executive Committee and Governance – *40 min total*

1. Branding Update (Seiwerath) – *10 mins*
2. Public Accountability Report (Shoemake) – *10 mins* — Sec. 5, Page 33
3. Board Development (Persons) – *10 mins*
   a. New Board Members
   b. Reappointments — Handout
4. Racial Equity Task Force & Culture Committee Introduction (Persons) – *10 mins*
5. Special Executive Committee Meeting

7:30 Adjourn (Schwartz)

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Capitol Hill Housing

SECTION 3:

Resolution 2019-04 – South Annex Acquisition

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CHH Board Resolution 2019-04: South Annex Acquisition

Overview: Authorization to (1) enter into a Purchase and Sale Agreement for 1500 Broadway and 909 E. Pine Street; (2) create operating entities to acquire, develop and own the sites; (3) expend predevelopment funds up to $500,000 and (4) enter into a development services contract with YouthCare so that CHH may serve as the development manager for YouthCare's renovation of the Booth Building, located at 1534 Broadway.

Purpose: If authorized, this acquisition will enable CHH to begin planning for the redevelopment of 1500 Broadway and 909 E. Pine Street as an LIHTC-financed affordable housing project (estimated unit count = 75) to include ground floor commercial space fronting on both Pine Street and Broadway. Concurrently, YouthCare will proceed with the acquisition of 1534 Broadway (the Booth Building), as a first step in its plan to carry out a significant renovation of the Booth Building to create the YouthCare Opportunity Center, a community facility to offer employment, education and health services to homeless youth and young adults.

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: The South Annex collaboration between YouthCare and CHH began in 2018 with the award of $1 million from the Department of Commerce to finance the acquisition of the South Annex properties, now owned by Seattle Central College, to "provide services and housing for homeless youth and young adults". Subsequent to this initial award, the Legislature reappropriated an additional $1.5 million to the project (also administered by the Dept. of Commerce), King County awarded $6.5 million, and the City of Seattle awarded $1.5 million from its General Fund to the combined YouthCare and CHH projects. These funding commitments require that all three South Annex parcels be purchased from Seattle Central College and be redeveloped to serve homeless youth and young adults. It is the intent of both YouthCare and CHH that some portion of the permanent housing units being developed by CHH be reserved for YouthCare young adult clients engaged in education and employment services available to them at the YouthCare Opportunity Center. CHH will serve as the developer and managing member of the LIHTC housing project; and will serve as the development manager for the YouthCare project at 1534 Broadway. YouthCare intends to proceed with the development of its project

immediately, selecting an architect in April, submitting permit applications in November, and completing construction by June 2021. Public funds committed to the project and a YouthCare capital campaign with a goal of $5.5 million, gives YouthCare the financing needed in order to complete its $13 million renovation of the Booth Building. CHH's project will proceed to development once the permanent financing needed to complete the project is identified.

Organizational requirements of resolution: None.

Financial cost of the resolution: Some predevelopment costs will be incurred on the CHH project, during the holding period. During this time, CHH will incur holding costs (taxes, insurance, minor maintenance-related costs), while it secures the permanent financing needed to sell the property into a LIHTC partnership and proceed with construction. Much of these holding costs may be off-set by lease revenue generated by commercial use of the parking lot, assuming the current billboard lease that transfers to CHH with the acquisition, and possible short-term tenancies at the 909 E. Pine Building.

Pros: Acquisition of the South Annex properties is a necessary first step toward providing housing and services to homeless youth and young adults on Capitol Hill. The acquisition will also complete a critical transaction for Seattle Central College, enabling he College to finance its campus expansion project.

Cons: Risks are associated with the expectation that CHH will be able to obtain the financing it needs to redevelop 1500 Broadway and 909 E. Pine Street in accordance with the requirements of the public funding used to acquire the properties.

Further Board Action or Reporting:

- **Is further <u>action</u> required from the Board or a Board Committee?** ☒ Yes ☐ No
  If yes, please describe: The Board will be asked to adopt permanent financing resolutions on this project in the future.
- **Is further <u>reporting</u> required to the Board or a Board Committee?** ☒ Yes ☐ No
  If yes, please describe: The status of the CHH project at the South Annex properties will be reported in monthly Property Development Committee reports.

ADOPTED AT A MEETING OF
THE BOARD OF DIRECTORS
OF

CAPITOL HILL HOUSING IMPROVEMENT PROGRAM,
A WASHINGTON PUBLIC CORPORATION

(South Annex Acquisition)

RESOLUTION 2019-04

WHEREAS, Capitol Hill Housing Improvement Program, a Washington public corporation ("CHH"), is organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110;

WHEREAS, the purpose of CHH shall be to assist homeowners, property owners, residential tenants and residents of the Capitol Hill community and such other communities as may be approved by the Board, 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;

WHEREAS, CHH adopted Resolution 2018-02 dated February 12, 2018 in connection with the property located at 1500 Broadway, 1534 Broadway, and 909 E. Pine Street in Seattle, Washington, known as the South Annex Site (the "Site");

WHEREAS, the previous Resolution authorized CHH to negotiate a Memorandum of Understanding with YouthCare, a not-for-profit organization dedicated to serving the housing and service needs of homeless youth and young adults;

WHEREAS, YouthCare and CHH are in agreement to jointly develop the Site so that: (1) CHH will purchase 1500 Broadway and 909 E. Pine Street, developing an LIHTC-financed affordable housing property at this location ("CHH Project"), while; (2) YouthCare will develop 1534 Broadway, carrying out significant renovations at the Booth Building needed in order to create the YouthCare Opportunity Center, a 14,000 square foot center for homeless youth and young adults ("YouthCare Project");

WHEREAS, CHH will serve as the developer of the CHH Project and the development manager of the YouthCare Project; and

WHEREAS, the Board of CHH deems it to be in the best interest of CHH to take all actions reasonably necessary to enter into a Purchase Agreement with Seattle Central College for 1500 Broadway and 909 E Pine Street, and, to enter into a contract with YouthCare to serve as the development manager of the YouthCare Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of CHH as follows:

RESOLUTIONS

(1) That the development of the CHH Project will further CHH's purpose and efforts to promote the development of quality affordable housing in the City of Seattle and is therefore within the power and authority granted to CHH by its Charter.

(2) That the Chief Executive Officer is authorized and directed to:

a. accept the Purchase and Sale Agreement for the CHH Project parcels for $5,870,968 between Seller and CHH.
b. receive public funding in the estimated amount of $6,500,000 to purchase the CHH Project.
c. expend up to $500,000 of predevelopment funds in order to develop the CHH Project;

d. creating the operating entities needed to acquire, finance and develop the project;

e. negotiate and enter into a development services contract with YouthCare so that CHH may serve as the development manager for the YouthCare Project.

(3) That all other previously authorized actions not modified by this Resolution shall remain in full force and effect.

(4) FURTHER RESOLVED that any and all documents hereby authorized to be executed on behalf of CHH are authorized to be executed or taken by any one of the following individuals or their duly appointed successors (the "Authorized Representatives"):

Name:	Title:
Robert Schwartz	Chair
Shalimar Gonzalez	Vice Chair
Derrick Belgarde	Secretary
Frank Alvarado	Treasurer
Chris Persons	Chief Executive Officer

(5) Any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of the Corporation, as such Authorized Representative may deem necessary to effectuate the foregoing; and

(6) All acts taken by CHH prior to the date hereof and in furtherance of the foregoing are hereby ratified and affirmed.

CERTIFICATE

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 the Corporation held on April 8, 2019, in accordance with the Charter and Rules and Regulations of the Corporation upon proper notice and at which time a quorum was present and that the above named officers are officers of the Corporation and occupy the position set opposite their name.

Dated _____, 2019 By:_____

Name: _____

Title: _____

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Capitol Hill Housing

SECTION 4:

April 2019 Finance Report, February Statements and Asset Management Report

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Capitol Hill Housing

APRIL 2019 FINANCE & ASSET MANAGEMENT BOARD REPORT AND MINUTES

Finance & Asset Management Committee Members: Drew Porter, **Frank Alvarado, Chasten Fulbright, Jill Cronauer**

Staff Liaisons to the Board: Brad Lange, Greg Gibson (**BOLD** indicates those members in attendance)

Date, time and location of meeting: Tuesday April 2, 2019 4-5:00 pm Malden conference room

Financial Position Summary: During February, the only significant transaction to impact the balance sheet was receipt of the second loan draw of $165K from the Lucky 7 Foundation to cover predevelopment expenditures for the CH Portfolio 1 project. All other balance sheet transactions during the month were considered routine in nature.

The unaudited operating statement through February 2019 shows an operating deficit of $382K, which is less than the adjusted budgeted deficit of $451K. The variance continues to be driven primarily by the favorable variance in payroll expense resulting primarily from the delays in hiring of two senior level positions. One item to note is that a budget adjustment was posted to move the $500k in budgeted developer fee revenue for Bonanza to June, consistent with revised timing expectations (amount originally budgeted for February).

Financial Review: The committee reviewed the monthly financial reports and the monthly financial ratio analysis. The rolling twelve-month cash forecast was also reviewed. Comments and Analysis regarding the February Balance Sheet and Operating Statement are included as annotations in the attached statements. As part of the cash flow review, the committee also reviewed anticipated predevelopment spending projections.

The committee reviewed the Property Management dashboard report

Vacancy loss: The monthly economic portfolio vacancy rate was 4.7% with a rolling 12-month economic vacancy percentage of 3.6%. Staff provided an update on the ongoing initiatives that CHH is working through to address the rising vacancy issues.

Department and Project Updates: Staff provide brief updates on the following:

- Liberty Bank Building:
  - Commercial lease signing and finance update.
  - Residential stabilization and conversation to perm timing
- Bonanza closing update and timeline – anticipated closing June 2019
- Finance team leadership restructure
- 2019 CHH and Limited Partnership Audits – One remaining audit to issue, no significant findings or adjustments
- Transition of banking services to electronic payment platform – should be complete in April
- We have started on the update of the CNAs and have a local vendor doing new CNAs on 15 buildings this year. This will give us consistent information across the portfolio and enable us to better plan capital improvements.
- Asset management has established a bi monthly financial review with portfolio managers to go over financial performance at each portfolio.
- Implementation of investment central continues with financials migrated to the platform and documents continuing to be loaded.

Capitol Hill Housing
Blended Balance Sheet

	02.28.2019 unaudited	01.31.2019 unaudited	Change from prior month		12.31.2017 audited*	12.31.2016 audited*
Assets						
Unrestricted Cash	2,462,417	2,479,091	(16,674)	**1**	2,037,757	1,549,568
Accounts Receivable	1,119,950	1,034,563	85,387	**2**	811,476	605,408
Prepaids & Other Current Assets	136,867	129,752	7,115		341,351	145,836
Contributions/Grants Receivable	2,197	2,197	0		61,282	71,138
Due from Affiliates	5,067,738	5,184,998	(117,260)	**3**	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	149,661	147,449	2,212		567,083	651,507
Restricted Cash	6,915,055	6,878,009	37,046	**4**	6,135,901	5,605,330
Notes Receivable from Affiliates	15,313,542	15,313,542	0		15,322,710	15,411,829
Land	24,344,996	24,344,996	0		20,394,157	14,643,757
Buildings, Improvements & Equipment	81,126,517	81,080,791	45,726	**5**	74,146,986	72,923,292
Accumulated Depreciation	(45,601,782)	(45,396,951)	(204,831)	**6**	(39,304,834)	(37,093,003)
Lease Receivable	792,137	792,137	0		817,531	890,908
Investment in LPs/LLCs	1,512,376	1,512,376	0		1,527,084	1,534,145
Other Assets	(5,692)	(2,663)	(3,029)		(5)	0
Total Assets	**94,335,979**	**94,500,287**	**(164,308)**		**89,051,505**	**83,531,705**
Liabilities						
Notes Payable	65,220,548	65,019,560	200,988	**7**	58,479,561	52,278,219
Accrued Interest Payable	4,669,997	4,669,997	0		4,385,715	4,406,834
Accounts Payable & Accrued Liabilities	5,232,390	5,379,841	(147,451)	**8**	4,956,384	4,859,505
Tenant Security Deposit Liability	568,755	571,128	(2,373)		579,612	562,478
Total Liabilities	**75,691,690**	**75,640,526**	**51,164**		**68,401,272**	**62,107,036**
Net Position	18,644,289	18,859,761	(215,472)		20,650,233	21,424,669
Total Liabilities and Net Assets	**94,335,979**	**94,500,287**	**(164,308)**		**89,051,505**	**83,531,705**

* Internal presentation, certain amounts netted for audit presentation

Significant balance sheet changes from prior month

1) Decrease in cash is a function of the following transactions:
$100k paydown of 12AA developer fee received during the month and second draw from Lucky 7 Foundation of $165K were offset by state loan payments of $32K, we have also had considerable expenditures at Union James, Mary Ruth Manor, Joe Black and the Oleta for ongoing construction projects. The remainder of the fluctuations were the result of routine monthly transactions.

2) Residential tenant AR increased $40K during the month of February and commercial AR increased $37K. Collections continue to be slow on several large outstanding commercial AR balances.

3) Change is primarily due to the $100K decrease in deferred developer fee receivable resulting from the 12AA paydown mentioned above.

4) Routine monthly deposits to replacement reserves

5) Capitalization of additional predevelopment expenditures, primarily for the Bonanza and CH Portfolio 1 syndication/resyndication projects.

6) Routine monthly depreciation expense

7) Second predevelopment draw of $165K from the Lucky 7 Foundation and $100K impact capital draw were partially offset by monthly paydown of mortgages.

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 1/1/2019 Through 2/28/2019

	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	1,879,564	1,893,703	(14,139)		-0.75%	10,481,789	8,602,225
Commercial rent revenue, net	259,055	270,539	(11,484)		-4.24%	1,700,206	1,441,151
Triple net revenue	60,448	58,600	1,848		3.15%	277,800	217,352
Parking, laundry and other	31,080	28,527	2,553		8.95%	167,575	136,495
Res vacancy and concessions	(87,244)	(52,920)	(34,324)	1	64.86%	(298,020)	(210,776)
Total Tenant Rent	2,142,903	2,198,449	(55,546)		-2.53%	12,329,350	10,186,447
Other Operating Revenue	0	0				0	
Accounting & Compliance fees	114,890	113,905	985		0.86%	723,188	608,298
Developer Fees	0	40,000	(40,000)	2	-100.00%	1,474,755	1,474,755
Partnership Management Fees	31,699	28,454	3,245		11.40%	342,717	311,018
Property Management Fees	267,397	265,617	1,780		0.67%	1,738,291	1,470,894
Total Other Operating Revenue	413,986	447,976	(33,990)		-7.59%	4,278,951	3,864,965
Other Revenue	0	0				0	
Grants & Donations	8,346	32,031	(23,685)	3	-73.94%	1,093,164	1,084,818
Interest Income	4,757	4,000	757		18.93%	24,000	19,243
Other Income (non-operating)	6,397	4,707	1,690		35.90%	61,034	54,637
Total Other Revenue	19,500	40,738	(21,238)		77.12%	1,178,199	1,158,699
Total Revenue	2,576,389	2,687,163	(110,774)		-4.12%	17,786,499	15,210,110
Expenses	0	0				0	
Accounting, Audit & Legal	98,287	135,891	37,604	4	27.67%	488,894	390,607
Administration	68,130	88,685	20,555	5	23.18%	485,761	417,631
Bad Debt	2,940	7,940	5,000		62.97%	46,950	44,010
Board Expense	111	1,200	1,089		90.75%	10,200	10,089
CHH Occupancy Expense	66,688	67,243	555		0.83%	364,913	298,225
Compliance, Taxes & License	25,094	22,836	(2,258)		-9.89%	257,614	232,520
Consulting	67,281	50,693	(16,588)	6	-32.72%	252,640	185,359
Debt Service	488,148	477,625	(10,523)		-2.20%	2,632,638	2,144,490
Insurance	58,571	53,314	(5,257)		-9.86%	319,293	260,722
Leasing/Compliance Expense	23,991	23,791	(200)		-0.84%	142,743	118,752
Miscellaneous Financial Expense	1,104	1,126	22		1.95%	11,756	10,652
Other Operating Expense	8,303	4,167	(4,136)		-99.26%	27,475	19,172
Partnership Mgmt Fee Expense	24,779	21,534	(3,245)		-15.07%	182,639	157,860
Payroll, Taxes and Benefits	1,133,427	1,232,898	99,471	7	8.07%	6,906,276	5,772,849
Preventive Maintenance	74,968	74,225	(743)		-1.00%	406,568	331,600
Property Mgmt Fee Expense	197,460	195,408	(2,052)		-1.05%	1,110,573	913,113
Repair and Maintenance	216,573	263,151	46,578	8	17.70%	1,287,608	1,071,035
Resident activities	2,693	9,037	6,344		70.20%	69,483	66,790
Technology	38,265	32,978	(5,287)		-16.03%	204,884	166,619
Utilities	253,645	267,044	13,399	9	5.02%	1,511,428	1,257,783
Total Expenses	2,850,458	3,030,786	180,328		0	16,720,335	13,869,877
Operating Surplus (Deficit) B4 Reserves	(274,069)	(343,623)	69,554		-20.24%	1,066,164	
Reserve Contributions	0	0				0	
Replacement Reserve	(91,904)	(91,080)	(824)		0.90%	(478,154)	(386,250)
Operating Reserve	(7,722)	(7,723)	1		-0.01%	(45,084)	(37,362)
Other Reserve	(8,433)	(8,433)	0		0.00%	(50,600)	(42,167)
Total Reserve Contributions	(108,059)	(107,236)	(823)		0.77%	(573,838)	(465,779)
Operating Surplus (Deficit)	(382,128)	(450,859)	68,731		-15.24%	492,326	
Other Income (non-operating)	0	0			0.00%	0	
Income/Loss	(382,128)	(450,859)	68,731		-15.24%	492,326	

Variance Discussion (Greater than $10K and 5%)

1) The following buildings have vacancies that significantly exceed budget:

Brewester:	$4,600 variance
Joe Black:	$5,500 variance
Oleta:	$8,100 variance
Ponderosa:	$3,700 variance
Union James:	$5,900 variance

2) Payment of deferred developer fees for 12AA was completed in March, but budgeted for February. Note that the original budget assumed the Bonanza transaction would close in February. Anticipated closing is now June - for presentation purposes, we have moved the $500K in developer fee revenue for Bonanza to June.

3) Difference relates to timing differences related to the PPG HOME Grant billing. Remaining balance of grant is anticipated to be fully billed prior to 6/30.

4) Timing of audit invoices fluctuates during Q1. Annual variance is expected to be minimal given fixed fee contract.

5) Budget includes Wegowise annual subscriptions which hasn't been billed (anticipated billing in April)

6) Over budget due to consulting fees paid for Bonanza and masonry assessment fees at muiltiple buildings. In addition, additional consulting costs were incurred by the compliance department, primarily related to the lease up of the Liberty Bank Building, most of which were billed back to the project in March. Bonanza consutling fees should primarily be a timing issue that will correct over the course of the year.

7) Variance due to vacant Associate Director of Real Estate, Vice President of Property Operations and assistant maintenance tech positions, all of which were budgeted for a full year and are yet to be hired (Assoc. Dir of Real Estate to start in April). In addition, there are currently two open site manager positions.

8) Repair and maintenance projects under budget due to use of general building reserves to pay for significant repairs associated with the Union James REAC and the ongoing repairs at Joe Black. These amounts are not reflected in operating expense.

9) Sewer costs are under budget by approximately $12K. We are currently investigating the cause to determine if this is a timing issue or the result of a permanent variance from budget.

Capitol Hill Housing

Capitol Hill Housing
Asset Management Dashboard
Year to Date at February 28, 2019

	Physical Vacancy (at month end)			Op Rev Per Unit		Op Exp Per Unit		Cash Flow Per Unit[1]		Residential Acct. Rec. %	12-Month Rolling Avg.[2]		Economic Vacancy		
Building	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Budget Var %	Feb. 2019	Make Ready	Total Turn Time	Feb. 2019	12 MO Rolling	2018 Vacancy
Byron Wetmore	1	8.3%	12	1,987	1%	1,338	23%	127	144%	89%			0.0%	0.1%	0.0%
Elizabeth James			60	1,742	-1%	1,101	15%	(83)	-340%	93%	27	79	3.6%	2.6%	2.5%
Four Twelve			12	2,178	-18%	1,763	5%	(281)	-304%	60%	46	181	0.0%	5.0%	5.0%
Hazel Plaza	1	6.3%	16	4,283	-5%	1,312	22%	1,456	10%	53%	0	89	3.3%	2.4%	1.9%
Joe Black Apartments	4	16.7%	24	1,999	-16%	1,483	16%	236	-29%	80%	110	237	17.4%	14.9%	12.7%
Mary Ruth Manor			20	4,217	0%	1,864	1%	783	-2%	107%	21	93	0.1%	3.8%	4.5%
Union James	2	8.3%	24	2,860	-7%	2,582	-47%	(287)	-151%	46%	61	106	27.9%	7.3%	5.8%
Asia Total	***8***	***4.8%***	***168***	***2,524***	***-5%***	***1,542***	***-4%***	***184***	***-48%***	***80%***	***52***	***146***	***8.5%***	***5.1%***	***4.6%***
Eighteenth Avenue			9	2,296	1%	1,546	11%	(73)	75%	23%	0	0	0.0%	4.0%	6.0%
El Nor	2	3.6%	55	1,791	1%	1,278	7%	148	358%	0%	15	116	3.6%	2.0%	2.1%
Helen V	2	5.3%	38	3,051	-1%	1,126	37%	1,332	88%	56%	33	78	5.2%	4.3%	4.4%
Holden Vista	1	6.3%	16	2,528	2%	1,738	13%	(602)	-253%	12%	0	0	6.6%	1.9%	2.4%
Holiday			30	1,919	-6%	1,080	19%	115	563%	23%	0	0	0.0%	0.1%	0.4%
Park Hill	1	3.3%	30	2,549	-1%	1,539	7%	655	15%	48%	14	105	3.7%	2.8%	2.1%
Ponderosa	3	13.0%	23	1,407	-10%	1,507	-7%	(213)	-604%	69%	58	92	12.8%	5.7%	3.9%
Silvian			32	2,505	-1%	1,863	18%	18	105%	7%	33	94	0.0%	4.0%	4.2%
Unity Village	2	6.7%	30	1,678	-9%	1,495	6%	110	-37%	24%	11	256	6.9%	5.8%	5.4%
Lynn Total	***11***	***4.2%***	***263***	***2,176***	***-2%***	***1,416***	***-14%***	***268***	***63%***	***33%***	***32***	***105***	***4.1%***	***3.3%***	***3.3%***
Berneva			12	1,655	0%	1,685	-20%	(215)	-464%	22%	0	0	0.0%	0.0%	0.8%
Brewster	2	5.7%	35	1,448	-10%	1,003	15%	319	8%	113%	181	180	13.7%	5.3%	3.8%
Broadway Crossing	1	2.3%	44	1,637	-9%	1,844	-19%	(501)	-3550%	8%	67	67	4.7%	4.9%	3.2%
Haines AAA			30	1,978	3%	1,126	26%	392	751%	8%	7	33	0.0%	2.4%	3.8%
Jefferson Housing			40	2,359	3%	1,585	-9%	244	2056%	41%	28	90	0.0%	3.4%	4.2%
Oleta	6	17.6%	34	1,380	-17%	1,276	16%	(407)	-9%	60%	155	163	17.8%	10.5%	8.4%
Pantages	1	2.0%	49	1,705	-3%	1,445	2%	(133)	-18%	10%	61	133	3.5%	3.6%	3.3%
Twelfth Avenue Arts	2	2.3%	88	2,011	-2%	890	8%	382	15%	25%	18	48	2.3%	1.8%	1.7%
Nelda Total	***12***	***3.6%***	***332***	***1,818***	***-4%***	***1,283***	***-3%***	***64***	***6%***	***37%***	***57***	***94***	***4.6%***	***3.7%***	***3.4%***
Boylston Howell	1	3.3%	30	1,831	-7%	1,459	0%	317	-30%	18%	15	100	4.0%	1.9%	1.3%
Bremer	5	10.2%	49	1,495	-7%	805	24%	313	85%	30%	13	141	8.8%	7.0%	5.9%
Centennial	3	10.0%	30	1,978	-6%	1,013	11%	266	0%	48%	15	89	5.9%	5.7%	6.3%
Devonshire	2	3.2%	62	1,646	1%	1,160	4%	66	451%	22%	13	71	3.4%	3.0%	2.7%
Fleming	1	2.8%	36	1,578	-3%	1,088	8%	(133)	-346%	19%	17	94	5.8%	4.0%	4.0%
Fremont Solstice	1	5.6%	18	1,829	-6%	1,284	24%	(80)	75%	2%	16	73	5.2%	3.2%	2.4%
Gilman Court			25	2,282	4%	1,287	40%	889	2340%	31%			0.0%	0.0%	0.0%
John Carney	2	7.4%	27	1,446	-2%	952	18%	238	277%	21%	18	94	5.2%	1.8%	1.1%
Larned	1	3.0%	33	1,802	-1%	1,054	25%	637	108%	19%	23	71	0.6%	2.7%	2.3%
Melrose	1	3.3%	30	1,563	-1%	1,090	-1%	260	-12%	95%	14	80	2.5%	3.3%	3.5%
Villa			62	2,141	3%	1,259	9%	233	351%	47%	13	61	0.0%	0.7%	1.0%
Skye Total	***17***	***4.2%***	***402***	***1,777***	***-2%***	***1,122***	***-14%***	***255***	***120%***	***33%***	***16***	***90***	***3.8%***	***3.2%***	***3.0%***
Broadway			5	2,366	3%	1,294	19%	603	171%	17%			0.0%	0.0%	0.0%
Burke Gilman Gardens			15	2,297	1%	1,513	4%	(833)	10%	0%	13	151	0.0%	5.7%	5.6%
Casa di Cinque		0.0%	3	3,102	#DIV/0!	2,053	#DIV/0!	823	#DIV/0!	26%			0.0%	0.0%	0.0%
Four Ten			6	1,583	-12%	1,248	40%	57	110%	1%	15	152	0.0%	6.8%	5.6%
Fredonia			12	4,729	3%	2,038	9%	1,640	26%	1%	8	48	0.0%	1.7%	1.7%
Harrison at 15th			19	3,734	4%	1,835	18%	797	1511%	19%			0.0%	0.0%	0.0%
Lincoln Court	1	3.4%	29	1,703	-1%	1,301	-17%	(275)	-1172%	13%	25	75	3.5%	2.5%	2.2%
Maxwell			4	2,095	2%	1,289	17%	553	127%	10%			0.0%	0.0%	0.0%
Miller Park	1	8.3%	12	2,043	-7%	1,626	-8%	(39)	-118%	15%	13	39	12.0%	4.4%	2.6%
Seneca			32	1,879	0%	1,591	15%	(36)	89%	15%	67	167	0.0%	1.4%	1.3%
Squire Park Plaza	2	3.3%	60	3,290	-1%	1,536	-27%	356	-49%	15%	15	82	5.2%	3.8%	3.3%
Valencia Total	***4***	***2.0%***	***197***	***2,703***	***2%***	***1,561***	***2%***	***214***	***14%***	***13%***	***17***	***86***	***3.0%***	***2.8%***	***2.4%***
Portfolio Total	***52***	***3.8%***	***1362***	***2,090***	***-2%***	***1,334***	***-8%***	***196***	***30%***	***34%***	***34***	***99***	***4.7%***	***3.6%***	***3.3%***

[1] *After debt payments and reserve payments*

[2] *Portfolio Manager averages are averages across all unit turns within portfolio and not averages across buildings*

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

Bremer - five vacancies in Feb. (two are hard turns). One vacancy filled in late March

Brewster - four vacancies in Feb. (one was partial vacancy, filled at end of month). Unrecored vacancy lost in prior month allocated to February

Joe Black - four vacancies in Feb.; two 3-bdr and two 2-bdr units with higher rents. One requires extensive maintenance repairs and clean up

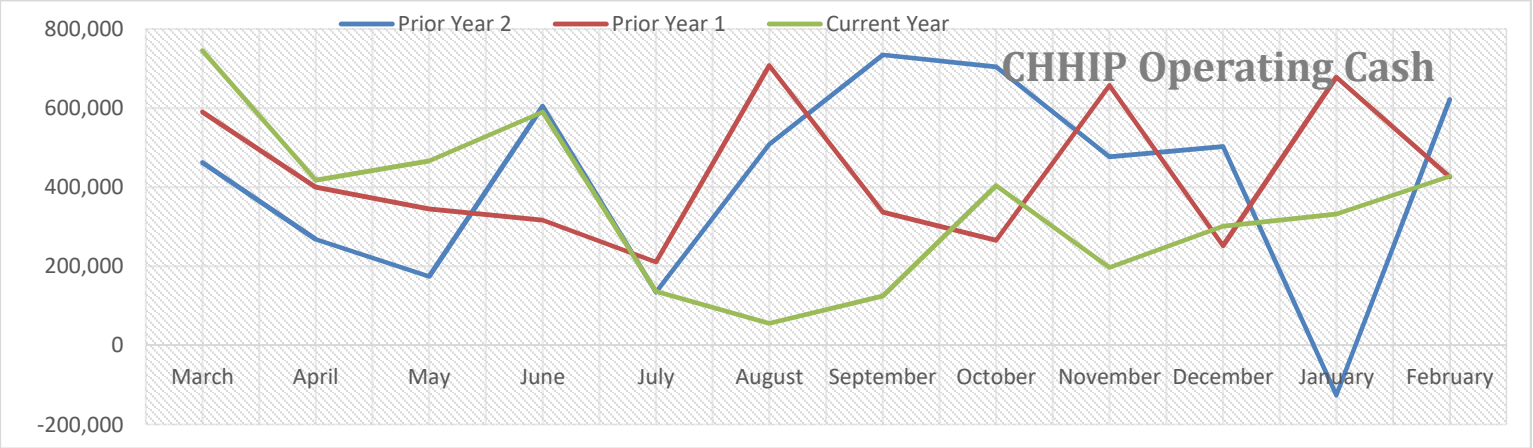
Miller Park - one vacancy in Feb. (one a 2-bdr unit with higher rent)

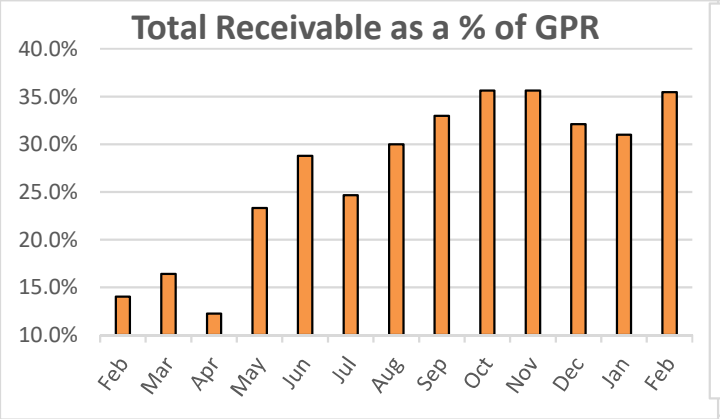
Oleta - six vacancies Feb. Three vacancies related to rodent infestation

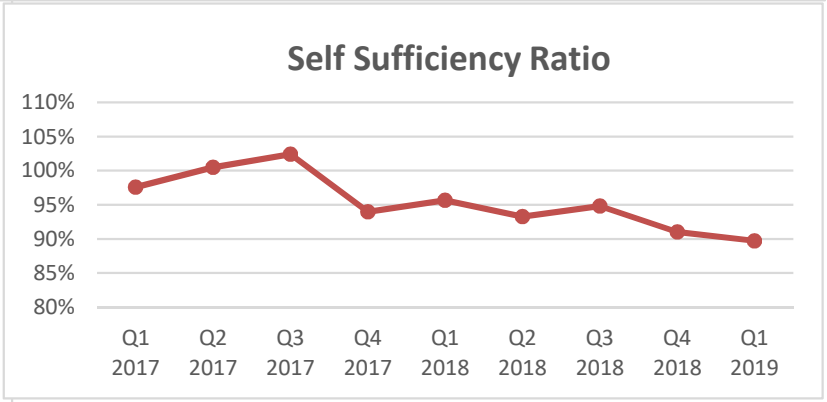
Ponderosa - three vacancies in Feb. (one was hard turn due to water damage). Waitlist challenges

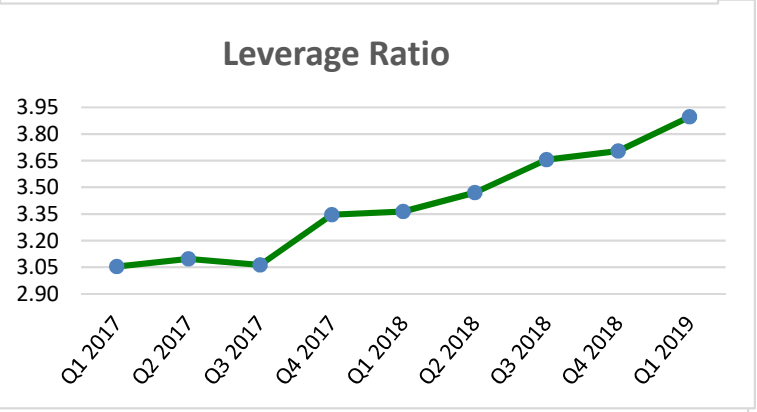
Union James - two vacancies in Feb. (both are 2-bdrs with higher rents). Waitlist challenges. Unrecorded vacancy loss from prior months allocated to February

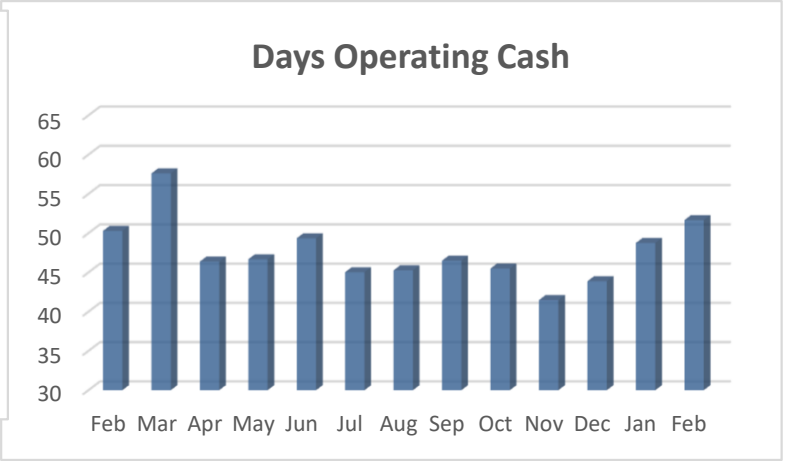
Ratio Analysis











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 ***c*** ash 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

CHH
CASH IN BANK
FOR THE MONTH ENDING: Feb 2019

Bank	CHH Blended Component Unit	Type	Balance
Chase	Larned	Reserves	121,427
Chase	412	Reserves	98,819
		Total Chase	**220,246**
KeyBank	Capitol Hill Housing	Security Deposit	271,377
KeyBank	Capitol Hill Housing - SoundFamilies	Restricted Savings	21,808
KeyBank	Hazel Plaza	Reserves	202,445
KeyBank	Hazel Plaza	Security Deposit	3,494
KeyBank	Larned	Security Deposit	22,102
KeyBank	Byron Wetmore	Reserves	55,264
KeyBank	Byron Wetmore	Security Deposit	9,318
Key Bank	412	Security Deposit	2,811
KeyBank	Holden Vista	Reserves	57,773
KeyBank	Holden Vista	Security Deposit	3,640
KeyBank	Mary Ruth Manor	Reserves	281,119
KeyBank	Mary Ruth Manor	Security Deposit	6,123
KeyBank	EJSH	Security Deposit	11,562
KeyBank	Fleming Apts LP	Security Deposit	21,875
KeyBank	Gilman Court LP	Reserves	110,258
KeyBank	Gilman Court LP	Security Deposit	20,335
KeyBank	Villa Apts LP	Reserves	194,845
KeyBank	Villa Apts LP	Security Deposit	44,282
KeyBank	El Nor LP	Security Deposit	9,313
KeyBank	El Nor LP	Reserve	578,012
KeyBank	El Nor LP	Capital Reserves	184,958
KeyBank	18th Ave Apartments	Security Deposit	2,010
KeyBank	Harrison	Security Deposit	20,071
KeyBank	Oleta	Security Deposit	21,253
Chase	Oleta	Reserves	136,956
KeyBank	Helen V Apts LLC	Reserves	304,098
KeyBank	Helen V Apts LLC	Security Deposit	8,262
KeyBank	Ponderosa	Reserves	485,463
KeyBank	Ponderosa	Security Deposit	2,834
KeyBank	12th Avenue Arts Master Tenant LLC	Security Deposit	49,077
KeyBank	12th Avenue Arts Master Tenant LLC	Reserves	14,323
Key Bank	Union James	Security Deposit	5,964
Key Bank	Union James	Reserves	87,532
Key Bank	Lake City	Security Deposit	6,545
		Total KeyBank	**3,257,101**
Banner	Berneva	Reserves	13,389
Banner	Seneca	Reserves	141,775
Banner	Seneca	Security Deposit	20,572
		Total Banner	**175,736**
LGIP	Capitol Hill Housing	Reserves	2,713,602
		Total LGIP	**2,713,602**
Oppenheimer	EJSH	Escrow	17,905
Oppenheimer	EJSH	Reserves	124,962
		Total Oppenheimer	**142,868**
Chase	Harrison	Reserves	165,663
		Total Chase	**165,663**
US Bank	18th Ave Apartments	Reserves	152,412
		Total USBank	**152,412**
BofA	Fleming Apts LP	Reserves	87,428
		Total BofA	**87,428**
		Total Restricted - CHH Blended Components	**6,915,055**
LGIP	Capitol Hill Housing	Board Designated Reserves	1,149,661
		Total Designated	**1,149,661**
UnionBank	Capitol Hill Housing	EQII	7,842
		Total Union Bank	**7,842**
KeyBank	Capitol Hill Housing	EQII	44,997
		Total KeyBank	**44,997**
Gen Building Reserve	Capitol Hill Housing	Gen Building Reserve	59,446
		Total Gen Building Reserve	**59,446**
HPN	Capitol Hill Housing	HPN	153,137
		Total HPN	**153,137**
KeyBank	Capitol Hill Housing	Payroll	-
KeyBank	Capitol Hill Housing	Operating Checking	274,206
KeyBank	Capitol Hill Dev. Assoc	Operating Checking	1,265
KeyBank	Capitol Hill Real Estate Mgmt Services	Operating Checking	38,877
KeyBank	Cash-Restricted	Operating Checking	99,621
KeyBank	Hazel Plaza	Operating Checking	207,248
KeyBank	Larned	Operating Checking	197,451
KeyBank	Byron Wetmore	Operating Checking	26,632
KeyBank	412	Operating Checking	40,971
KeyBank	Holden Vista	Operating Checking	44,567
KeyBank	Mary Ruth Manor	Operating Checking	71,009
KeyBank	EJSH	Operating Checking	32,457
KeyBank	Fleming Apts LP	Operating Checking	29,470
KeyBank	Gilman Court LP	Operating Checking	72,634
KeyBank	Villa Apts LP	Operating Checking	79,668
KeyBank	El Nor LP	Operating Checking	153,666
KeyBank	18th Ave Apartments	Operating Checking	9,472
KeyBank	Harrison	Operating Checking	103,298
KeyBank	Oleta	Operating Checking	30,857

CHH
CASH IN BANK
FOR THE MONTH ENDING: Feb 2019

KeyBank	Helen V Apts LLC	Operating Checking	227,515
KeyBank	Ponderosa	Operating Checking	19,744
KeyBank	12th Ave Arts Development	Operating Checking	83,726
KeyBank	12AA Master Tenant LLC	Operating Checking	52,526
KeyBank	Union James	Operating Checking	21,393
KeyBank	Lake City	Operating Checking	15,732
KeyBank	Africa Town(Mid-town)	Operating Checking	14,292
		Total KeyBank	**1,948,296**
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	**100**
Banner	Berneva	Operating Checking	13,123
Banner	Seneca	Operating Checking	235,475
		Total Banner	**248,598**
		Total Unrestricted - CHH Blended Components	**2,462,417**
		Total All Cash - CHH Blended Components	**10,527,134**

Bank	Discrete Component Unit	Type	Balance
Chase	Woodland Park Ave LLC	Reserves	141,254
Chase	AAA	Security Deposit	6,016
Chase	AAA	Reserves	139,846
		Total Chase	**287,117**
KeyBank	Broadway & Pine	Reserves	287,969
KeyBank	Broadway & Pine	Security Deposit	22,513
KeyBank	Holiday Apts	Security Deposit	22,315
KeyBank	Jefferson & 12th	Reserves	305,106
KeyBank	Jefferson & 12th	Security Deposit	36,187
KeyBank	Pantages Apts LLC	Security Deposit	26,857
KeyBank	Silvian	Security Deposit	6,986
KeyBank	SOPI / Unity Village	Reserves	208,284
KeyBank	SOPI / Unity Village	Security Deposit	15,856
KeyBank	Woodland Park Ave LLC	Security Deposit	10,630
KeyBank	12th Avenue Arts Housing	Security Deposit	73,585
KeyBank	12th Avenue Arts Housing	Reserves	684,637
KeyBank	Union & 24th Construction Residential	Construction	33,688
KeyBank	Union & 24th Construction Commercial	Construction	8
KeyBank	12th Avenue Arts Associates LLC	12AA HEDC Fee Reserve Account	132,176
KeyBank	12th Avenue Arts Associates LLC	12AA Key Fee Reserve Account	106,302
KeyBank	Squire Park Plaza	Security Deposit	53,108
KeyBank	Squire Park Plaza	Reserves	75,007
		Total KeyBank	**2,101,213**
UnionBank	Holiday	Reserves	209,404
		Total UnionBank	**209,404**
US Bank	Pantages Apts LLC	Reserves	456,794
US Bank	Silvian	Reserves	544,896
		Total USBank	**1,001,691**
		Total Restricted - Discrete Components	**3,599,424**
Chase	AAA	Operating Checking	31,803
		Total Chase	**31,803**
KeyBank	Pantages Apts LLC	Operating Checking	46,723
KeyBank	Silvian	Operating Checking	197,349
KeyBank	Broadway & Pine (BX)	Operating Checking	23,989
KeyBank	Woodland Park Ave LLC	Operating Checking	13,659
KeyBank	Holiday Apts	Operating Checking	63,851
KeyBank	SOPI / Unity Village	Operating Checking	43,537
KeyBank	Jefferson & 12th	Construction	241
KeyBank	Jefferson & 12th	Operating Checking	39,321
KeyBank	Twelfth Avenue Arts Res	Operating Checking	117,915
KeyBank	12th Avenue Arts Associates LLC	12AA Commercial Operating (Debt Service)	341,239
KeyBank	Squire Park Plaza	Operating Checking	139,750
		Total KeyBank	**1,027,573**
		Total Unrestricted - Discrete Components	**1,059,376**
		Total All Cash - Discrete Components	**4,658,800**
		Total All Cash - CHH Blended Components	**10,527,134**
		Total All Cash	**15,185,934**

TOTALS BY BANK		
Key Bank	**$**	**8,334,183**
Chase	**$**	**749,826**
Banner	**$**	**424,334**
US Bank	**$**	**1,154,103**
Union Bank	**$**	**217,246**
Bank of America	**$**	**87,428**
Beneficial State bank	**$**	**-**
LGIP	**$**	**3,863,263**
Other and Petty	**$**	**296,105**
TOTAL CASH	**$**	**15,126,487**

Capitol Hill Housing

SECTION 5:

2018 Public Accountability Report

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Public Accountability Report
April 2019

The following report is presented per the Rules and Regulations of the Capitol Hill Housing Improvement Program, Article V Section 4 Public Accountability. This report showcases our commitment to public accountability and highlights our compliance to communication both with and from the Capitol Hill community and other members of the public, meeting and event notifications, community involvement and availability of information per RCW ch.42.56.

a. Public Communication

To promote continuous communication both with and from the Capitol Hill community and other members of the public, the Program shall observe the following policies:

(i) The Program will include on or post to its website the following:

☑ 1. A current schedule of upcoming Program meetings and events:
- Board & Committee meetings: http://www.capitolhillhousing.org/downloads/Board%20and%20Committee%20Meeting%20Dates%20for%202019.pdf
- Events: https://capitolhillhousing.org/howyoucanhelp/events.php

☑ 2. A link to facilitate messages from the public to Board members: https://capitolhillhousing.org/about/board.php – see bottom of the page, "Contact us: board@capitolhillhousing.org"

☑ 3. Copies of the Program Charter, the Rules and Regulations, and the Current Annual Budget:
- Program Charter: On the "Board & Governance" webpage: https://capitolhillhousing.org/downloads/chh_charter_2011.pdf
- Rules and Regulations: On the "Board & Governance" webpage: https://capitolhillhousing.org/downloads/CHH-Rules-Regulations-2014.pdf
- Current Annual Budget: On "Board & Governance" webpage: http://www.capitolhillhousing.org/downloads/2019-Budget-Summary.pdf

☑ 4. The agendas, including related reports and other public materials, and minutes of all committee and Board meetings:
- All Board agendas and minutes, as well as Board Committee minutes, can be found in the posted Board packets on the "Board Meeting Minutes and Materials" webpage: https://capitolhillhousing.org/about/boardpackets.php

☑ 5. Periodic newsletters issued by the Program, and periodic letters to the community from the CEO:

- Monthly program newsletter (called "Building Blocks") archive; links on CHH's "Connect" web page: http://www.capitolhillhousing.org/howyoucanhelp/emaillist.php
  - There are currently 3,308 active subscribers. On average, 17.6% of recipients open our newsletter, a range of around 500-700 readers.
- Periodic letters to the community from the CEO: First section of each "Building Blocks" newsletter (see link above)

(ii) Additional notification of meetings and events:

☑ 1. Program staff will maintain an electronic network (such as a listserv or database) of persons and businesses who have expressed an interest in the Program by providing an email address to the program:

- Listserv signup link is on the "News" webpage: https://capitolhillhousing.org/howyoucanhelp/emaillist.php

☑ 2. Electronic notice of the date, location and time for the annual meeting and other public events will be provided to network email addresses as appropriate throughout the year and to the broader community through current public media such as local community blogs and social media vehicles:

- In 2019, the annual meeting date was shared on the CHH Website on March 1st and on the CHH Blog on April 2nd. The notice will be sent through listserv email in the April Building Blocks monthly electronic newsletter.
- The special meeting notices are posted to "Open House," CHH's blog: http://www.capitolhillhousing.org/OpenHouse/.
- Events are also posted on CHH Facebook page—for example, the Liberty Bank Building Ribbon Cutting Celebration on March 23rd: https://www.facebook.com/capitolhillhousing

(iii) Community involvement and communication:

☑ 1. The Program will involve the community and seek community input to the extent practical and as appropriate in the development of programs and projects through public meetings, charrettes, public committees, open forums, focus groups and other similar means:

- Capitol Hill EcoDistrict Steering Committee (EDSC) meetings are open to the public with agenda time included for public comment. Met 6 times in 2018.
- Added five new members to the EcoDistrict Steering Committee, representing the Capitol Hill Chamber of Commerce, Seattle Audubon Society, Seattle University, and Seattle Central College, and Seattle Central Seattle Greenways
- The EDSC Executive Committee and the EDSC Equity and Engagement Working Group, the Neighborhood Design Guidelines Working Group and the EcoDistrict Certification Working Group met throughout the year in 2018.
- Hosted monthly meetings among renters for the Capitol Hill Renter Initiative (CHRI) as well as monthly meetings of the CHRI Leadership Committee.

- Co- hosted the 2018 Capitol Hill Community Forum about proposed protected bike lanes on Pike/Pine in partnership with several community organizations ranging from the GSBA to Central Seattle Greenways.
- Co-hosted a pop-up bike lane on Pike Street and business outreach on Pike and Pine to solicit cyclist, pedestrian, student and business operator input into the protected bike lane design process.
- Supported monthly design review meetings of the Pike Pine Urban Neighborhood Council (PPUNC), a community group composed of residents, local business owners, and professionals in Pike Pine; also supported PPUNC efforts to expand its review footprint to a larger area of Capitol Hill.
- Secured $82 million in public benefits from the Washington State Convention Center Addition project in coalition with other community-based organizations and shared lessons learned with the broader community in group and one-on-one meetings.
- Co-hosted Community Open House and supported City staff in outreach to the Capitol Hill community to solicit input and guidance into new design guidelines for Capitol Hill.
- Formed Advisory Group that met four times to advise staff and consultants on a plan to activate and enhance Neighbours Alley.
- Formed a work group to steer the process to become a certified ecodistrict. Under their leadership and with feedback from the EcoDistrict Steering Committee, we crafted and committed to a set of Imperatives centered around equity, reliance and climate protection.
- Produced several op-eds, blog posts, and press releases communicating our impact and position on issues. Also produced the 2018 Capitol Hill EcoDistrict 2018 Community Report, available on our website and in print.
- Participated in Yesler Community Collaborative, a coalition of community development organizations from Capitol Hill, Chinatown-ID, First Hill and Central Area. (approx. 8 meetings in 2018)
- Served on Imagine Greater Downtown Advisory Committee (3 meetings in 2018)
- Served on Cal Anderson Park Alliance Board (10 meetings)
- Co-hosted Capitol Hill Garage Sale
- **Liberty Bank Building:**
    - Throughout 2018, CHH met once per month with leaders of three community-based organizations: the Black Community Impact Alliance, Africatown Community Land Trust, and Byrd Barr Place.
    - Periodic phone conference calls were also held with each of the community leaders of these three community-based organizations.
    - In 2018, a monthly construction information flyer, prepared by the contractor, was distributed to neighbors living within 300 feet of the project site.
    - In the first quarter of 2018, two art program open houses were provided for community participation and input by the art team curators, and CHH staff – at the offices of Bryd Barr Place.

- Throughout 2018, CHH prepared a quarterly project newsletter update that was distributed electronically to individuals who registered to receive updates through CHH's website and through the project website.
- The project website (www.libertybankbuilding.com) was maintained and updated by CHH throughout 2018.

- **Union and 14th Senior Housing project:**
  - In 2018, CHH held 4 quarterly community meetings with a steering committee of project partners representing the LGBTQ community in Capitol Hill.
  - A project advisory committee of Executive Directors of LGBTQ serving organizations based in the Capitol Hill area was convened in November 2018 and has met on a monthly basis since then.
- **Eldridge Housing project:**
  - In July 2016, CHH gave a design presentation on the proposed Eldridge affordable housing project to the Pike Pine Urban Neighborhood Council.

☑ 2. The Program will implement measures to routinely consult Program residential tenants to ensure that concerns of residential tenants are heard and to seek input on programs and activities as appropriate:

- CHH Resident Services Focus Group was held on 10/25/18. 18 residents representing 14 CHH buildings attended the event. The Focus Group was facilitated by Brittany Williams, the non-HUD Resident Services Coordinator and Joy Levien, Lead Resident Services Coordinator, and Ashley Thomas, Senior Manager of Resident Services provided event support. The purpose of this focus group was to gain information about resident strengths and unmet needs with the goal of using this knowledge to guarantee Resident Services programming be resident driven. Themes for the evening were divided into three parts:
  - Resident Awareness and Access: current resident awareness of RS programs, barriers to accessing resident services, and service delivery of current RSCs, including a focus on trauma informed principles
  - Community Supports: how can Resident Services improve quality of life for residents and community in buildings
  - Goals and aspirations: to learn of unexplored ways Resident Services can support residents to achieve their goals
- Resident Services staff continues to utilize event evaluation forms after every HUD and non-HUD community event to ensure we are getting immediate feedback regarding our programs.
- HUD buildings have Resident lead Social Committees and the Resident Services Coordinator supports the committees in coordinating resident driven community events.

☑ 3. The Program will produce a periodic newsletter and report to the community which will be disseminated widely to the community:

- The e-newsletter "Building Blocks" is disseminated monthly to our stakeholders and community members via email.

☑ 4. The Program will produce and disseminate an Annual Report to the community that will include an overview of program activities and statement of financial condition:

- The 2018 Community Report was published in January 2019. Print copies are available at the CHH office and the report is also available for download as a PDF on the "News" page of the CHH website: https://capitolhillhousing.org/about/recentnews.php

☑ 5. The Program, through staff and Board leadership, will be engaged within the Capitol Hill community through community organizations:

- Jill Fleming serves on the Board of Directors for the Capitol Hill Chamber of Commerce.
- Michael Seiwerath supports the Capitol Hill Arts District and supports a number of neighborhood non-profits on fund development and cultural space issues. He serves on the Seattle Central College Standing Advisory Committee and the Seattle Asian Art Museum Advisory Committee.
- Frank Alvarado has served on the Board of Directors of Community Lunch on Capitol Hill since 2014 and is currently the Board Chair.
- Greg Gibson has served on the Board of Directors for Gay City: Seattle's LGBTQ Center since 2018.
- Cathy Hillenbrand was formerly the Chair of the Capitol Hill Champion, and CHH has an ongoing relationship with the organization. The Chamber, PPUNC, including serving on Steering Committee of the Capitol Hill Eco-District and its' Executive Committee, participate in various neighborhood planning workshops, and Design Review Board meetings – through attendance and discussion, not in any official capacity except eco-district. She was on the Advisory Board for the Cal Anderson Park Alliance. Recently, Cathy joined the Seattle Central College Standing Advisory Committee.

(iv) Information shall be available to the public consistent with the Public Records Act (RCW ch. 42.56):

☑ We had 10 Public Records Requests in 2018 (one person submitting seven during the year). All requests were responded to within the initial 5-day period, and were serviced to the satisfaction of all requestors. From that acknowledgment letter, work to gather information began and upon receipt of all materials requested, the individual requestor was e-mailed the information. Throughout the data collection process the individual requestor was contacted regularly to provide them with updates as to progress or to request clarification regarding their request.

b. Annual Report:

☑ The 2019 CHH Annual Report to the City will be filed by April 15, 2019 with the City Clerk, the City Board, and the Mayor's designee.

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Capitol Hill Housing

SECTION 6:

Consent Agenda and Attachments

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CAPITOL HILL HOUSING REGULAR MEETING
April 8, 2019
5:30-7:30 PM Regular Meeting
12th Ave Arts Pike Pine Meeting Room
1620 12th Avenue, Seattle

CONSENT ITEMS

MINUTES AND REPORTS

1. March 2019 Draft Board Meeting Minutes (attached for adoption)
2. 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
February 13, 2019	JOE BLACK	OAI PS	$10,770.00	Provide design services for the rehab of apts 16 and 18 and bid/construction documents for the window and door replacement project.
March 11, 2019	JOE BLACK	Blue Core Power	$11,312.00	In apts 6, 10, 16, and 18: Install hardwired smoke detectors in bedrooms, replace baseboard heaters with radiant cove heaters and relocate to ceiling.
March 8, 2019	UNION JAMES	Interstate Restoration	$20,451.00	James Bldg REAC repairs stairwells and exterior.
March 8, 2019	UNION JAMES	Interstate Restoration	$17,722.00	Union Bldg REAC repairs stairwells, laundry room, and electrical room.
March 19, 2019	PARKHILL	Anson Masonry LLC	$146,500.00	Repair brick face SE elevation of 1306 E. Union St.
March 21, 2019	CHH	Nextiva	$0.00	Phone service for sites - cloud VOIP
March 26, 2019	CHH	Jeff Samdal & Associates	$38,600.00	Updated CNAs for entire portfolio, divided into three groups and completed over three years. $38,600 contract fee represents first slate of 15 buildings. Anticipated to be completed by Dec. 2019.

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REGULAR BOARD MEETING MINUTES

Pike-Pine Room
1620 12th Avenue, Seattle

March 11, 2019

Members Present: Frank F. Alvarado III, Dana Behar, Derrick Belgarde, Rachel Ben-Shmuel, Paul Breckenridge, Jill Cronauer, Sara Cubillos (Emerging Leader Fellow), Bob Fikso, Chasten Fulbright, Shalimar Gonzales, Cathy Hillenbrand, Robert Schwartz, Eric Snow, Rachael Steward

Members Absent: b.g Nabors-Glass

Staff Present: Chiloe Barrera-Cloyd, Valencia Chambers Manora, Kiley Dhatt, Robyn Dhatt, Jill Fleming, Greg Gibson, Michelle House, Michelle Lambert, Brad Lange, Antoinette Nicholas, Chris Persons, Michael Seiwerath, Sarah Shoemake (taking minutes), Terra Walsh, Jeremy Wilkening, Yiling Wong

Guests Present: George Staggers

The meeting was called to order by Robert Schwartz at 5:30 pm.

Board Candidate Introduction: Chris introduced George Staggers, the former CEO of the Central Area Development Association (CADA), as a Board Candidate.

A motion to approve the **Consent Agenda** was made by Cathy Hillenbrand, seconded by Rachel Ben-Shmuel and Shalimar Gonzales, and passed unanimously.

Disclosures and recusals: Rachael Steward disclosed that she works at Seattle Housing Authority.

Board Development: Chris noted that Drew Porter, currently on a leave of absence from the Board, plans to return to the Board in August. He explained that the by-laws allow for new officer positions to be created, so that Drew could return to his position as a Vice Chair and Shalimar could remain one as well. Potential officer succession plans are being explored.

Public comment: Antoinette Nicholas, CHH Site Manager and resident, shared her concerns around changes to her portfolio and workload. Chris responded to some of her concerns and explained the situation as well.

The Executive Committee will also continue to discuss this topic and keep the Board appraised.

Presentation and Discussion

Liberty Bank Building: Various Staff presented aspects of the Liberty Bank Building. Michelle House and Lisa Hagen reported on demographics, lease-up numbers and their financial impact. Chris reported on the status of the commercial tenants and their leasing process. Kiley Dhatt reminded the Board of the upcoming Ribbon Cutting event scheduled for Saturday, March 23rd and gave an overview of the program. Terra Walsh and Valencia Chambers Manora shared the plan for on-going operations of the building.

Systems Change, Strategic Planning and 2019 Joint Boards Retreat: Chris reported that he and the Executive Committee plan to reschedule the 2019 Joint Boards Retreat from June to later in the year, perhaps September or October. This will allow a more productive, deeper discussion when the organization is further into the rebrand process and strategic planning.

Finance and Asset Management

Finance and Asset Management Report: Greg presented the regular March FAM Report and dashboard for January 2019, as well as the February Report for the dashboard through December 2018 (which was tabled from the February Board Meeting).

A motion to approve the **February & March Finance and Asset Management Report** was made by Chasten Fulbright, seconded by Frank Alvarado and passed unanimously.

2019 Capital Projects Budget: Brad presented the 2019 Capital Projects Budget, noting that the document included in the Board Packet has both the 2018 and 2019 budgets for reference. He reviewed the various projects and explained the status of each project's funding.

A motion to approve the **2019 Capital Projects Budget** was made by Dana Behar, seconded by Chasten Fulbright, and passed unanimously.

Executive Committee and Governance

Branding and Foundation update: Michael and the Foundation Team updated the Board on activities in the Foundation, reporting on the status of the branding process, the capital campaign, fundraising efforts, communication and other projects.

Pipeline Review and Project Introductions

YouthCare Project Review & Resolution Introduction: Jeremy updated the Board on the South Annex/YouthCare project, noting that there will be resolutions next month for the purchase and sale agreement as well as predevelopment spending.

Development Pipeline Update: This will be a presentation topic at the April Board meeting, with time for thorough updates and questions.

Other

CEO Annual Review: Per RCW 42.30.110(g), the CHH Board entered into an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session began at 7:03 pm. The Board exited the executive session at 7:30 pm.

The meeting was adjourned by Robert Schwartz at 7:30 pm.

Attested,

_____

Derrick Belgarde, Secretary
April 8, 2019

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Capitol Hill Housing

April 2019 PROPERTY MANAGEMENT COMMITTEE
BOARD REPORT AND MINUTES

Property Management Committee Members: b.g. Nabors-Glass, Chasten Fulbright, Derrick Belgarde, Felicia Cross
Staff Liaisons to the Board: Terra Walsh, Chris Persons, Ashley Thomas, Noah Wernstedt-Lynch
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: April 2, 2018 -3:00 –4:00 PM Belmont Conference Room
Date, time and location of next meeting: May 7, 2018 -3:00 -4:00 PM Belmont Conference Room

- **Elizabeth James Water Savings Project**
  - Scope – Replace all toilets, aerators, and shower heads for water conservation.
  - Status – Reschedule to start in April. Additional toilet bowls need to be ordered.
- **12th Ave Arts Theater Lobby Acoustics Project**
  - Scope – Install carpet, acoustic panels, and door seals.
  - Status – Complete. Punch items to complete.
- **Oleta Projects**
  - Apt 201/202 Renovation – Demo and reconstruct after rodent inspection and eradication.
  - Status – Rehab in progress.
  - Front Entry Hand Rail Installation (life/Safety issue).
    - New rails to be installed April.
- **Broadway Crossing Paint Project**
  - Scope – Repaint front canopy, resident deck structures, and trim.
  - Status – Design completed. Need condo approval for canopy work.
- **Gilman Ct Sidewalk Repair Project**
  - Scope – Repair/Replace damaged sections of sidewalk.
  - Status – Complete.
- **Fredonia Water Heater Replacement Project**
  - Scope – Replace existing gas water heater and associated piping and reinsulate tank and piping.
  - Status – Developing scope of work and send for bids April. Tested for asbestos. No asbestos found.
- **Cal Anderson Sprinkler Head Replacement Project**
  - Scope – Replace recalled sprinkler heads throughout bldg.
  - Status – Work completed.

- **Park Hill Water Damage Restoration Project**
  - Scope – Repair water damaged surfaces in apts 1, 4, 7, and the laundry room.
  - Status – Work in progress.
- **Learned Sprinkler Head Replacement Project**
  - Scope – Replace recalled sprinkler heads throughout bldg.
  - Status – Waiting for test results to determine if replacement needed.
- **Fleming Parapet Wall/Chimney Bracing Project**
  - Scope – Design and install bracing systems for URM bldg. construction.
  - Status – In for permit review.
- **Joe Black Indoor Air Quality Project**
  - Scope – Identify cause of indoor air quality issues, design and install mitigation measures.
  - Status – Heat pump and bath fan projects are in progress.
- **12th Ave Arts Bldg Commercial Door Project**
  - Scope – Repair/replace exterior folding doors in commercial spaces.
  - Status – Reviewing suggestions from window suppliers.
- **Lincoln Ct Structural Repairs**
  - Scope – Install post/beam connectors in basement.
  - Status – Work to begin April 3.
- **Union James Remodel Unit 105/207 (James) Project**
  - Scope – Address mold and rodent issues.
  - Status – Demo started.
- **Fleming Cable TV Wiring Relocation Project**
  - Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
  - Status – On hold.
- **Oleta Cable TV Wiring Relocation Project**
  - Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
  - Status – On hold.
- **Lincoln Ct. Cable TV Wiring Relocation Project**
  - Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
  - Status – On hold.
- **Berneva Cable TV Wiring Relocation/Masonry Repair Project**
  - Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
  - Status – Not funded.
- **Berneva Dormer Roof Repair Project**
  - Scope – Repair dormer roofs (4).
  - Status – Not approved for 2019.
- **Union James REAC Repairs**
  - Scope – Various repairs.
  - Status – In progress with completion of all items by May 30, 2019.

- **12th Ave Arts HVAC Issue Project**
    - Scope – Install enclosure around the heat pump units in P-2.
    - Status – Bids due 4/16.
- **Park Hill Masonry Repair Project**
    - Scope – Reinstall bricks on south elevation.
    - Status – Awarded to Anson Masonry. Permit submitted for review.
- **Park Hill Water Damage Repair Project**
    - Scope – Repair water damaged sheetrock in units 1, 4, 7, and laundry room.
    - Status – In progress.

Building Operations:

- February monthly snapshot vacancy was **4.7%**
- 12-month rolling vacancy rate was **3.6%**
- Explanation of select properties with high vacancies or large vacancy increases:
    - Bremer - five vacancies in Feb. (two are hard turns). One vacancy filled in late March
    - Brewster - four vacancies in Feb. (one was partial vacancy, filled at end of month). Unrecorded vacancy lost in prior month allocated to February
    - Joe Black - four vacancies in Feb.; two 3-bdr and two 2-bdr units with higher rents. One requires extensive maintenance repairs and clean up
    - Miller Park - one vacancy in Feb. (one a 2-bdr unit with higher rent)
    - Oleta - six vacancies Feb. Three vacancies related to rodent infestation
    - Ponderosa - three vacancies in Feb. (one was hard turn due to water damage). Waitlist challenge
    - Union James - two vacancies in Feb. (both are 2-bdrs with higher rents). Waitlist challenges. Unrecorded vacancy loss from prior months allocated to February

Resident Services: February

Rental Assistance:

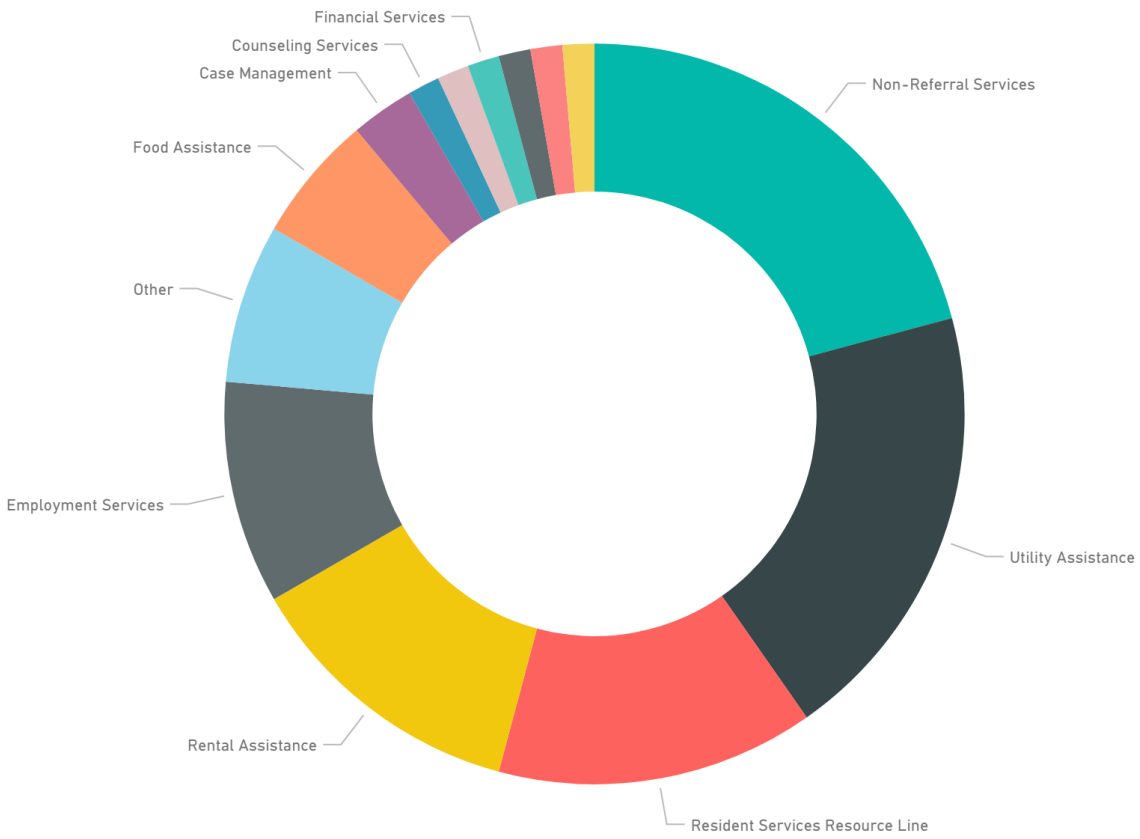
- 9 Residents applied
- Workshop was cancelled due to snow
- 5 residents received rental assistance

Service Referrals*:*

- 72 total service touches
- 57 total service connections to resources
- 15 non-referral-based meetings (5 PM Complaints, 1 Resident Conflict, and 6 1:1 Check-In's)

Community Events:

- 17 events



CHH Rental Assistance Program

- 9 Residents applied
- Workshop was cancelled due to snow
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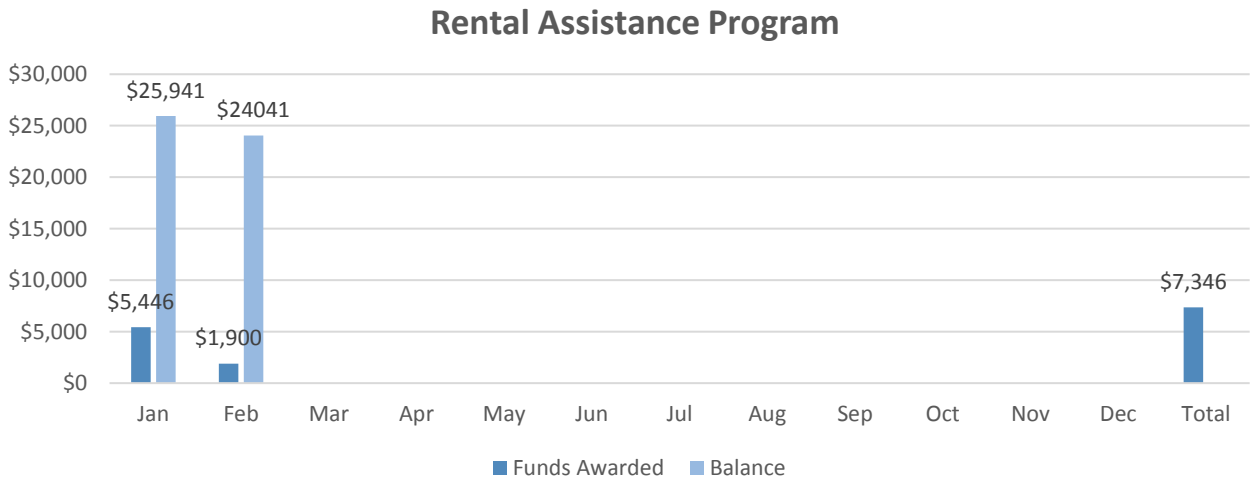


Capitol Hill Housing

Capitol Hill Housing
Asset Management Dashboard
Year to Date at February 28, 2019

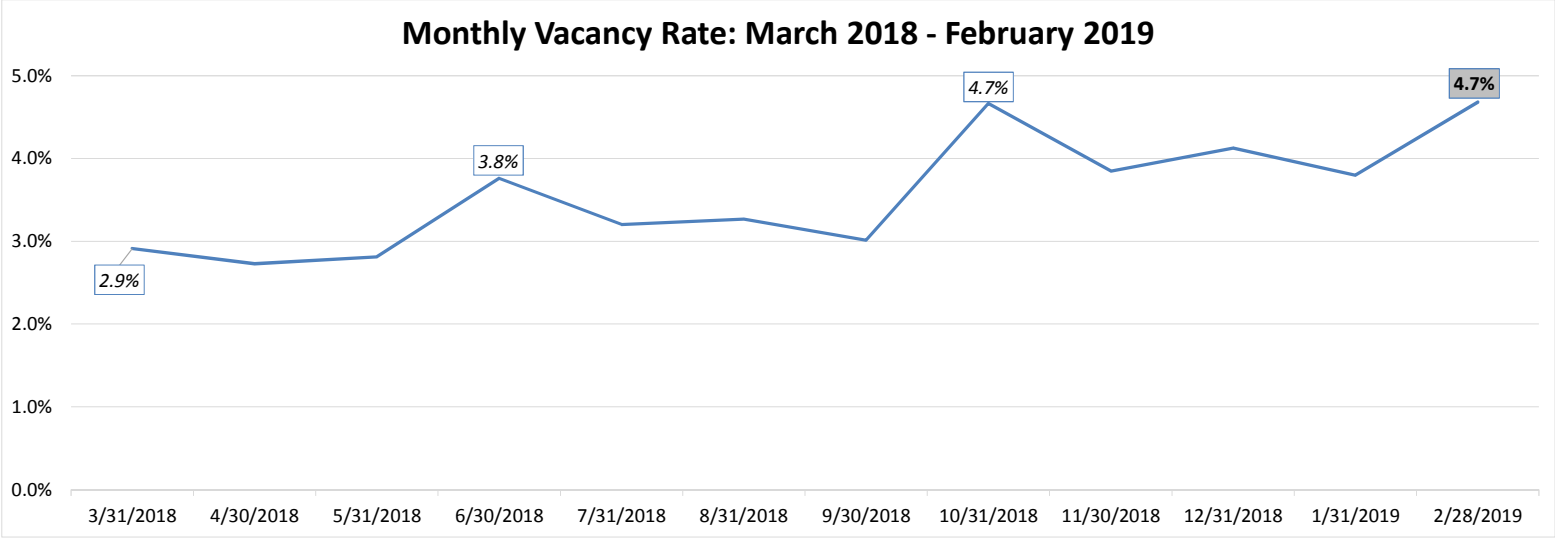
Building	Physical Vacancy (at month end) Vacant Units	Vacancy %	Total Units	Op Rev Per Unit Actual	Budget Var %	Op Exp Per Unit Actual	Budget Var %	Cash Flow Per Unit[1] Actual	Budget Var %	Residential Acct. Rec. % Feb. 2019	12-Month Rolling Avg.[2] Make Ready	Total Turn Time	Economic Vacancy Feb. 2019	12 MO Rolling	2018 Vacancy
Byron Wetmore	1	8.3%	12	1,987	1%	1,338	23%	127	144%	89%			0.0%	0.1%	0.0%
Elizabeth James			60	1,742	-1%	1,101	15%	(83)	-340%	93%	27	79	3.6%	2.6%	2.5%
Four Twelve			12	2,178	-18%	1,763	5%	(281)	-304%	60%	46	181	0.0%	5.0%	5.0%
Hazel Plaza	1	6.3%	16	4,283	-5%	1,312	22%	1,456	10%	53%	0	89	3.3%	2.4%	1.9%
Joe Black Apartments	4	16.7%	24	1,999	-16%	1,483	16%	236	-29%	80%	110	237	17.4%	14.9%	12.7%
Mary Ruth Manor			20	4,217	0%	1,864	1%	783	-2%	107%	21	93	0.1%	3.8%	4.5%
Union James	2	8.3%	24	2,860	-7%	2,582	-47%	(287)	-151%	46%	61	106	27.9%	7.3%	5.8%
Asia Total	***8***	***4.8%***	***168***	***2,524***	***-5%***	***1,542***	***-4%***	***184***	***-48%***	***80%***	***52***	***146***	***8.5%***	***5.1%***	***4.6%***
Eighteenth Avenue			9	2,296	1%	1,546	11%	(73)	75%	23%	0	0	0.0%	4.0%	6.0%
El Nor	2	3.6%	55	1,791	1%	1,278	7%	148	358%	0%	15	116	3.6%	2.0%	2.1%
Helen V	2	5.3%	38	3,051	-1%	1,126	37%	1,332	88%	56%	33	78	5.2%	4.3%	4.4%
Holden Vista	1	6.3%	16	2,528	2%	1,738	13%	(602)	-253%	12%	0	0	6.6%	1.9%	2.4%
Holiday			30	1,919	-6%	1,080	19%	115	563%	23%	0	0	0.0%	0.1%	0.4%
Park Hill	1	3.3%	30	2,549	-1%	1,539	7%	655	15%	48%	14	105	3.7%	2.8%	2.1%
Ponderosa	3	13.0%	23	1,407	-10%	1,507	-7%	(213)	-604%	69%	58	92	12.8%	5.7%	3.9%
Silvian			32	2,505	-1%	1,863	18%	18	105%	7%	33	94	0.0%	4.0%	4.2%
Unity Village	2	6.7%	30	1,678	-9%	1,495	6%	110	-37%	24%	11	256	6.9%	5.8%	5.4%
Lynn Total	***11***	***4.2%***	***263***	***2,176***	***-2%***	***1,416***	***-14%***	***268***	***63%***	***33%***	***32***	***105***	***4.1%***	***3.3%***	***3.3%***
Berneva			12	1,655	0%	1,685	-20%	(215)	-464%	22%	0	0	0.0%	0.0%	0.8%
Brewster	2	5.7%	35	1,448	-10%	1,003	15%	319	8%	113%	181	180	13.7%	5.3%	3.8%
Broadway Crossing	1	2.3%	44	1,637	-9%	1,844	-19%	(501)	-3550%	8%	67	67	4.7%	4.9%	3.2%
Haines AAA			30	1,978	3%	1,126	26%	392	751%	8%	7	33	0.0%	2.4%	3.8%
Jefferson Housing			40	2,359	3%	1,585	-9%	244	2056%	41%	28	90	0.0%	3.4%	4.2%
Oleta	6	17.6%	34	1,380	-17%	1,276	16%	(407)	-9%	60%	155	163	17.8%	10.5%	8.4%
Pantages	1	2.0%	49	1,705	-3%	1,445	2%	(133)	-18%	10%	61	133	3.5%	3.6%	3.3%
Twelfth Avenue Arts	2	2.3%	88	2,011	-2%	890	8%	382	15%	25%	18	48	2.3%	1.8%	1.7%
Nelda Total	***12***	***3.6%***	***332***	***1,818***	***-4%***	***1,283***	***-3%***	***64***	***6%***	***37%***	***57***	***94***	***4.6%***	***3.7%***	***3.4%***
Boylston Howell	1	3.3%	30	1,831	-7%	1,459	0%	317	-30%	18%	15	100	4.0%	1.9%	1.3%
Bremer	5	10.2%	49	1,495	-7%	805	24%	313	85%	30%	13	141	8.8%	7.0%	5.9%
Centennial	3	10.0%	30	1,978	-6%	1,013	11%	266	0%	48%	15	89	5.9%	5.7%	6.3%
Devonshire	2	3.2%	62	1,646	1%	1,160	4%	66	451%	22%	13	71	3.4%	3.0%	2.7%
Fleming	1	2.8%	36	1,578	-3%	1,088	8%	(133)	-346%	19%	17	94	5.8%	4.0%	4.0%
Fremont Solstice	1	5.6%	18	1,829	-6%	1,284	24%	(80)	75%	2%	16	73	5.2%	3.2%	2.4%
Gilman Court			25	2,282	4%	1,287	40%	889	2340%	31%			0.0%	0.0%	0.0%
John Carney	2	7.4%	27	1,446	-2%	952	18%	238	277%	21%	18	94	5.2%	1.8%	1.1%
Larned	1	3.0%	33	1,802	-1%	1,054	25%	637	108%	19%	23	71	0.6%	2.7%	2.3%
Melrose	1	3.3%	30	1,563	-1%	1,090	-1%	260	-12%	95%	14	80	2.5%	3.3%	3.5%
Villa			62	2,141	3%	1,259	9%	233	351%	47%	13	61	0.0%	0.7%	1.0%
Skye Total	***17***	***4.2%***	***402***	***1,777***	***-2%***	***1,122***	***-14%***	***255***	***120%***	***33%***	***16***	***90***	***3.8%***	***3.2%***	***3.0%***
Broadway			5	2,366	3%	1,294	19%	603	171%	17%			0.0%	0.0%	0.0%
Burke Gilman Gardens			15	2,297	1%	1,513	4%	(833)	10%	0%	13	151	0.0%	5.7%	5.6%
Casa di Cinque		0.0%	3	3,102	#DIV/0!	2,053	#DIV/0!	823	#DIV/0!	26%			0.0%	0.0%	0.0%
Four Ten			6	1,583	-12%	1,248	40%	57	110%	1%	15	152	0.0%	6.8%	5.6%
Fredonia			12	4,729	3%	2,038	9%	1,640	26%	1%	8	48	0.0%	1.7%	1.7%
Harrison at 15th			19	3,734	4%	1,835	18%	797	1511%	19%			0.0%	0.0%	0.0%
Lincoln Court	1	3.4%	29	1,703	-1%	1,301	-17%	(275)	-1172%	13%	25	75	3.5%	2.5%	2.2%
Maxwell			4	2,095	2%	1,289	17%	553	127%	10%			0.0%	0.0%	0.0%
Miller Park	1	8.3%	12	2,043	-7%	1,626	-8%	(39)	-118%	15%	13	39	12.0%	4.4%	2.6%
Seneca			32	1,879	0%	1,591	15%	(36)	89%	15%	67	167	0.0%	1.4%	1.3%
Squire Park Plaza	2	3.3%	60	3,290	-1%	1,536	-27%	356	-49%	15%	15	82	5.2%	3.8%	3.3%
Valencia Total	***4***	***2.0%***	***197***	***2,703***	***2%***	***1,561***	***2%***	***214***	***14%***	***13%***	***17***	***86***	***3.0%***	***2.8%***	***2.4%***
Portfolio Total	***52***	***3.8%***	***1362***	***2,090***	***-2%***	***1,334***	***-8%***	***196***	***30%***	***34%***	***34***	***99***	***4.7%***	***3.6%***	***3.3%***

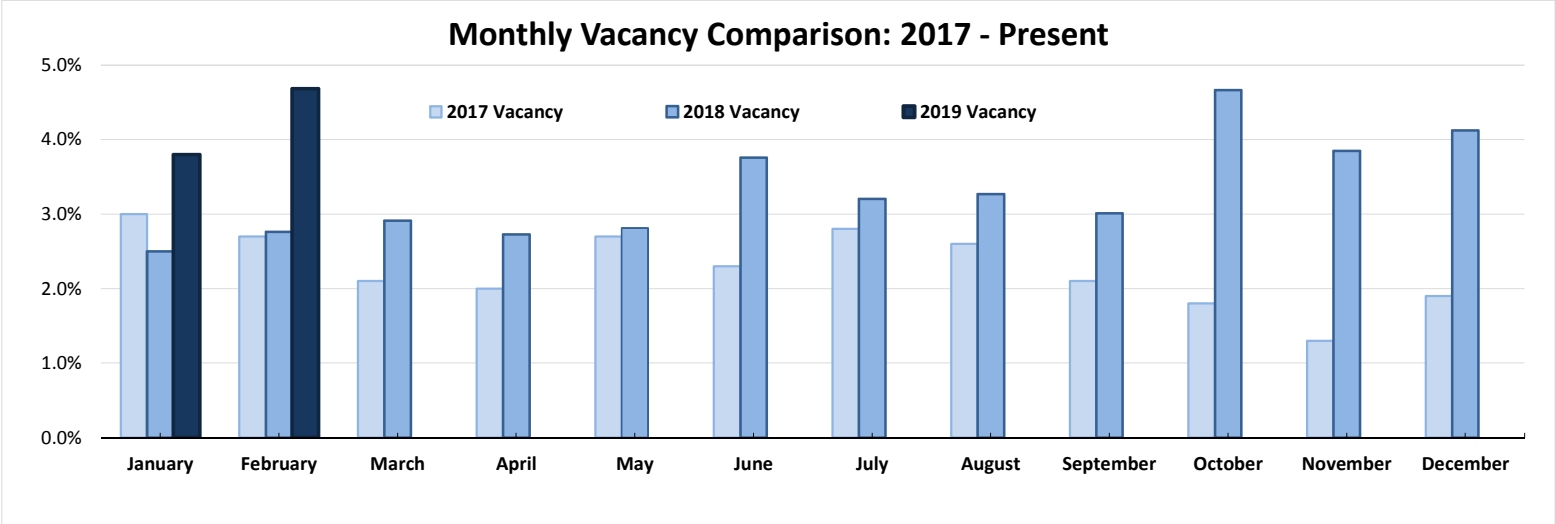
1) After debt payments and reserve payments

2) Portfolio Manager averages are averages across all unit turns within portfolio and not averages across buildings

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

Bremer - five vacancies in Feb. (two are hard turns). One vacancy filled in late March
Brewster - four vacancies in Feb. (one was partial vacancy, filled at end of month). Unrecored vacancy lost in prior month allocated to February
Joe Black - four vacancies in Feb.; two 3-bdr and two 2-bdr units with higher rents. One requires extensive maintenance repairs and clean up
Miller Park - one vacancy in Feb. (one a 2-bdr unit with higher rent)
Oleta - six vacancies Feb. Three vacancies related to rodent infestation
Ponderosa - three vacancies in Feb. (one was hard turn due to water damage). Waitlist challenges
Union James - two vacancies in Feb. (both are 2-bdrs with higher rents). Waitlist challenges. Unrecorded vacancy loss from prior months allocated to February





MSP Capital/Maintenance Project Report
March 2019

Elizabeth James Water Savings Project

- Scope – Replace all toilets, aerators, and shower heads for water conservation.
- Status – Reschedule to start in April. Additional toilet bowls need to ordered.

12th Ave Arts Theater Lobby Acoustics Project

- Scope – Install carpet, acoustic panels, and door seals.
- Status – Complete. Punch items to complete.

Oleta Projects

- Apt 201/202 Renovation – Demo and reconstruct after rodent inspection and eradication.
  - Status – Rehab in progress.
- Front Entry Hand Rail Installation (life/Safety issue).
  - New rails to be installed April.

Broadway Crossing Paint Project

- Scope – Repaint front canopy, resident deck structures, and trim.
- Status – Design completed. Need condo approval for canopy work.

Gilman Ct Sidewalk Repair Project

- Scope – Repair/Replace damaged sections of sidewalk.
- Status – Complete.

Fredonia Water Heater Replacement Project

- Scope – Replace existing gas water heater and associated piping and reinsulate tank and piping.
- Status – Developing scope of work and send for bids April. Tested for asbestos. No asbestos found.

Cal Anderson Sprinkler Head Replacement Project

- Scope – Replace recalled sprinkler heads throughout bldg.
- Status – Work completed.

Park Hill Water Damage Restoration Project

- Scope – Repair water damaged surfaces in apts 1, 4, 7, and the laundry room.
- Status – Work in progress.

Larned Sprinkler Head Replacement Project

- Scope – Replace recalled sprinkler heads throughout bldg.
- Status – Waiting for test results to determine if replacement needed.

Fleming Parapet Wall/Chimney Bracing Project

- Scope – Design and install bracing systems for URM bldg. construction.
- Status – In for permit review.

Joe Black Indoor Air Quality Project

- Scope – Identify cause of indoor air quality issues, design and install mitigation measures.
- Status – Heat pump and bath fan projects are in progress.

12th Ave Arts Bldg Commercial Door Project

- Scope – Repair/replace exterior folding doors in commercial spaces.
- Status – Reviewing suggestions from window suppliers.

Lincoln Ct Structural Repairs

- Scope – Install post/beam connectors in basement.
- Status – Work to begin April 3.

Union James Remodel Unit 105/207 (James) Project

- Scope – Address mold and rodent issues.
- Status – Demo started.

Fleming Cable TV Wiring Relocation Project

- Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
- Status – On hold.

Oleta Cable TV Wiring Relocation Project

- Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
- Status – On hold.

Lincoln Ct. Cable TV Wiring Relocation Project

- Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
- Status – On hold.

Berneva Cable TV Wiring Relocation/Masonry Repair Project

- Scope – Relocated cable TV wiring from exterior of building/repair wire molding.
- Status – Not funded.

Berneva Dormer Roof Repair Project

- Scope – Repair dormer roofs (4).
- Status – Not approved for 2019.

Union James REAC Repairs

- Scope – Various repairs.
- Status – In progress with completion of all items by May 30, 2019.

12th Ave Arts HVAC Issue Project

- Scope – Install enclosure around the heat pump units in P-2.
- Status – Bids due 4/16..

Park Hill Masonry Repair Project

- Scope – Reinstall bricks on south elevation.
- Status – Awarded to Anson Masonry. Permit submitted for review.

Park Hill Water Damage Repair Project

- Scope – Repair water damaged sheetrock in units 1, 4, 7, and laundry room.
- Status – In progress.

Capitol Hill Housing Foundation

April 2019 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:

- A grant of $25,000 was awarded by the Wells Fargo Foundation for general operations.
- A grant of $6,000 was awarded by the Clovis Foundation, a private family foundation, for general operations.
- A second formal LOI to the JPMorgan Chase Foundation for $250,000 was approved. The final component of this three-part proposal is due to their national headquarters on April 12. At the suggestion of JPMorgan Chase staff we have requested $250,000.

In keeping with the Foundation's 2019 workplan, staff continue to concentrate grant activity in Q1 and Q2 of this year.

In the last 30 days, CHH Foundation staff has submitted the following proposals:

- The Kresge Foundation – LOI requesting $100,000 for the support of the Capitol Hill EcoDistrict and partner organizations
- City of Seattle Dept. of Construction & Inspection requesting $55,000 for eviction prevention programs
- American Family Insurance Dreams Foundation - $10,000 in support of Resident Services
- Umpqua Bank - $10,000 in support of Resident Services
- Fluor Corporate Contributions Program - $25,000 in support of sustainability and planning
- Kawabe Foundation - $10,000 in support of Resident Services
- Muckleshoot Charitable Foundation - $5,000 in support of Resident Services
- Washington Federal Foundation - $5,000 in support of Affordable Housing objectives
- Tulalip Tribes Charitable Foundation - $5,000 in support of Resident Services

In addition to these new applications, proposals or LOI's remain pending to the Satterberg Foundation, Union Bank, the Muckleshoot Charitable Fund, the Contorer Foundation, 4Culture, The Mark Torrance Foundation, and others.

Rise Together Capital Campaign

Recent grant and donation activity includes:

- The Board of the Seattle Foundation made an unsolicited award of $22,000 from their Margaret L. McCarney fund to support the LGBTQ-Affirming Senior housing project.
- Rise Together was granted $10,000 by the TEW Foundation to support the whole campaign. This is TEW Foundation's second investment in Rise Together; the first was a $10,000 grant in 2018 to support the Liberty Bank Building.
- Sponsorships and individual donations around the Liberty Bank Building Ribbon Cutting to support the building exceeded $20,000. See more about the Friends of LBB campaign below.
- 2019-21 Washington State Capital Budgets have been released by both chambers. In the House, a $1,000,000 appropriation is included for the White Center Community HUB; in the Senate, the same project is included for $500,000. Unfortunately, no funding was allocated for the Rise Together projects in the Central District or Capitol Hill.
- A $300,000 proposal has been submitted to the United States Conference of Mayors for Rise Together Central District projects.
- A $75,000 proposal has been submitted to Heritage Bank for the whole Rise Together campaign.

Proposals still pending include a $120,000 NEA creative placemaking grant and a $100,000 proposal to the USA Today charitable giving program, both to support the CH Arts Stabilization Fund; and a $5M request to the Gates Foundation to support the whole campaign.

Liberty Bank Building Ribbon Cutting:
The Liberty Bank Building Ribbon Cutting on March 23 was a wonderful celebration. We estimate that more than 500 attendees listened to speakers, toured the building and enjoyed food and music from community members over the course of the three-hour event. It was a remarkable display of the tremendous community support behind the project.

The Friends of LBB campaign, closed as of April 1, raised over $10,000 in individual donations. This is the result of over 150 community members supporting the project!

Events

Top of the Town takes place on May 2, 2019. Our special guest speaker will be the visionary property developer and distinguished real estate consultant A-P Hurd. Tickets are now available, and this event WILL sell out. Board members should have confirmed their attendance by this point. If you are planning to attend and have not yet purchased tickets or communicated with staff, we ask that you do so post haste. Confirm your attendance with Laura Orella at LOrella@capitolhillhousing.org or purchase your tickets at bit.ly/ToT2019.

Sponsorship opportunities for Top of the Town remain available at most levels. Board members with an interest in sponsoring the event, or those who have connections with organizations that may be interested, should be in touch with Joshua Okrent, jokrent@capitolhillhousing.org. To date, $95,000 in sponsorship has been secured vs. a goal of $135,000.

Omnivorous is confirmed for Thursday October 10 at Washington Hall in the Central District. Staff are planning a "flash sale" for early ticket sales in May 2019, with the exact date to be confirmed.

Communications

March was an exciting month in communications for CHH. We coordinated work which put the Liberty Bank Building (LBB) in a Seattle Times front page article on the 15th in a Daniel Beekman article focused on Mandatory Housing Affordability with a mini-profile of some new LBB residents. Then the team plowed onward with the Mayor's MHA signing at 12th Avenue Arts, fueled and fed media inquiries for the Liberty Bank Building Ribbon Cutting Celebration, and issued a joint press release with SCIDpda on the Yesler Family Housing. As a result, the March tally of media mentions reached 30, an unprecedented number in one month not seen in 2018.

Internally, we are almost ready to go to print with the annual Capitol Hill EcoDistrict report, have tuned up our Mailchimp subscriber lists, are supporting Top of the Town marketing in earnest, and shipped the third of our new internal employee newsletter. The key messaging phase of the rebrand process saw a successful engagement period in March with a survey, focus groups, and 1:1 interviews exploring how we tell the story of what we do. The resident-targeted focus group experienced remarkable attendance levels of over 40 residents. The strategic communication consultants Provoc will provide an analysis of engagement in early April, with core messaging development discussion in mid-April.

Date	Article Title	Outlet
3/4/2019	Cast Announced For WET's FEATHERS AND TEETH By Charise Castro Smith	Broadway World
3/7/2019	The Incremental Approach to Free Transit	Seattle Transit Blog
3/11/2019	What's Happening for March 9	The Olympian
3/11/2019	Caught Captivates Quickly, but Can't Quite Hold On	Drama In the Hood
3/12/2019	Intiman Theatre presents CAUGHT, the Obie Award-winning play by Christopher Chen, directed by Desdemona Chiang	Capitol Hill Times
3/14/2019	Seattle's upzones would collect millions for affordable housing. Who would get help?	Seattle Times
3/14/2019	The Best Theater, Dance & Comedy Events in Seattle: Spring 2019 Our Critics' Picks for March 18–June 9	The Stranger
3/15/2019	Puget Sound Business Journal: Summer construction start eyed for big project on controversial block	Puget Sound Business Journal
3/15/2019	Design for Midtown: Public Square and its 'art plan' set and ready for construction at 23rd and Union	CHS Blog
3/18/2019	Seattle passes Mandatory Housing Affordability plan to allow its densest neighborhoods to become even denser	CHS Blog
3/20/2019	Seattle mayor signs denser zoning with housing affordability requirements into law	Curbed
3/20/2019	In deference to neighboring church, 'graceful' First Hill apartment tower will rise only 8 stories	CHS Blog

Date	Article Title	Outlet
3/20/2019	THIS WEEKEND IN SOUTH SEATTLE— SHOWING OUT: WORD & SHOUT!, LIBERTY BANK BUILDING RIBBON CUTTING, ARTS AT KING STREET STATION, AND MORE!	South Seattle Emerald
3/21/2019	Capitol Hill's 12th Ave Arts hoped to be a sign of things to come with Seattle's Mandatory Housing Affordability expansion	CHS Blog
3/21/2019	10 things to do in Seattle	Crosscut
3/21/2019	Celebrate equitable, affordable development in the Central District at Liberty Bank Building ribbon cutting	CHS Blog
3/21/2019	Liberty Bank Building Ribbon Cutting March 23rd	The Registry
3/22/2019	Liberty Bank Building opens Saturday	Daily Journal of Commerce
3/22/2019	Liberty Bank Building Ribbon Cutting This Saturday	The Seattle Medium
3/22/2019	After more than 400,000 meals for those in need on Capitol Hill, Don Jensen exits Community Lunch	CHS Blog
3/25/2019	'Replanting' — Liberty Bank Building's opening hoped to be new start in the Central District	CHS BLog
3/25/2019	Interview: NWMS chats with Mamma Mia! director Hattie Claire Andres	Northwest Music Scene
3/26/2019	In the Central District, the Liberty Bank Building celebrates black heritage—and a resilient future	Seattle Curbed
3/27/2019	Newly Opened Liberty Bank Building Established As New Black Cultural Hub	The Seattle Medium
3/27/2019	The new Liberty Bank Building in the Central District is a historic step against displacement and gentrification	Real Change
3/27/2019	Newly Opened Liberty Bank Building Established As New Black Cultural Hub (cross-post)	Black News: For Us By Us
3/27/2019	(Video) Wyking Garrett Speaks On Africatown, Black Founders Of Washington State & Dem Deception	Colossill
3/29/2019	Next affordable project for Capitol Hill Housing? Station House	CHS Blog
3/29/2019	PHOTOS: LIBERTY BANK BUILDING OPENS (Real Change cross-post)	South Seattle Emerald
3/29/2029	Durkan Announces $1,300,000 To Support Neighborhood Businesses	The Seattle Medium

2019 Capitol Hill Housing Budget and Actuals
Updated April 3, 2019

Unrestricted Budget

Income Source	2019 Goal	2019 Actual	% to Goal
Government	$ 12,500	$ -	0.0%
Foundation	$ 257,788	$ 85,961	33.3%
Corporate	$ 190,000	$ 43,562	22.9%
Individual	$ 210,000	$ 111,015	52.9%
Events & Sponsorships	$ 234,000	$ 123,000	52.6%
TOTAL	**$ 904,288**	**$ 363,688**	**40.2%**

Restricted Budget

Income Source	2019 Goal	2019 Actual	% to Goal
Government	$ 0	$	0.0%
Foundation	$ 20,000	$ 46,759	233.8%
Corporate	$ 0	$	0.0%
Individual	$ 25,000	$	0.0%
Events & Sponsorships	$ 0	$	0.0%
TOTAL	**$ 45,000**	**$ 46,759**	**103.9%**

Combined Budgets
(Restricted & Unrestricted)

Income Source	2019 Goal	2019 Actual	% to Goal
Government	$ 12,500	$	0.0%
Foundation	$ 277,788	$ 132,720	47.8%
Corporate	$ 190,000	$ 43,562	22.9%
Individual	$ 235,000	$ 111,165	47.3%
Events & Sponsorships	$ 234,000	$ 123,000	33.3%
TOTAL	**$ 964,288**	**$ 410,447**	**43.2%**

Capitol Hill Housing

APRIL 2019 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES

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

Staff Liaisons to the Board: Chris Persons, Jill Fleming, **Jeremy Wilkening**
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: April 2nd, 2019 5:30-6:30 pm Belmont Conference Room
Date, time and location of next meeting: May 7th, 2019 5:30-6:30 pm Belmont Conference Room

The PDC discussed three topics: Potential site swap for LGBTQ housing, the Annex acquisition, and middle-income housing initiative.

The board was first informed of the possibility to move the LGBTQ senior housing from U14 to Eldridge, which came up in a casual conversation with City staff. This potential change is being considered because it aligns priorities for both CHH and the City. There are many merits to placing the senior housing at Broadway, including, easy transit to hospitals, proximity to drug stores, grocery stores, and other retail, proximity to Cal Anderson, and a more central site for the ground floor LGBTQ service center. Challenges of the site include potential safety, noise, and economics of the ground floor; CHH is paying a market value for the commercial portion of the land, which means the project needs market retail and the service space needs to work around that. The board then discussed what this means for the U14 site.

The board then got an update on the middle-income housing work, including the latest in financing as well as Chris' plan to attend the MI Advisory Council to discuss some challenges we see with delivering this product. There was enthusiasm around pursing middle-income housing on the Helen V parking lot and Paul will connect Jeremy to a OZ investment fund.

For the Annex, Jeremy updated the group on acquisition financing, property purchase and CHH board action at the April meeting.

Capitol Hill Housing

APRIL 2019 COMMUNITY DEVELOPMENT COMMITTEE BOARD REPORT

Committee members: Derrick Belgarde, **Rachel Ben-Shmuel**, Sara Cubillos, **Eric Snow**, Rachael Steward
Staff Liaisons to the Board: Alex Brennan, **McCaela Daffern**, **Joel Sisolak**
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: March 21, 2019 1-2pm, Belmont Conference Room
Date, time and location of next meeting: June 20, 2019**,** 1-2pm**,** Belmont Conference Room

The Committee discussed its work plan and expressed concern over the impacts of the departure of Steve Sawada as Community Liaison. Joel agreed to offer a follow up meeting with missing members.

Staffing Transition: Steven Sawada has left employment with Capitol Hill Housing for a position with the City of Tacoma. There is no immediate plan to refill the Community Liaison position. McCaela Daffern is also leaving CHH effective April 12. She has accepted a position with King County.

Capitol Hill EcoDistrict Steering Committee: The Steering Committee will host an all-day planning retreat on April 19 at Northwest School. The focus of the retreat will be increasing collaboration among partner organizations in the neighborhood.

Mandatory Housing Affordability (MHA): On March 20th, Mayor Durkan signed Mandatory Housing Affordability into law in the lobby of 12th Ave Arts. She was joined by a diverse coalition of leaders who came together to shape and support passage of this historic legislation that will create 6,300 units of affordable housing over the next ten years. Over the past three years, S&P staff attended dozens of hearings and meeting on this topic and spent countless hours building the capacity of the Capitol Hill Renter Initiative participants to engage in this policy debate.

Protected Bike Lane: On March 5th, Joel Sisolak and partners from Seattle Central Greenways and Seattle Neighborhood Greenways shared the unique community engagement model we developed for the fall 2018 Pike Pine Protected Bike Lane Community Design Workshop with members of the City Council's Sustainability and Transportation Committee. At the meeting, Joel encouraged the City to consider how this model could be adapted and replicated in other communities as a means for providing public input into future infrastructure investments. Rob Johnson had these encouraging words to say: "I just want to say thanks. As somebody who has political ownership over a controversial protected bike lane, to watch community members come together to try to find collaborative solutions is really great."

Climate Health Initiative: In March, we submitted a Letter of Interest to the Kresge Foundation's Climate Change, Health, and Equity Initiative. In partnership with Byrd Barr Place, EcoDistricts, and several to-be-determined pilot communities, we will develop a model of community development for low-income communities and communities of color to organize and participate in planning for anticipated transit stops. Our hope is that communities will be empowered to direct growth and build capacity to influence public policy so that they are able to build and maintain healthy, resilient neighborhoods rather than be

further displaced. This work builds on a health equity initiative led by Byrd Barr Place and will focus on climate-related health risks, such as air pollution, food insecurity, housing insecurity, and pedestrian safety. Byrd Barr Place is currently working with the Urban League, the Governor's Commission on African American Affairs, Kaiser Permanente, the Group Health Foundation, the Seattle Foundation, and Pacific Hospital to deepen understanding of the ways that health disparities affect African American communities in WA.

Copenhagen Masterclass: A delegation of policy makers and local leaders will travel to Copenhagen August 11-16 to study world-renowned public spaces and public life. Leaders from Seattle U, Seattle Central, Kaiser Permanente, City government and Sound Transit will join Joel, Chris and Alex on the trip.

Pesticide Free Capitol Hill: The Capitol Hill EcoDistrict has partnered with the Northwest Center for Alternatives to Pesticides (NCAP), Seattle Audubon, Seattle University, and Seattle Parks and Recreation to establish Capitol Hill as a pesticide free neighborhood. With NCAP, we recently submitted a Letter of Interest to the King County WaterWorks grant program for funding to attain a formal Pesticide Free Park designation for Cal Anderson Park, forming a habitat corridor to connect to wildlife refuges at other sites in the neighborhood. Additionally, this funding will help us to develop a volunteer stewardship program to maintain the park and to create an outreach and education strategy to connect with property owners.

Support for Lowell Elementary: We got a great piece of news from our friends at Country Doctor that Kaiser Permanente has awarded $60,000 grant for planning a School-Based Health Center at Lowell Elementary School.
A School Based Health Center (SBHC) is exactly as the name implies: the center for health in a local school. They can provide a range of services, including primary medical care, mental/behavioral health care, dental care, health and nutrition education, etc.
Last June, the CH EcoDistrict hosted a forum with Lowell and other education leaders on how we might support education success in the neighborhood. Successive discussions pointed to the need to address the health needs of students and then to this application. Lowell submitted the application to Kaiser Permanente with Country Doctor. CHH provided a letter of support.

Pesticide Free Park: CHH and the EcoDistrict are collaborating with multiple public and private partners to improve the health of Cal Anderson Park and secure its designation as a "Pesticide Free Park." We intend to build from this designation to encourage healthy landscaping practices throughout the EcoDistrict and develop a habitat corridor on 11th Avenue that connects Cal Anderson Park with Volunteer Park. We've submitted joint funding applications with Seattle Audubon and the Northwest Center for Alternatives to Pesticides (NCAP). NCAP has existing funding that will support a community education event in Cal Anderson Park in the summer.

Olympia EcoDistrict Forming: In November, a delegation from Evergreen and the Commons attended an EcoDistricts Foundation Course in Seattle hosted at Langston Hughes. CHH and the Central Area Collaborative shared info about our respective EcoDistricts. Joel then lectured at Evergreen and participated in a series of meetings with Olympia's mayor, City Councilmembers, faith leaders, neighborhood groups.
At a packed March 14 forum at Traditions Café near the Capital Campus. Joel headlined this fun community meeting about forming a new Olympia EcoDistrict that builds on the energy and wisdom from the Commons and spans downtown, perhaps evening including the Capital. Approximately 150 people attended representing local businesses, state workers, community groups and civic leaders.

Capitol Hill Housing

APRIL 2019 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

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

Staff Liaisons to the Board: **Chris Persons, Sarah Shoemake** (taking minutes)
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: Monday, March 25, 2019 - 5-6:30pm - Belmont Conference Room
Date, time and location of next meeting: Monday, April 29, 2019 - 5-6:30pm - Belmont Conference Room

Minutes
Meeting began at 5:04pm

1. **Lead Items**
   a. **Liberty Bank Building Ribbon Cutting Debrief:** The Committee discussed the successful event from the previous week, which was attended by an estimated 500 people. Chris also updated the Committee on the lease up process.

   b. **Property Management Action Plan (PMAP):** Chris reviewed the PMAP, outlining Department progress and noting that this is a working document and will be presented on further in the future. The Committee discussed continuing a process like this with other teams and departments.

   c. **CHH Senior Management Repositioning and Staffing:** Chris gave an update on a staff repositioning and potential paths forward. He also updated the Committee on the status of the Vice President of Property Operations (VPPO) search.

      Per RCW 42.30.110(g), the Committee entered into an executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session began at 5:43 pm. The Committee exited the executive session at 5:45 pm.

   d. **Race and Equity Task Force and Culture Task Force:** Chris reviewed two new convening groups within the CHH Staff. The Culture Committee was formed as a part of the 18-point plan in August to address overarching topics of culture at the organization. The Racial Equity Task Force was created last year after CHH participated in HDC's Racial Equity Toolkit and has continued to evaluate and give suggestions to CHH Leadership regarding racial equity. The purpose and duties of the two groups will be further discussed at the April Board Meeting. It was suggested that the Board become engaged with the two groups, potentially identifying several Board Members to participate in the groups for more formal Board involvement.

   e. **Missing Middle Housing:** Chris updated the Committee on our work to develop apartments focused on workers around the 80% AMI range.

2. **External Relations, Community Programs, Board Issues**
   a. **Board Resolutions:** Chris reviewed the draft April Board Agenda. He noted there might be Resolutions for the Bonanza closing bond issuance and for both the purchase and sale and predevelopment spending for the YouthCare/Annex project in April or May.

   b. **Board Development:** Chris updated the Committee on potential Board member changes and candidates. He also reminded the Board that several Board members will be re-appointed at the April meeting when their terms end.

   c. **Top of the Town Speaker:** Chris notified the Committee that local real estate development professional, A-P Hurd, has agreed to speak at this year's Top of the Town event.

3. **Development and Acquisitions**
   a. **LGBTQ Senior Housing Pivot:** This topic was discussed earlier in the meeting.

Meeting ended at 6:30pm.

Capitol Hill Housing

MARCH SPECIAL COMMITTEE MEETING
EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

Executive Committee Members: **Robert Schwartz** (Chair) (via phone), **Shalimar Gonzales** (Vice Chair) (via phone), **Derrick Belgarde** (Secretary) (via phone), **Cathy Hillenbrand** (Immediate Past Chair) (via phone)

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

Guests: **Lauren Parris Watts** (via phone)
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: Monday, March 18, 2019 – 11am-Noon - Malden Conference Room
Date, time and location of next meeting: Monday, March 25, 2019 - 5-6:30pm - Belmont Conference Room

Minutes
Meeting began at 11:02 am

1. **Review Board Role in addressing employee issues:** The Committee, with the assistance of Chris and Lauren, reviewed the current CHH Policies and Procedures regarding retaliation and discrimination, noting the policies are up to the legal standard.

Per RCW 42.30.110(i)(iii), the Committee entered into an executive session to discuss with legal counsel representing the agency matters relating to…litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. The session began at 11:12 am. The Committee exited the executive session at 11:37 am.

Meeting ended at 11:37 am

Capitol Hill Housing

APRIL 2019 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** (Foundation Member) (via phone)
Staff Liaisons to the Board: Michael Seiwerath, Sarah Shoemake
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: March 27, 2019 – 4-5pm – Belmont Conference Room
Date, time and location of next meeting: May 22, 2019 – 4-5pm – Belmont Conference Room

Meeting began at 4:08pm

1. **Board Development**
   a. **Foundation Board**
      i. **April Elections** – Michael updated the Committee on potential Board member changes and candidates for the April election.
   b. **PDA Board** – Shalimar updated the Committee on several Board Candidates and potential member changes in the coming months.
   c. **Emerging Leader Mentor** – Sarah has moved forward with connecting PDA Emerging Leader Fellow, Sara Cubillos, with a mentor from the PDA Board.
   d. **Board Recruitment Outreach Document** – Sarah is working on a document of listservs and advertising locations to reference when recruiting new Board members. She will share the document with the Committee for additions once it is complete.
   e. **Review Board Survey Draft** – The Committee reviewed the draft Board survey and gave suggestions. Sarah will also incorporate ideas from a survey Shalimar plans to share.
   f. **Board Member Orientation** – Sarah is scheduling an orientation for new members. The Committee discussed the frequency which these should happen in the future, noting that historically, they are scheduled once there is a cohort of new members in each Board. It was suggested that new Board members be connected with an existing Board Member to meet with informally, to act as a resource. Several Committee members offered to reach out to specific, new members on each Board to schedule informal, individual meetings.

2. **Events**
   a. **Board Book Club** – Alice hosted two Joint Board Book Club events recently. Committee members who attended the events debriefed and shared that productive conversation about the book, The Color of Law, CHH's work, Seattle's housing history and more. It was suggested that we hold similar book clubs in future year's connected to the book donated to Board members. Michael

suggested that we could host additional book club events around other CHH events, such as reading a book written by a Top of the Town keynote speaker.

It was also suggested that we schedule more social events in the future for Board and Staff to connect and that they should be held in a variety of locations to accommodate Board members who live in other areas.

b. **Building Tours**
    i. **Liberty Bank Building Grand Opening** – All members in the meeting also attended to the Grand Opening Celebration. The Committee shared their thoughts on the successful event. Sarah noted that anyone who couldn't attend the building tours at the event will have future opportunities to tour the building, because reoccurring, frequent building tours are currently being organized.
c. **Joint Board BBQ** – The tentative date is Thursday, August 1st. Since a host hasn't been determined, Shalimar suggested reaching out to White Center CDA about using their space.
d. **Joint Board Retreat** – Shalimar explained that the Joint Board Retreat will likely be rescheduled from June to later in the year. Staff suggested this change to allow for more time for the rebrand and strategic planning processes to continue, so that the retreat discussion could be deeper and more productive.
e. **Other events**
    i. Annual Meeting – June 4th
    ii. Top of the Town – May 2nd
    iii. Omnivorous – Oct 10th

3. **New Business**
    a. **Strategic Questions** – Cathy mentioned that PDA Emerging Leader, Sara Cubillos, initially suggested at a PDA Board Meeting earlier this year that the Board be prompted with strategic questions to promote more fruitful discussion on topics. Sarah mentioned that there have been strategic questions included in the "Keys" document of the Board Packet, but that it hasn't been highlighted and that Board members might not know that they are now included. Cathy suggested referring to the strategic questions at the upcoming meetings to highlight them.
    b. **Books relevant to CHH** – Randy mentioned that at a recent Plymouth Housing event, copies of the book "Evicted" were distributed to all attendees. He noted that this could be a good book for a future Board Book Club.

Meeting closed at 5:03pm.

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