



COMMUNITY ROOTS
— HOUSING —

PDA Board Meeting

January 2023

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COMMUNITY ROOTS
— HOUSING —

SECTION 1:

Meeting Keys

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January 2023

Community Roots Housing Board Meeting Keys and Agenda

The Meeting will start at 5:30 PM. Please try to arrive a little early so we can start on time. **As always, reading the Keys in advance of the meeting will provide you a good overview of the topics to be addressed and voted on.**

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

Meeting

Welcome and Introductions, Agenda Review and Other: Board, staff and guests will make brief introductions. The Chair will review the agenda. Board members will be asked again about their annual pledge forms.

Disclosures and Recusals: Board members will review items on the agenda and make any necessary disclosures and recusals.

Consent Agenda: Drew will present the consent agenda. Any Board member can remove an item from the consent agenda for full Board consideration. The Board will be asked to adopt the consent agenda.

Presentations and Discussion

Board self-evaluation: We will perform a Board self-evaluation this year which is best practice in the nonprofit realm. Chris researched tools and processes, presented it for discussion and input at the Executive Committee meeting and will introduce the process to the full Board.

Collections update, industry trends, and portfolio challenges: In light of the concerns brought to the Board's attention at the December meeting, portfolio challenges that have been well documented and deeply concerning industry trends, Chris is going to start a discussion with the Board which will encompass the severity of our collections, increased number of significantly distressed residents, the impact that these conditions have on the health and wellbeing of our resident communities and staff and the existential threat these place on our organization. These issues are compounded by a pipeline of real estate projects that has yet to rebound from the concrete workers strike, skyrocketing costs and interest rates. After this discussion, staff will present initial ideas for addressing these issues and plan to bring a complete plan to the Board for the February meeting.

Finance and Asset Management

Financial Summary: Hilary and Jill will present the regular report and dashboard through November 2022. The Board will be asked to adopt the finance report.

Use of Board Designated Opportunity Funds: The Finance and Asset Management Committee approved staff request to draw \$500,000 from our Board Designated Opportunity Fund to pay down the Banner

Bank line of credit for a period of 30 days. The line will then be used to repay the fund (which we need in March to fulfill an equity investment at Pride Place.)

Disposition Timetable: Brad will go through the details of the disposition timetable.

Fredonia Sale Update: Staff will update the Board on the sale of the Fredonia Apartments.

Real Estate Development

Final Department Staffing: Chris will introduce the new staffing structure within the Real Estate Development Department.

Update on Jazz House: Jason will update the Board on Jazz House.

Public Comment: We will provide five minutes for public comment or members of the public can place comments in the chat.

Upcoming Meetings and Events

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

- | | |
|---------------|---|
| • January 16 | MLK Holiday |
| • January 18 | Joint Board Development Committee Meeting |
| • February 6 | Executive Committee Meeting |
| • February 13 | PDA Board Meeting |

Board Packet Sections

1. Meeting Keys, p. 5-6
2. Meeting Agenda, p.9
3. 2023 Board Pledge Forms, p.13-15
4. January 2023 Finance Report, November Statements and Asset Management Report, p.19-33
5. Consent Agenda and Attachments, p.37-55
 - a. Contracts and Expenditures, p.37
 - b. December 2022 Board Minutes Draft, p.38-40
 - c. Fundraising & Communications Memo, p.41-44
 - d. Property Management Committee Report and Minutes, p.45-46
 - e. Resident Services Report, p.47-49
 - f. December Property Development Committee Report and Minutes, p 50
 - g. Capitol Hill EcoDistrict Report and Minutes, p.51-53
 - h. Executive Committee Report and Minutes, p.54-57
 - i. Joint Board Development Committee Report and Minutes, p.58



COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Meeting Agenda

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**COMMUNITY ROOTS HOUSING BOARD
REGULAR MEETING**

January 9, 2023
5:30-7:30 PM

Pike Pine Conference Room and RingCentral
1620 12th Ave Seattle, WA 98122

RingCentral Link

<https://v.ringcentral.com/join/766871424?pw=388912b2be95af96cb38d750761b39ed>

AGENDA

5:30 Call to Order (Porter) – 15 mins total

- a. Welcome and Introductions
- b. Agenda Review, Pledge forms Sec. 3, Page 11
- c. Consent Agenda Sec. 5, Page 35

5:45 Presentations and Discussion (Persons) – 55 mins total

- a. Board self-evaluation – 10 mins Handout
- b. Collections update, industry conditions and challenges portfolio – 45 mins

6:40 Finance and Asset Management – 30 mins total

- a. November Financials (FAM, Cronauer, Prinz) – 10 mins Sec. 4, Page 17
- b. Use of Board Designated Opportunity Funds (FAM, Persons, Prinz) – 5 mins
- c. Disposition Timetable (Lange) – 10 mins
- d. Fredonia Sale Update (L. Hagen) – 5 mins

7:10 Real Estate Activities (Persons, McLin, Munchel) – 15 mins total

- a. Final Department Staffing – 5 mins
- b. Update on Jazz House – 10 mins

7:25 Public Comment – 5 mins total

7:30 Adjourn (Porter)

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COMMUNITY ROOTS
— HOUSING —

SECTION 3:

2023 Board Pledge Forms

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2023 Pledge Form Context

Thank you to our volunteer board members of Community Roots Housing for giving your time, talent, and financial support. **We could not do this without you!**

Each year, board members are asked to fill out a pledge form, listing the amount, method, and types of support for Community Roots Housing's work in the coming year. Pledge forms help staff with financial planning and budgeting and is a best practice among nonprofit boards.

We invite you to take an inventory of the ways you can support the foundation and to pledge a financial contribution that is personally significant. We ask that donations to Community Roots be one of your top three contributions of the year and hope to have 100% participation in our fundraising efforts across the agency's leadership.

Foundation staff is particularly interested in board members level of commitment for fundraising, your connections to elected officials, and your willingness to promote the organization via social media.

Please let us know if you have any questions.

Please submit your board pledge form by Friday, December 30th, either online at bit.ly/PDAPledge or by email to Laura Orella at lorella@communityrootshousing.org



2023 Board Pledge Form

Due Friday, December, 30th to lorella@communityrootshousing.org

Form can also be completed online at bit.ly/PDAPledge

Name: _____

Personal Donation:

For calendar year 2023, I expect to make a personal contribution totaling \$_____ (excluding tickets for events)

Giving Schedule:

- | | |
|--|----------------------------|
| <input type="checkbox"/> At Top of the Town (May 11th, 2023) | Amount: \$ _____ |
| <input type="checkbox"/> At Omnivorous (Fall, 2023) | Amount: \$ _____ |
| <input type="checkbox"/> Q1, Q2, Q3, Q4 (circle one or more) | Amount: \$ _____ |
| <input type="checkbox"/> Monthly giving (an easy way to give!) | Amount per month: \$ _____ |
| <input type="checkbox"/> Giving Tuesday match* | Amount: \$ _____ |
| <input type="checkbox"/> Date/ Other: _____ | Amount: \$ _____ |

Board members are encouraged to give publicly at a Community Roots Housing Foundation event. Staff will remind you of your pledge in advance of the scheduled time of donation. *Giving Tuesday match will help us leverage additional gifts from the community by providing a 1:1 match

I pledge to make my gift in the following ways:

- ☐ Setting up my online giving through Community Roots [website](#) with the following donation schedule **by December 30th, 2022:**
 - ☐ Once
 - ☐ Recurring: \$_____ every _____
- ☐ A gift of cash or check
- ☐ I will ask Laura Orella to help me set up a recurring gift by contacting her at lorella@communityrootshousing.org or 206-204-3843
- ☐ Through a donor advised fund housed at _____
- ☐ Through workplace giving via _____
- ☐ By transferring stock or other appreciated assets

**Employer Match**

- ☐ My employer _____ will match this gift at a 1:____ ratio
- ☐ Please contact me for details
- ☐ Matching gift form will accompany my donation

Company Sponsorship:

- ☐ My company pledges to sponsor _____ (event) for \$ _____

Outreach Support:

- ☐ I pledge to introduce the organization to #__ contacts from my network through
- ☐ Personal visits
 - ☐ Calls
 - ☐ Personalized letters
 - ☐ Email
 - ☐ A house party or virtual gathering
- ☐ I have contacts with the following corporations or foundations: _____
- _____

Donor Thank You Support:

- ☐ I pledge to volunteer to thank donors
- ☐ with calls or emails
 - ☐ with handwritten thank you notes

Advocacy Work:

- ☐ I have relationships with the following elected officials and am willing to reach out to them:
- _____
- ☐ I am willing to reach out to elected officials to discuss our issues
- ☐ I am willing to speak at public hearings or coalition gatherings

Media Work:

- ☐ I pledge to share and repost Community Roots content and events on social media
- ☐ I will support Giving Tuesday 2023 (November 28th) with appeals to my own network

Other Support:

- ☐ I am also willing to contribute in the following way (s): _____

Signature: _____ Date: _____

Thanks for your support!

Please return form to Laura Orella at lorella@communityrootshousing.org by December 30th, 2022

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COMMUNITY ROOTS
— HOUSING —

SECTION 4:
January 2023
Finance Report,
November Statements and
Asset Management Report

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JANUARY 2023 FINANCE & ASSET MANAGEMENT BOARD REPORT AND MINUTES

Finance & Asset Management Committee Members: **Jill Cronauer, Frank Alvarado, Chasten Fulbright**, Derrick Belgarde, Michelle Purnell-Hepburn

Staff Liaisons to the Board: **Brad Lange**, Leslie Woodworth, **Michael Kendall, Lisa Hagen**, Chris Persons, **Andrew Oommen, Hilary Prinz**

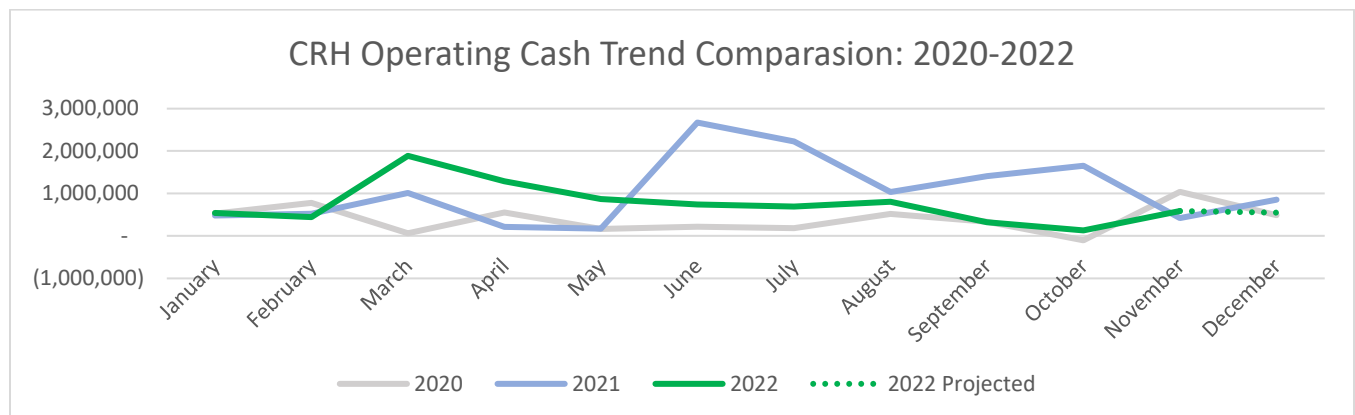
Date, time and location of meeting: January 3, 2023 – 4:00 PM – RingCentral meeting

Financial Position Summary:

BALANCE SHEET

During November unrestricted cash increased \$456k.

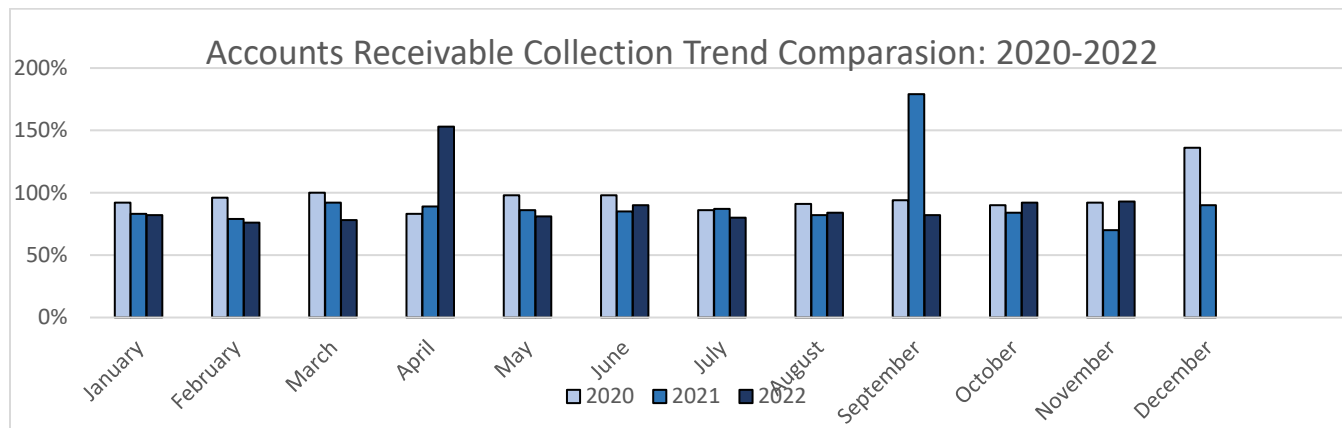
- Significant inflows of \$173k for receipt of two months of Heartwood Developer fee, \$210k from Foundation for Q4 distribution, , \$450k for a White Center draw received in November, that was transferred to correct account in December.
- Significant outflows of \$740k for two payroll cycles
- Construction activity during the month resulted in a net increase of \$1k to unrestricted cash, from construction draws in excess of disbursements.



Development activity contributed towards balance sheet changes as follows:

- Cash restricted for development decreased \$92k related to 4 projects, due to spending in excess of funding draws.
- Building, improvements, and equipment increased \$97k related to 5 construction projects.
- Accounts payable increased \$462k, related to 1 project, due to receipt of a project draw that was transferred to the correct construction account in December.

Accounts receivable increased \$62k, broken out between commercial increasing \$20k and residential increasing \$42k. Portfolio-wide residential collections were approximately 92% in November, with total collections at 93%.



**December 2020, September 2021, and April 2022 AR collection significantly impacted by rental assistance grants from City of Seattle Office of Housing.*

OPERATING STATEMENT

The year-to-date operating statement through November 30, 2022, shows an adjusted operating surplus of \$74k, as compared to a budgeted deficit of \$837k, resulting in a positive variance of \$911k.

Grants and donations, net of rental assistance awards disbursed, were \$420k higher than budget. This is primarily related to rental assistance of \$1.3m received from the Office of Housing, of which \$1.0m was disbursed in April. The residual balance was reconciled and returned to the Office of Housing in November.

Developer fee revenue was \$79k higher than budget, due the following:

- Bonanza \$635k variance – expected \$565k in June, actual was \$1.2m in March
- Africatown (\$214k) variance – expected \$214k in January, but the fee was received in December 2021
- Heartwood (\$76k) variance – expected monthly \$78k, actual \$86k monthly starting in March
- Station House \$107k variance –Received \$276k equity installment in June, expected \$170k in October
- Pride Place (\$130k) variance – expected \$130k in October, will receive at project close due to project cost increase with concrete strike
- Other (\$244k) variance – expected quarterly cash flow waterfall distributions toward developer fees, none have been paid year to date

Transactional inflows were budgeted in 2022 to recognize the intended use of cash proceeds that would not otherwise show up in the operating statement. The budget for these inflows were spread out monthly, causing a timing difference of when cash is received. In January we received \$349k for the sale of Squire Park Plaza, and in March we received \$799k towards the CRH note receivable from Bonanza. The full cash distribution from Bonanza exceeded our \$1.4m expectation, but the funds were applied first to the deferred developer fee and then the remaining towards accrued interest and loan principal.

Financial Review: The committee reviewed the monthly financial reports. Comments and Analysis regarding the November Balance Sheet and Operating Statement are included as annotations in the attached statements.

The committee reviewed the Property Management dashboard report

November figures for the portfolio were as follows:

- Monthly physical vacancy was 5.6%
- Monthly economic vacancy was 6.1%
- 12-month rolling economic vacancy rate was 7.3%

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

- Use of Board Designated Opportunity Fund to repay Banner LOC for 30 days
- Fredonia update
- Fremont Solstice 15-year exit as of 12/31/2022
- Asset Management updates
- Red Dot Property planning overview

Community Roots Housing Blended Balance Sheet

	11.30.2022 Unaudited	10.31.2022 Unaudited	Change from prior month		12.31.2021 Internal Presentation	12.31.2020 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	585,706	129,632	456,074	1	852,951	486,105
Blended Partnerships Operating Cash	3,195,184	3,233,741	(38,557)		2,891,308	1,629,836
General Building Reserves	541,598	541,598	0		624,761	199,761
Total Unrestricted Cash	4,322,488	3,904,971	417,517		4,369,020	2,315,702
Accounts Receivable						
Tenant & Commercial AR	1,695,021	1,633,436	61,585	2	1,461,615	809,270
Grants Receivable	390,989	390,989	0		2,521,123	144,292
GAAP Rent Receivable	336,280	336,280	0		336,280	312,388
Other Receivable	1,252,990	822,726	430,264	3	1,397,700	14,358
Total Accounts Receivable	3,675,280	3,183,431	491,849		5,716,718	1,280,308
Board Designated Reserve						
General Board Reserve	1,000,000	1,000,000	0		1,000,000	1,000,000
Opportunity Fund	606,888	597,825	9,063		285,909	284,564
Total Board Designated Reserve	1,606,888	1,597,825	9,063		1,285,909	1,284,564
Restricted Cash						
Portfolio Reserves	8,066,106	8,020,548	45,558		7,667,387	6,060,749
Development	2,328,328	2,419,975	(91,647)	4	4,082,662	2,176,764
Rental Assistance	569,443	800,309	(230,866)	5	526,489	586,566
Restricted Misc	323,879	335,366	(11,487)		223,355	265,737
Total Restricted Cash	11,287,756	11,576,198	(288,442)		12,499,893	9,089,816
Fixed Assets						
Land	24,478,310	24,478,310	0		22,906,927	28,801,037
Buildings, Improvements & Equipment	146,443,015	146,345,772	97,243	6	131,120,506	111,278,112
Accumulated Depreciation	(66,276,547)	(65,991,724)	(284,823)	7	(57,978,033)	(53,910,756)
Lease Receivable	602,410	602,410	0		602,410	634,731
Total Fixed Assets	105,247,188	105,434,768	(187,580)		96,651,810	86,803,124
Other Assets						
Intangible Assets	56,062	61,109	(5,047)		94,180,245.00	104,673
Investment in LPs/LLCs	2,411,185	2,411,185	0		5,291,555.00	2,021,525
Due from Affiliates	12,640,539	12,652,689	(12,150)		5,820,644.00	14,141,486
Notes Receivable from Affiliates	16,314,142	16,314,142	0		522,795.00	16,851,492
Prepays & Other Current Assets	224,775	301,724	(76,949)		273,170	394,811
Total Other Assets	31,646,703	31,740,849	(94,146)		106,088,409	33,513,986
Total Assets	157,786,303	157,438,042	348,261		226,611,759	134,287,501
LIABILITIES						
Notes Payable	95,263,642.00	95,388,558.00	(124,916)		86,379,496	78,051,994
Accrued Interest Payable	5,291,555.00	5,291,555.00	0		4,828,540	4,850,946
Accounts Payable & Accrued Liabilities	5,691,200.00	5,228,874.00	462,326	8	8,362,991	5,838,530
Tenant Security Deposit Liability	521,705	521,896	(191)		499,581	524,074
Total Liabilities	106,768,102	106,430,883	337,219		100,070,608	89,265,544
Net Position	51,018,201	51,007,159	11,042		126,541,151	45,021,957
Total Liabilities and Net Assets	157,786,303	157,438,042	348,261		226,611,759	134,287,501

Community Roots Housing Blended Balance Sheet

Significant balance sheet changes from prior month

1) The following significant cash transactions increased cash during the period:

- \$210k from Foundation for Q4 distribution
- \$173k two months of Heartwood developer fee paid
- \$450k for White Center draw received in November that was transferred to correct account in December (see note 3 & 8)
- Approx. \$1k net inflow from development transactions, construction draws in excess of disbursements

The following significant cash transactions decreased cash during the period:

- \$740k Payroll for 2 pay cycles

Additional activity consists of inflows and outflows from regular operations, including rent receipts, regular accounts payable disbursements, office rent, insurance financing, and funding transfers to CRH from affiliates.

2) Tenant & Commercial AR: Incr \$62k - Commercial balances increased \$20k and residential increased \$42k.

Collected approx 92% of billed residential rents in November, with total collections including commercial tenants at 93%.

- 3) Accounts Receivable - Other Receivable: Incr \$430k - \$450k White Center Deposit from external draw source received in November but was transferred to correct account in December (see note 1 & 8).**
- 4) Restricted Cash - Development: Decr. \$92k - Cash increased (decreased) for the following, based on timing between disbursements and draws: (\$7k) Bremer, (\$1.5k) John Carney, (\$96k) White Center, and \$13k Pride Place.**
- 5) Restricted Cash - Rental Assistance: Decr. \$231k - Repaid un-used Rental assistance from April 2022 to Office of Housing.**
- 6) Bldg, Impr & Equip: Incr \$97k - Additions to construction in process for projects, including the following: \$7k Bremer, \$6k John Carney, \$10k Youth Care, \$4k Rainer & Genesee, \$11k Centennial Stairs project, and \$57k for fixed assets from capitalizable projects over \$5k for multiple buildings.**
- 7) Accumulated Depreciation: Decr \$285k - Monthly depreciation expense.**
- 8) Accounts Payable & Accrued Liabilities: Incr \$462k - Construction costs in accounts payable increased (decreased) for the following: (\$97k) White Center, and routine fluctuation in accrued payable balances based on timing of payroll and accounts payable check run, and fluctuations in intercompany "Due to CRH" balance. Also, a \$450k White Center draw receipt received that was transferred to the correct account in December (see note 1 & 3)**

Community Roots Housing
Statement of Revenues and Expenditures - Unaudited
From 1/1/2022 Through 11/30/2022

	Year to Date Actual	Year to Date Budget	Year to Date Budget Variance		Variance Pct	Total Budget	Budget Remaining
Revenue							
Residential Tenant Revenue							
Residential tenant revenue	11,335,784	11,462,562	(126,778)		(1.11%)	12,506,751	1,170,967
Parking, Laundry & Other	212,759	181,059	31,700	1	17.51%	197,365	(15,394)
Residential Vacancy & Concessions	(1,033,322)	(841,865)	(191,457)	2	22.74%	(917,866)	115,456
Total Residential Tenant Revenue	10,515,221	10,801,756	(286,535)		(2.65%)	11,786,250	1,271,029
Commercial Tenant Revenue							
Commercial Rent Revenue	1,444,892	1,329,642	115,250		8.67%	1,455,768	10,876
Triple net revenue	459,093	379,071	80,022	3	21.11%	414,017	(45,076)
Commercial vacancy & concessions	(48,010)	(2,200)	(45,810)	4	2082.27%	(2,400)	45,610
Total Commercial Tenant Revenue	1,855,975	1,706,513	149,462		8.76%	1,867,385	11,410
Bad Debt & Collection Loss							
Bad debt	(121,033)	(731,704)	610,671	5	(83.46%)	(798,236)	(677,203)
Total Bad Debt & Collection Loss	(121,033)	(731,704)	610,671		(83.46%)	(798,236)	(677,203)
Grants & Donations							
Grants & Donations	2,132,426	682,525	1,449,901	6	212.43%	1,067,050	(1,065,376)
Rental Assistance Awards	(1,029,569)	0	(1,029,569)	7		0	1,029,569
Total Grants & Donations	1,102,857	682,525	420,332		61.58%	1,067,050	(35,807)
Other Operating Revenue							
Accounting & Compliance fees	895,399	971,838	(76,439)		(7.87%)	1,060,187	164,788
Developer Fees	2,255,407	2,176,668	78,739		3.62%	2,967,885	712,478
Partnership Management Fees	115,633	0	115,633			60,000	(55,633)
Property Management Fees	1,436,631	1,561,083	(124,452)		(7.97%)	1,704,387	267,756
Interest Income	12,228	1,650	10,578		641.09%	1,800	(10,428)
Other Income	47,811	16,833	30,978	8	184.03%	17,000	(30,811)
Total Other Operating Revenue	4,763,109	4,728,072	35,037		0.74%	5,811,259	1,048,150
Total Revenue	18,116,129	17,187,162	928,967		5.41%	19,733,708	1,617,579
Expenses							
Operating Expenses							
Accounting, Audit & Legal	779,880	709,372	(70,508)		(9.94%)	763,405	(16,475)
Administration	600,579	638,845	38,266		5.99%	688,987	88,408
Technology	343,075	217,810	(125,265)	9	(57.51%)	247,247	(95,828)
Board Expense	244	12,100	11,856		97.98%	13,200	12,956
CRH Occupancy Expense	289,360	396,879	107,519	10	27.09%	434,115	144,755
Compliance, Taxes & License	310,272	364,364	54,092	11	14.85%	368,907	58,635
Consulting	322,280	429,817	107,537	12	25.02%	453,000	130,720
Debt Service	1,990,930	2,107,371	116,441		5.53%	2,311,330	320,400
Insurance	645,002	545,226	(99,776)	13	(18.30%)	595,470	(49,532)
Leasing/Compliance Expense	178,710	172,288	(6,422)		(3.73%)	187,951	9,241
Miscellaneous Financial Expense	49,002	8,440	(40,562)	14	(480.59%)	11,480	(37,522)
Other Operating Expense	61,452	12,850	(48,602)	15	(378.23%)	27,124	(34,328)
Partnership Mgmt Fee Expense	82,967	20,167	(62,800)	16	(311.40%)	42,000	(40,967)
Payroll, Taxes and Benefits	7,988,768	8,509,230	520,462		6.12%	9,299,886	1,311,118
Property Mgmt Fee Expense	1,050,775	1,049,127	(1,648)		(0.16%)	1,185,642	134,867
Repair and Maintenance	2,325,437	2,198,582	(126,855)		(5.77%)	2,288,942	(36,495)
Resident activities	18,590	54,953	36,363	17	66.17%	59,720	41,130
Utilities	1,590,106	1,723,019	132,913		7.71%	1,869,463	279,357
Total Expenses	18,627,429	19,170,440	543,011		2.83%	20,847,869	2,220,440
Operating Surplus (Deficit) before Reserves	(511,300)	(1,983,278)	1,471,978		(74.22%)	(1,114,161)	(602,861)

Reserve Contributions							
Replacement Reserve	(492,870)	(532,609)	39,739		(7.46%)	(580,048)	(87,178)
Operating Reserve	(35,055)	37,073	(72,128)	18	(194.56%)	40,898	75,953
Other Reserve	(35,142)	35,034	(70,176)	18	(200.31%)	38,219	73,361
Total Reserve Contributions	(563,067)	(460,502)	(102,565)		22.27%	(500,931)	62,136
Operating Surplus (Deficit)	(1,074,367)	(2,443,780)	1,369,413		(56.04%)	(1,615,092)	(540,725)
Additional Unrestricted Cash Flows							
Transactional Inflows	1,148,621	1,606,844	(458,223)	19	(28.52%)	1,752,921	604,300
Adjusted Operating Surplus (Deficit)	74,254	(836,936)	911,190		(108.87%)	137,829	63,575

Variance Discussion (Greater than \$25K and 10%) all changes are reference to Budget

- 1) Parking, Laundry & Other: \$32k higher - The difference is primarily due to tenant cleaning and damage charges which were not budgeted
- 2) Residential vacancy: \$191k higher - Actual vacancy was higher than our goal at the property level, and the overall budget variance by month has been relatively consistent in 2022. Our operations team is working to fill the vacant units.
- 3) Triple net revenue: \$80k higher - Actual monthly NNN income is \$39k monthly, which is about \$4k higher than we budgeted and Seattle PD NNN had higher actual than was budgeted, this will create a larger variance as the year continues
- 4) Commercial vacancy & concessions: \$46k higher - New commercial tenant at Fredonia, not expected in budget.
- 5) Bad Debt: \$611k lower - Current CRH policy is to write off bad debt after tenants move out, with the eviction moratorium lifted more tenants are setting up repayment plans and therefore write-offs are delayed until collections are unsuccessful.
- 6) Grants and Donations: \$1.4M higher - Received \$1.3M of rental assistance from the City of Seattle Office of Housing, which was not budgeted as the grant is offset by awarded funds (see note 7).
- 7) Rental assistance: \$1.0M higher - Awarded \$1.0M of rental assistance, of the \$1.3M received from OH. This is not budgeted as it is offset by grants and donations (see note 6).
- 8) Other Income: \$31k higher - Devonshire received an insurance claim for \$36k, which was not in the budget
- 9) Technology: \$125k higher - Continued hardware purchases to standardize employee workstations and improve hybrid meeting experience in our meeting rooms. The monthly budget for equipment is spread out, but much of this purchasing occurred in Q1.
- 10) CRH Occupancy Expense: \$108k lower - CRH rent and NNN owed to 12AA commercial.
- 11) Compliance, taxes, & license: \$54k lower - Real estate taxes were \$54k lower than budget, due to Harrison \$7k, Jefferson Commercial \$11k, Fredonia \$8k, 12AA Commercial \$22k, and several other properties with smaller amounts.
- 12) Consulting: \$108k lower - Savings from departments that had expected some consulting but have yet to incur costs: communications \$12k, resident services \$12k, and compliance \$55k. Finance team budgeted for \$61k of year-end closing and audit help, but the desired contractor was not available.
- 13) Insurance: \$100k higher - Insurance premium was higher than expected for Bremer \$20k, Broadway Crossing \$9k, South Annex \$7k, CRH \$24K and several other properties with smaller amounts.
- 14) Miscellaneous Financial Expense: \$41k higher - Fee for HPN predevelopment loan refinance, with longer term, lower rate, and higher balance. Not budgeted.
- 15) Other Operating Expense: \$49k higher - Due to Medical accrual Balance sheet account that has been corrected from 2021 to prior.
- 16) Partnership Mgmt Fee Expense: \$63k higher - Due to Helen V paying down accrued Partnership and Incentive fees
- 17) Resident Activities: \$36k lower - Budgeted activities spread out, \$4k per month. Back to School is the only major event this year, more budgeted
- 18) Operating Reserve & Other Reserve: \$142k lower, combined - Variance is caused by math error in original budget, where the projected reserve contributions were added and not subtracted. The expected total budget variance for 2022 will be \$158k for these two line items by 12/31. There is sufficient budget surplus to cover all but \$20k of this variance by year end, the rest of which will be offset through reduced spending in other areas.
- 19) Transactional Inflows: \$458k lower - Received \$349k of unrestricted Squire Park Plaza sale proceeds in January and \$799k from Bonanza for repayment of CRH note receivable. A total of \$1.7m was expected for the year and budgeted evenly over 12 months. The total year's budget variance of \$604k is offset by larger than expected developer fee receipts due to change in the structure of the expected transaction.



Community Roots Housing
Asset Management Dashboard
Year to date as of November 30, 2022

Building	Physical Vacancy (at month end)				Op Rev Per Unit YTD		Op Exp Per Unit YTD		Cash Flow Per Unit ¹ YTD			A/R Resident Portion \$	Monthly Change	Residential AR/(Total GPR) ³	12-Month Rolling Avg. ⁴		Economic Vacancy		
	Occupied	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Variance	Budget Var %	November 2022			Make Ready	Total Days Vacant	November 2022	12 MO Rolling	2021 Vacancy
Bremer	44	5	10.2%	49	\$7,148	-12%	\$4,801	14%	\$2,239	\$1,751	358%	\$60,271	+8%	16.0%	25	398	9.2%	9.3%	19.3%
Burke Gilman Gardens	14	1	6.7%	15	\$12,296	-2%	\$11,425	12%	\$504	\$1,367	158%	\$11,265	+32%	6.0%	15	90	6.9%	8.2%	7.3%
Devonshire	61	1	1.6%	62	\$9,936	12%	\$7,323	10%	\$1,135	\$1,855	257%	\$49,206	-12%	8.0%	21	97	1.9%	4.8%	9.2%
Fleming	34	2	5.6%	36	\$9,186	2%	\$6,860	1%	(\$137)	\$302	69%	\$56,396	+10%	16.0%	30	52	10.4%	4.3%	5.0%
Fremont Solstice	17	1	5.6%	18	\$10,579	-8%	\$9,069	-8%	(\$1,607)	(\$1,570)	-4323%	\$13,147	+4%	6.0%	22	138	5.5%	8.0%	5.3%
Gilman Court	24	1	4.0%	25	\$9,795	-14%	\$9,402	15%	(\$3,520)	(\$3,304)	-1532%	\$26,417	+11%	10.0%	25	218	4.7%	4.9%	4.9%
Harrison at 15th	18	1	5.3%	19	\$19,837	2%	\$12,380	-4%	\$1,231	\$1,005	446%	\$3,875	-47%	2.0%	20	116	8.0%	4.7%	2.8%
John Carney	21	6	22.2%	27	\$8,701	-14%	\$6,397	12%	\$1,598	\$1,308	450%	\$9,246	+14%	4.0%	166	375	13.5%	19.4%	8.1%
Larned	28	5	15.2%	33	\$9,953	-2%	\$7,926	1%	\$1,418	(\$116)	-8%	\$53,594	+8%	25.0%	50	125	16.0%	14.2%	16.2%
Miller Park	11	1	8.3%	12	\$12,159	0%	\$10,526	-7%	(\$800)	(\$699)	-694%	\$7,701	+51%	5.0%	15	60	11.2%	3.2%	2.0%
Helen V	36	2	5.3%	38	\$16,691	-11%	\$7,645	0%	\$3,322	(\$4,473)	-57%	\$38,332	-4%	6.0%	135	291	5.0%	5.2%	7.6%
Park Hill	29	1	3.3%	30	\$12,983	-5%	\$11,366	-7%	(\$333)	(\$1,451)	-130%	\$63,601	+4%	15.0%	136	182	2.7%	9.5%	7.4%
Silvian	32	0	0.0%	32	\$14,407	-2%	\$6,495	22%	\$4,485	\$1,642	58%	\$13,741	+16%	3.0%	74	182	0.0%	2.9%	4.1%
Feng Total	369	27	6.8%	396	\$11,333	-4%	\$7,932	6%	\$1,084	\$6	1%	\$406,792	+4%	9.0%	62	218	6.2%	6.3%	8.1%
Byron Wetmore	11	1	8.3%	12	\$10,236	-5%	\$9,545	7%	\$218	\$248	831%	\$12,050	+35%	9.0%		274	10.3%	7.6%	0.0%
Four Twelve Apartments	10	2	16.7%	12	\$21,489	-10%	\$13,274	-4%	\$1,982	(\$2,866)	-59%	\$19,431	-3%	7.0%	266	558	12.6%	8.2%	4.8%
Joe Black Apartments	22	2	8.3%	24	\$13,126	0%	\$10,007	18%	\$1,579	\$2,108	399%	\$56,975		17.0%	94	241	15.9%	5.2%	0.7%
Elizabeth James	56	4	6.7%	60	\$9,660	-6%	\$6,405	5%	\$812	(\$240)	-23%	\$29,503	+1%	5.0%	84	125	6.9%	8.4%	4.4%
Hazel Plaza	15	1	6.3%	16	\$24,357	-13%	\$8,948	11%	\$6,918	(\$2,643)	-28%	\$30,654	+5%	7.0%	19	88	13.9%	6.2%	2.7%
Liberty Bank Building	113	2	1.7%	115	\$11,467	10%	\$5,870	2%	\$1,366	\$1,059	344%	\$280,311	-1%	22.0%	9	98	1.1%	4.9%	8.1%
Mary Ruth Manor	17	3	15.0%	20	\$22,085	-9%	\$14,375	-44%	(\$1,073)	(\$6,503)	-120%	\$61,970	+29%	13.0%		155	22.7%	11.0%	5.1%
Union James	24	0	0.0%	24	\$18,272	1%	\$8,788	-4%	\$5,212	(\$228)	-4%	\$101,018	+10%	21.0%			0.0%	3.0%	5.1%
Broadway	5	0	0.0%	5	\$11,125	-13%	\$8,498	18%	\$42	\$92	184%	\$700	+8%	1.0%			0.0%	11.6%	16.9%
Holiday	28	2	6.7%	30	\$9,868	-8%	\$7,942	-17%	(\$2,096)	(\$1,957)	-1407%	\$39,123	-20%	12.0%	71	114	6.4%	9.5%	10.2%
Lincoln Court	24	5	17.2%	29	\$8,024	-14%	\$7,145	-18%	(\$2,280)	(\$2,380)	-2367%	\$19,026	-3%	8.0%	92	237	15.9%	18.8%	13.6%
Maxwell	4	0	0.0%	4	\$11,040	1%	\$8,623	16%	\$1,023	\$1,790	234%	\$3,359		7.0%			0.0%	0.0%	0.0%
Letitia Total	329	22	6.3%	351	\$12,799	-3%	\$7,799	-2%	\$1,025	(\$488)	-32%	\$654,120	+2%	14.0%	72	166	8.3%	7.4%	6.1%
Berneva	12	0	0.0%	12	\$8,884	-5%	\$7,507	10%	\$342	\$332	3594%	\$9,152	+13%	8.0%			0.0%	7.1%	5.0%
Brewster	34	1	2.9%	35	\$8,068	-7%	\$7,195	5%	(\$474)	(\$902)	-211%	\$51,835	+9%	17.0%	73	80	3.3%	10.8%	15.8%
Haines	30	0	0.0%	30	\$13,989	-8%	\$5,244	7%	\$4,846	(\$1,886)	-28%	\$2,287	+67%	0.0%	63	156	0.8%	7.4%	3.1%
Jefferson Housing	40	0	0.0%	40	\$13,086	3%	\$7,882	-2%	\$362	\$250	223%	\$61,537	+5%	11.0%	20	53	0.0%	1.1%	1.9%
Oleta	31	3	8.8%	34	\$8,802	-5%	\$6,575	1%	(\$542)	(\$423)	-357%	\$36,974	+10%	11.0%	55	211	9.3%	9.4%	13.5%
Pantages	48	1	2.0%	49	\$10,073	1%	\$8,224	0%	\$155	\$48	44%	\$47,025	+14%	9.0%	36	104	2.3%	6.3%	8.1%
Twelfth Avenue Arts Housing	85	3	3.4%	88	\$12,732	10%	\$6,440	-13%	\$2,171	\$332	18%	\$130,424	-13%	12.0%	16	63	4.2%	2.9%	5.2%
Nelda Total	280	8	2.8%	288	\$11,269	1%	\$6,971	-2%	\$1,137	(\$198)	-15%	\$339,234		10.0%	35	101	3.1%	5.4%	6.8%
Boylston Howell	29	1	3.3%	30	\$8,785	-15%	\$7,605	11%	\$711	\$411	137%	\$30,088	+3%	11.0%	29	198	10.2%	9.5%	9.1%
Centennial	26	4	13.3%	30	\$10,434	-2%	\$8,233	-13%	(\$1,614)	(\$1,190)	-280%	\$46,969	+14%	14.0%	29	126	13.2%	12.6%	7.8%
Station House	105	5	4.5%	110	\$12,631	2%	\$6,144	-9%	\$1,793	(\$476)	-21%	\$146,092	-34%	10.0%	42	99	5.6%	10.6%	6.4%
Eighteenth Avenue	9	0	0.0%	9	\$20,750	0%	\$7,651	18%	\$5,149	\$1,775	53%	\$30,934	+4%	15.0%			0.0%	0.0%	2.0%
El Nor	54	1	1.8%	55	\$15,536	-5%	\$6,048	4%	\$2,195	(\$493)	-18%	\$24,981	+15%	3.0%	22	111	1.8%	5.4%	6.8%
Holden Vista	16	0	0.0%	16	\$17,155	-12%	\$10,939	9%	\$5,817	(\$1,100)	-16%	\$32,784	+13%	11.0%		279	3.6%	10.3%	8.1%
Melrose	27	3	10.0%	30	\$6,680	-20%	\$8,118	-23%	(\$2,547)	(\$3,238)	-468%	\$28,954	+8%	13.0%	146	196	12.0%	23.9%	27.2%
Ponderosa	23	0	0.0%	23	\$17,567	-3%	\$7,067	-1%	\$3,134	(\$592)	-16%	\$24,197	+4%	6.0%	12	284	0.0%	2.8%	2.5%
Unity Village	28	2	6.7%	30	\$9,216	-5%	\$9,711	1%	(\$695)	(\$560)	-415%	\$82,478	-9%	28.0%	98	139	6.5%	7.8%	3.0%
Villa	59	3	4.8%	62	\$11,400	4%	\$8,850	-22%	(\$1,027)	(\$1,146)	-961%	\$62,804	+4%	12.0%	114	120	3.1%	8.2%	6.1%
Broadway Crossing	40	4	9.1%	44	\$10,031	1%	\$8,237	2%	\$265	\$325	542%	\$42,013	+4%	10.0%	30	125	6.9%	8.0%	4.8%
Seneca	28	4	12.5%	32	\$9,250	-10%	\$7,632	2%	(\$332)	(\$913)	-157%	\$45,857	+15%	14.0%	29	155	14.8%	12.5%	4.1%
Sarah Total	444	27	5.7%	471	\$11,904	-3%	\$7,601	-4%	\$727	(\$675)	-48%	\$598,151	-9%	11.0%	52	133	5.8%	9.1%	6.9%
Portfolio Total	1422	84	5.6%	1506	\$11,841	-2%	\$7,614	0%	\$969	(\$361)	-27%	\$1,998,299	-1%	11.0%	54	155	6.1%	7.3%	7.1%
Blended Portfolio	357	27	7.0%	384	\$11,544	-5%	\$8,900	-1%	\$237	(\$686)	-74%	\$1,162,788	+7%	10.0%	62	178	9.3%	9.7%	8.2%
Discrete Portfolio	1065	57	5.1%	1122	\$11,942	-2%	\$7,174	0%	\$1,219	(\$250)	-17%	\$835,511	-11%	12.0%	33	102	4.9%	6.4%	6.5%

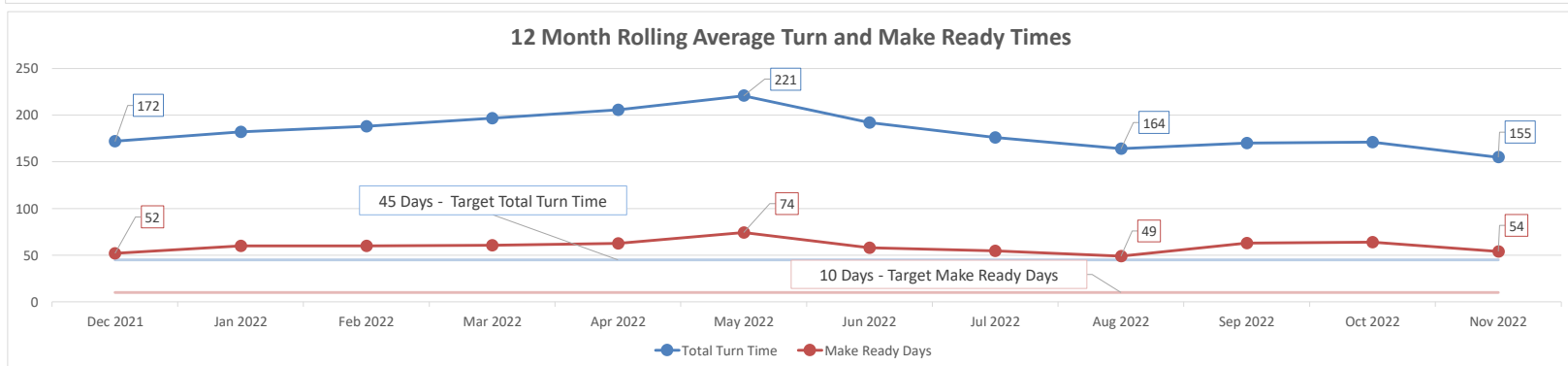
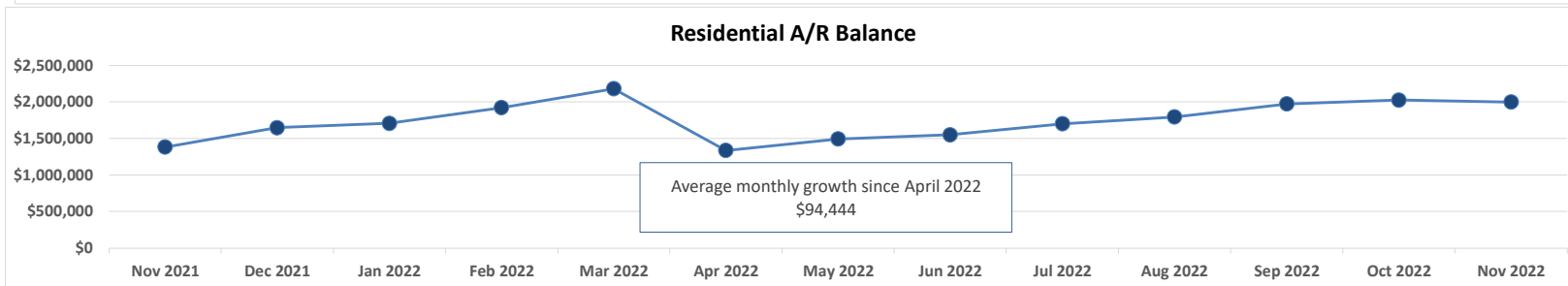
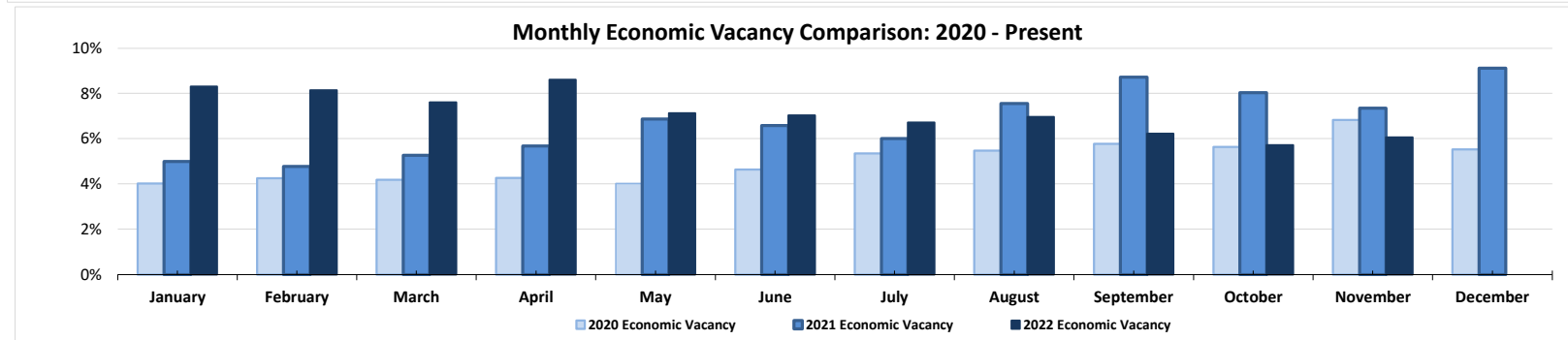
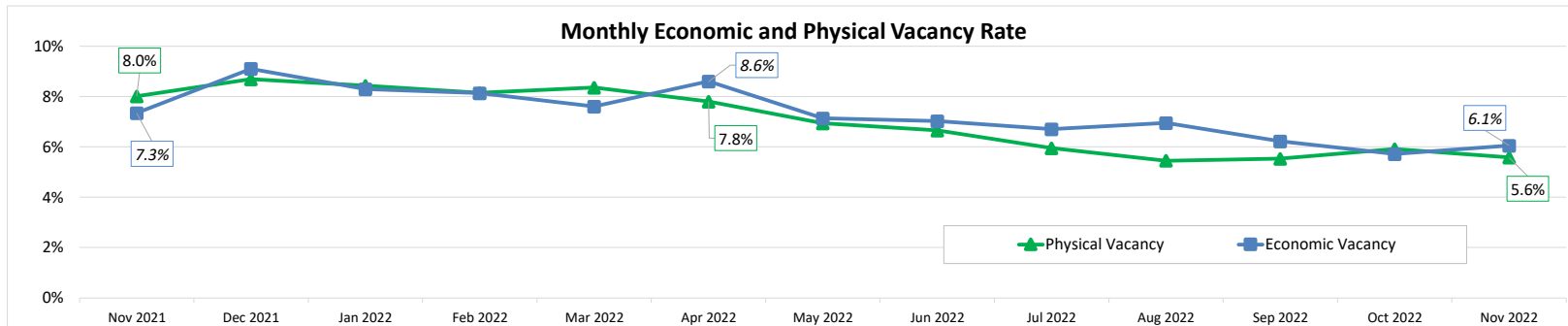
¹ After Debt, Reserve Deposits, and Cash Based Non-Operating Expenses (Deferred Developer Fees, Partnership Management Fees, etc.)

² Cumulative residential and subsidy accounts receivable balances divided by monthly gross potential rental revenue. Negative percentages reflect early subsidy payments.

³ Resident Portion Account Receivable % is calculated as resident A/R balance divided by billed rent, inclusive of subsidy income.

⁴ Portfolio Manager averages are averages across all unit turns within portfolio and not averages across buildings. Buildings with no turn data in the last year are blank

COLOR CODING	Green	Yellow	Red
AR Monthly Change	<0%	0% - 9.9%	>10%
Residential AR/(Total GPR)	<2.0%	2.0% to 3.0%	>3.0%
Turn Time	<45 days	45 to 60 days	>60 days
Economic Vacancy	<5.0%	5.0% to 8.9%	9.0% or above



**CRH
CASH IN BANK**

FOR THE MONTH ENDING: November 2022

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	306,379
KeyBank	CRH - Rental Assistance	Restricted Grant	569,443
KeyBank	12th AAA - Restricted	Equipment Reserve	17,500
KeyBank	White Center Hub - Comm Constructio	Construction	735,576
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,849
KeyBank	Capitol Hill Housing	Security Deposit	178,991
Key Bank	Bremer - Resynd	Security Deposit	20,234
KeyBank	Hazel Plaza	Security Deposit	4,011
KeyBank	Larned	Security Deposit	16,094
Key Bank	John Carney - R	Security Deposit	8,117
KeyBank	Byron Wetmore	Security Deposit	8,506
Key Bank	412	Security Deposit	2,184
KeyBank	Holden Vista	Security Deposit	3,730
KeyBank	Mary Ruth Manor	Security Deposit	4,564
KeyBank	EJSH	Security Deposit	11,414
Key Bank	Boylston Howell-R	Security Deposit	10,646
KeyBank	Gilman Court LP	Security Deposit	12,496
KeyBank	Fleming Apts LP	Security Deposit	16,294
KeyBank	Villa Apts LP	Security Deposit	39,142
KeyBank	Harrison	Security Deposit	15,447
KeyBank	Oleta	Security Deposit	16,384
KeyBank	Helen V Apts LLC	Security Deposit	7,680
KeyBank	Pantages Apts LLC	Security Deposit	25,203
KeyBank	Silvian	Security Deposit	6,177
KeyBank	Broadway & Pine	Security Deposit	19,301
KeyBank	12th Avenue Arts Associates LLC	Security Deposit	62,971
Key Bank	Union James	Security Deposit	8,831
KeyBank	Hazel Plaza	Reserves	342,932
KeyBank	Byron Wetmore	Reserves	81,473
KeyBank	Holden Vista	Reserves	22,472
KeyBank	Mary Ruth Manor	Reserves	332,364
KeyBank	Gilman Court LP	Reserves	137,749
KeyBank	Villa Apts LP	Reserves	286,836
KeyBank	Helen V Apts LLC	Reserves	1,027,297
KeyBank	Broadway & Pine	Reserves	324,766
KeyBank	12th Avenue Arts Associates LLC	Reserves	39,762
Key Bank	Union James	Reserves	125,905
		Total KeyBank	4,852,718

**CRH
CASH IN BANK
FOR THE MONTH ENDING: November 2022**

Banner	Berneva	Reserves	14,231
Banner	Seneca	Reserves	178,059
Banner	Seneca	Security Deposit	13,663
		Total Banner	205,953
LGIP	Capitol Hill Housing	Reserves	2,461,066
		Total LGIP	2,461,066
Walker Dunlo	EJSH	Escrow	17,812
Walker Dunlo	EJSH	Reserves	189,808
		Total Oppenheimer	207,620
Chase	Larned	Reserves	204,711
Chase	412	Reserves	165,544
Chase	Harrison	Reserves	198,604
Chase	Oleta	Reserves	74,532
		Total Chase	643,391
US Bank	Pantages Apts LLC	Reserves	511,266
US Bank	Silvian	Reserves	230,774
		Total USBank	742,040
KeyBank	Capitol Hill Housing	EQII	89,910
		Total KeyBank	89,910
KeyBank	Capitol Hill Housing	Lucky 7	90,185
		Total Lucky 7	90,185
KeyBank	Capitol Hill Housing	HPN	1,059,505
		Total HPN	1,059,505
KeyBank	Youth Care Predevelopment	Plymouth	54,979
		Total Plymouth	54,979
BofA	Fleming Apts LP	Reserves	116,207
		Total BofA	116,207
Heritage	Bremer - Resyndication	Construction	218,961
Heritage	Bremer	Reserves	217,994
Heritage	John Carney	Construction	74,966
Heritage	John Carney	Reserves	122,045

**CRH
CASH IN BANK
FOR THE MONTH ENDING: November 2022**

Heritage	Boylston Howell	Construction	4,246
Heritage	Boylston Howell	Reserves	122,822
Heritage	Union & 24th Commercial	Security Deposit	3,149
		Total Heritage	764,183
		Total Restricted - CHH Blended Components	11,287,756
LGIP	Capitol Hill Housing	Board Designated Res	1,606,888
		Total Designated	1,606,888
Heritage	Union & 24th Commercial	Operating Checking	77,330
		Total Heritage	77,330
KeyBank	Capitol Hill Housing	Gen Building Reserve	541,598
		Total Gen Building Reserve	541,598
KeyBank	Capitol Hill Housing	Operating Checking	585,706
KeyBank	Capitol Hill Dev. Assoc	Operating Checking	2,720
KeyBank	Capitol Hill Housing	Operating Sweep	-
KeyBank	Capitol Hill Real Estate Mgmt Services	Operating Checking	973
KeyBank	Liberty Bank Commercial	Designated for TI	25,000
KeyBank	Bremer	Operating Checking	173,205
KeyBank	Hazel Plaza	Operating Checking	145,548
KeyBank	Larned	Operating Checking	100,603
KeyBank	John Carney	Operating Checking	143,110
KeyBank	Byron Wetmore	Operating Checking	42,203
KeyBank	412	Operating Checking	105,405
KeyBank	Holden Vista	Operating Checking	146,682
KeyBank	Mary Ruth Manor	Operating Checking	74,708
KeyBank	EJSH	Operating Checking	132,455
KeyBank	Boylston Howell	Operating Checking	51,342
KeyBank	Gilman Court LP	Operating Checking	33,439
KeyBank	Fleming Apts LP	Operating Checking	52,316
KeyBank	Villa Apts LP	Operating Checking	85,381
KeyBank	Harrison	Operating Checking	177,393
KeyBank	Oleta	Operating Checking	40,979
KeyBank	Helen V Apts LLC	Operating Checking	227,870
KeyBank	Pantages Apts LLC	Operating Checking	70,069
KeyBank	Silvian	Operating Checking	524,349
KeyBank	Broadway & Pine	Operating Checking	60,087
KeyBank	12th Avenue Arts Associates LLC	Commercial Operatin	415,095

**CRH
CASH IN BANK
FOR THE MONTH ENDING: November 2022**

KeyBank	Union James	Operating Checking	217,342
		Total KeyBank	3,633,982
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	3,949
Banner	Seneca	Operating Checking	65,530
		Total Banner	69,479
	Total Unrestricted - CHH Blended Components		4,322,489
	Total All Cash - CHH Blended Components		17,217,133

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	218,329
Chase	AAA	Escrow	10,086
Chase	AAA	Security Deposit	5,873
Chase	Woodland Park Ave LLC	Reserves	176,032
Chase	AAA	Reserves	272,032
		Total Chase	682,351
KeyBank	Africatown	Project Funds	110,710
KeyBank	Africatown	Construction-Res	5,000
KeyBank	Africatown	Construction	263,370
KeyBank	Africatown Commercial	Construction	1,031,713
KeyBank	Jazz House	Construction	7,833
KeyBank	El Nor LP	Security Deposit	11,423
KeyBank	18th Ave Apartments	Security Deposit	1,551
KeyBank	Ponderosa	Security Deposit	3,387
KeyBank	Woodland Park Ave LLC	Security Deposit	8,093
KeyBank	Holiday Apts	Security Deposit	16,617

**CRH
CASH IN BANK
FOR THE MONTH ENDING: November 2022**

KeyBank	SOPI / Unity Village	Security Deposit	12,607
KeyBank	Jefferson & 12th	Security Deposit	29,035
KeyBank	12th Avenue Arts Housing	Security Deposit	56,710
KeyBank	CH TOD Station House	Security Deposit	36,625
KeyBank	SOPI / Unity Village	Reserves	330,910
KeyBank	Jefferson & 12th	Reserves	380,023
KeyBank	12th Avenue Arts Housing	Reserves	858,164
KeyBank	CH TOD Station House	Reserves	804,893
KeyBank	CH TOD Station House	Escrow	54,631
		Total KeyBank	4,023,293
UnionBank	Holiday	Reserves	237,720
		Total UnionBank	237,720
Heritage	Union & 24th Residential	Security Deposit	36,284
Heritage	Union & 24th Residential	Reserves	351,611
Heritage	Heartwood SPE	Construction	203,753
		Total Heritage	591,648
Wells Fargo	El Nor	Reserves	645,946
Wells Fargo	18th Ave	Reserves	126,819
Wells Fargo	Ponderosa	Reserves	275,796
Wells Fargo	El Nor	Escrow	24,431
Wells Fargo	18th Ave	Escrow	5,129
Wells Fargo	Ponderosa	Escrow	11,579
		Total Wells Fargo	1,089,700
Bellwether	Union & 24th	Escrow	101,382
		Total Bellwether	101,382
		Total Restricted - Discrete Components	6,726,094
Chase	AAA	Operating Checking	515,310
Chase	Pride Place Commercial	Construction	86,204
Chase	Pride Place	Construction	45
		Total Chase	601,559
KeyBank	El Nor LP	Operating Checking	522,762
KeyBank	18th Ave Apartments	Operating Checking	144,208

**CRH
CASH IN BANK
FOR THE MONTH ENDING: November 2022**

KeyBank	Ponderosa	Operating Checking	362,157
KeyBank	Woodland Park Ave LLC	Operating Checking	39,472
KeyBank	Holiday Apts	Operating Checking	46,972
KeyBank	SOPI / Unity Village	Operating Checking	29,954
KeyBank	Jefferson & 12th	Operating Checking	78,046
KeyBank	Twelfth Avenue Arts Res	Operating Checking	351,747
KeyBank	CH TOD Station House	Operating Checking	748,787
		Total KeyBank	2,324,104
Heritage	Union & 24th Residential	Operating Checking	346,006
		Total Heritage	346,006
Total Unrestricted - Discrete Components			3,271,669
Total All Cash - Discrete Components			9,997,763
Total All Cash - CHH Blended Components			17,217,133
Total All Cash			27,214,896

TOTALS BY BANK

Key Bank	\$ 15,465,606
Chase	\$ 1,927,300
Banner	\$ 275,432
US Bank	\$ 742,040
Union Bank	\$ 237,720
Bank of America	\$ 116,207
Heritage	\$ 1,779,167
Bellwether	\$ 101,382
Wells Fargo	\$ 1,089,700
LGIP	\$ 4,067,953
Other and Petty	\$ 1,412,389
TOTAL CASH	\$ 27,214,896

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COMMUNITY ROOTS
— HOUSING —

SECTION 5:

Consent Agenda and Attachments

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COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting
January 9, 2023
5:30-7:30 PM
Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

1. December Board Meeting Minutes

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

Blended				
Date	Bldg/Entity	Contract with:	Amount	Purpose
December 1, 2022	CHH	City of Seattle	\$150,000.00	Food Equity Fund grant for EcoDistrict food pantry at Lowell Elementary
November 14, 2022	CHH	RealPage	\$217,168.00	This is RealPage property management software. This is ongoing service fees, implementation consulting costs, and staff training. One-time costs are roughly \$132k. Ongoing fees are roughly \$84k.



REGULAR BOARD MEETING MINUTES
Pike-Pine Conference Room/ RingCentral
December 12, 2022

Members Present: Frank F. Alvarado III, Derrick Belgarde, Paul Breckenridge, Bob Fikso, Shaun Frazier, Chasten Fulbright, Shalimar Gonzales, Michelle Morlan, Drew Porter, M. Michelle Purnell-Hepburn, Saunatina Sanchez, Eric Snow, George Staggers, Kristen Winkel

Members Absent: Jill Cronauer, Sara Cubillos

Staff Members Present: Morgan Ford, Jeff Hagen, Brad Lange, Jason McLin, Thea Munchel, Andrew Oommen, Eric Parsons, Chris Persons, Amy Phian (support), Angel Robledo (taking minutes), Kyle Sampson, Sarah Shoemake-Gamble

Public: Stephanie Morales, Aviona Rodriguez Brown, Gloria Rodriguez

The meeting was called to order by Drew Porter at 5:33 pm.

Disclosures & Recusals: Chasten disclosed that he has been working as a consultant at Jazz House.

A motion to approve the **Consent Agenda** was made by Michelle Purnell-Hepburn, seconded by George Staggers and passed unanimously.

Public Comment: Stephanie, Aviona, and Gloria shared their concerns to the Board regarding the process and manner in which staff and the organization has pursued rent collections, on behalf of the residents of the Liberty Bank Building. They also noted concerns about the behavior of staff, and that they have not felt there has been a clear process or communication with the organization to have their concerns heard. Stephanie noted that she would share written statements with the Board over email from other residents after the meeting. Saunatina offered to follow up with them.

Presentation and Discussion

2023 Board Giving: Eric gave a brief introduction on supporting the Foundation for the year 2023. Eric asked the Board of potential funders for upcoming financial support for the Foundation.

Mission Statement and Priorities: Chris noted the challenge in pivoting from the concerns expressed by the LBB residents to the conversation about the mission and mentioned that leadership was well aware of the issues in the building and supporting site staff in their resolution. Moving on to the mission statement, Chris shared the updated mission statement and priorities. He noted there is a difference between the technical purpose statement set forth in our Charter which addresses what we do and the more visionary mission statement which addresses the why and will be the statement that we post on our

website and use to drive our work. Chris said that inequity exists in and out of the organization and we are here to confront it so we can foster just communities.

A motion to approve **Resolution 2022-19: Mission Statement and Priorities** was made by Eric Snow, seconded by Michelle P Hepburn, and passed unanimously.

Final 2023 Budget Presentation and Adoption: Andrew reviewed the final budget which had been presented in draft form at the November Board meeting. He reminded the Board that as a PDA Community Roots must use government accounting principles and that the budget uses both accrual and cash accounting. The Finance & Asset Management Committee approved the budget to go to the board for approval. Andrew shared a vacancy rate goal of 3%. Andrew shared that investing in current staff is the key to reducing turnover.

A motion to approve the **2023 Budget** was made by Chasten Fulbright, seconded by Michelle Purnell-Hepburn, and passed unanimously.

Finance and Asset Management

October Financials: Chasten shared a brief overview of the finances from October, which are included in the board packet.

A motion to approve the **October Finance and Asset Management Report** was made by Michelle Purnell-Hepburn, second by Saunatina Sanchez, and passed unanimously.

Fredonia Sale Update: Brad shared that we are now performing a Phase II environmental analysis of the soils. Residents are relocated and the expectation is to sell Fredonia soon.

Real Estate Development

Introduction of Draft Board Resolution Jazz House Bond Issuance: Jason introduced this resolution which will likely come to the Board for approval at the January Board meeting.

Resolution 2022-20: Jazz House Entity Formation for CRH Imperial Jazz LLC: Jason brought forward the resolution which will create the ownership entity for Jazz House. Jazz House will be a 108-unit middle-income project in Rainier Valley, and construction is projected to start in early 2023. It is a partnership with JazzED, and they will occupy the first two floors with performance, education, and practice space. This entity will be called CRH Imperial Jazz LLC. Chris shared that there were concerns about the financing of the project, which will be addressed in the January meeting.

A motion to approve **Resolution 2022-20: Jazz House Entity Formation for CRH Imperial Jazz LLC** was made by Michelle Morlan, seconded by Michelle Purnell-Hepburn, and passed unanimously.

Resolution 2022-21: Seattle First Baptist Church Project Letter of Intent: Jason brought forward the high-rise mixed-use development. This resolution would approve our response to a request for information which was due last week, as well as modest spending on due diligence. The Property Development Committee approved moving forward with the project.

Eric asked about zoning. Saunatina shared her support for this project as the Church's work and activism in the neighborhood would make them a good partner for Community Roots.

A motion to approve **Resolution 2022-21: Seattle First Baptist Church Project Letter of Intent** was made by Saunatina Sanchez, seconded by Paul Breckenridge, and passed unanimously.

Presentation

2022 Year in Review: Chris provided a year in review for 2022 and plans to provide an outlook in a review in January. First Chris provided strategic priorities regarding racial equity. Eric provided community conversations in the ability to push forward with DEI initiatives in the organization. Revival Markets have provided local vendors and promoted small business. Equity has been challenging to meet. Chris shared the huge success of the EcoDistrict. He also shared that there have been many systems for growth and modernizing the organization.

The meeting was adjourned by Drew Porter at 7:29 pm.

Attested,

George Staggars, Secretary
January 9, 2023

January 2023 Fundraising and Communications Memorandum

To: Community Roots Housing Board of Directors CC: Christopher Persons

From: Eric Parsons

2023 Board Pledge Forms

Board pledge forms were due at the end of the year, thank you to everyone who submitted theirs. If you have not yet sent us your pledge form, please visit bit.ly/PDAPledge to fill it out. Your pledge is vital information for the Foundation. It helps with financial planning for the year, as well as showing us the ways you want to be involved in sharing our work and advocating on our behalf.

2022 Fundraising Summary

Grantmaking to the PDA: Last year the Foundation **granted** a total of \$954,500 to Community Roots Housing, against a goal of \$796,000 including:

- \$552,500 in unrestricted funds - \$142,500 over goals
 - Includes \$100,000 in 2023 funding that was disbursed at the end of 2022
- \$82,500 in restricted funds to support the Resident Services - \$11,500 over goals
- \$319,500 in restricted funds to support the EcoDistrict - \$4,500 over goals

Annual Fundraising: By year end, the Foundation had raised in *gross* an overall total of approximately \$982,000 in unrestricted giving against a goal of \$614,825 (160%). The *gross* restricted giving total was approximately \$430,000 against a \$390,725 goal (110%). The final numbers are being verified and will be reported on in the February memo.

Expenses: Moving back into an in-person and hybrid environment caused our expenses to increase, over 2021, particularly with regards to in-person event expenses. By hosting both events in-person, scaling Omnivorous up, and the increased costs of an outdoor event all impacted the event budget, in addition to providing an unbudgeted \$12,000 for restaurant stipends.

Our contract services and office expenses came in under budget. Administrative expenses came in approximately 10% over budget, due to the increase in meetings with funders, with the additional capacity once the Senior Manager of Philanthropy role was filled.

Rise Together: In addition, the Foundation granted \$645,000 to Community Roots Housing and other Rise Together partners in capital funds and capacity-building support.

End of Year Campaign

On Giving Tuesday, November 29, 2022 we launched our Housing Stabilization Fund to provide rental assistance for Community Roots residents. This fund supports households who are facing financial insecurity brought on by the lingering effects of the pandemic, as well as the rising cost of living in our region. The Housing Stabilization Fund helps our residents to remain rooted in place. Huge thanks to the board members who leveraged their networks via social media or email to support the campaign!

Final number for the End of Year Campaign will be provided in our February PDA memo.

Grants & Awards

In the last month:

Grant proposals submitted include:

- N/A

Grant proposals awarded include:

- Microsoft Philanthropies request for \$20,000 to support the annual fund

Grant proposals declined include:

- Rose Foundation Puget Sound Mitigation Fund denied our request for \$30,000 to support the EcoDistrict

Grant proposals still pending include:

- Office of Economic Development: Only in Seattle request for \$100,000 to support the EcoDistrict
- Geico Philanthropic Foundation request for \$10,000 to support Resident Services
- Nisqually Charitable Fund request for \$10,00 to support Resident Services
- Rose Foundation request for \$30,000 to support the EcoDistrict
- Big Lots! request for \$5,000 to support the annual fund
- Paul Glaser Foundation request for \$15,000 to support Resident Services

Upcoming grant proposals include:

- Heart Family Foundations request for \$100,000 to support the annual fund (target end of February)
- Moccasin Lake request for \$10,000 to support the EcoDistrict (target end of January)
- Washington Federal request for \$5,000 to support Resident Services (target end of January)

Rise Together Capital Campaign

As previously noted, cost escalations at Pride Place and the White Center Community HUB have raised the collective Rise Together goal to \$45 million. As of today, the Rise Together collaborative has officially raised \$32,758,830 toward an overall goal of \$45,000,000. Counting the congressional earmark, which won't be official until Congress passes the FY2023 omnibus bill, we have unofficially raised \$36,758,830 toward \$45,000,000 (82%).

Proposals recently won:

- Susan Elizabeth Foundation grant for \$50,000 to support Pride Place
- Marie Lamfrom Charitable Foundation for \$250,000 to support Pride Place

Proposals still pending:

- Joint proposal through Congresswoman Jayapal's and Senator Murray's offices for a \$4 million federal appropriation to support the WC HUB (made it through appropriations committee and will be included in the FY2023 congressional omnibus bill)
- Proposal to Premera for \$250,000 to support Pride Place
- Proposal to Murdock Charitable Trust for \$1,000,000 to support the WC HUB
- Best Starts for Kids Capital Funding – \$1M LOI submitted Dec 2022

Upcoming proposals:

- \$2-3 million request in 2023 Washington State Capital Budget to support the WC HUB
- \$300,000 request to Boeing ECF to support the WC HUB
- 6 to 7 figure requests to Amazon, Microsoft, Gates Foundation and Ballmer group to help close out the campaign—discussions with funders ongoing
- Proposal to Joshua Green Foundation for \$TBD to support the entire campaign

Communications

In December, communications work included the following highlights:

- Kickoff of Pride Place pre-leasing planning
- Finalizing the organization's annual report
- Earned media efforts around Pride Place and Heartwood "topping out" construction milestones
- Organizing and drafting content for the Foundation's End of Year fundraising campaign, which focused on the new rental assistance 'Housing Stabilization Fund'
- Supporting resident communications regarding rental assistance applications (final dispersal of 2020 Resilience Fund rental assistance)
- Finalizing the 2023 communications work plan, including an annual map of high-profile communications touchpoints and key editorial calendar moments
- Analytic tracking and analysis for vacancy marketing efforts
- Programmatic communications support for Resident Services and the Capitol Hill EcoDistrict
- Monthly Building Beyond Buildings newsletter

December media mentions of Community Roots Housing and related projects:

- [Senior Housing Influencers: The best and the brightest in the senior housing space](#)
- [Walsh to build Capitol Hill mixed-use project](#)
- [Does Seattle Need Social Housing?](#)
- [126-Unit Heartwood in Seattle Tops Out as First Type IV-C Tall Mass Timber Building in North America](#)
- [Record-setting mass timber building tops out on Capitol Hill](#)
- [Seattle Restaurants: The Themes of 2022](#)
- [First Mass Timber Middle-Income Housing Development in U.S., Tallest Mass Timber Building In Washington Hits Topping Out Milestone](#)
- [Middle-income, mass timber apartments top out at 1323 E Union Street in Capitol Hill](#)
- [Landmark Mass Timber Project Tops Out in Seattle](#)

- [Nine Must Reads for the CRE Industry Today](#)
- [CHS Year in Review 2022 | The Year in Development](#)

2022 Community Roots Housing Foundation Budget and Actuals

Updated as of 12.31.2022

		SFDC Actuals	Goals
Unrestricted	Corporate	\$ 143,884	\$ 75,925
	Sponsorship & Tickets	\$ 260,340	\$ 235,000
	Foundation	\$ 247,294	\$ 53,900
	Government	\$ 64	\$ -
	DAF	\$ 151,476	N/A
	Individual	\$ 179,554	\$ 250,000
	Individual Giving Total	\$ 331,030	\$ 250,000
	Subtotal	\$ 982,612	\$ 614,825
Restricted	Corporate	\$ 102,500	\$ 116,500
	Government	120000	\$ 136,250
	Sponsorship & Tickets	\$ 84,000	\$ 15,000
	Foundation	\$ 117,500	\$ 112,975
	DAF		N/A
	Individual	\$ 9,141	\$ 10,000
	Individual Giving Total	\$ 9,141	\$ 10,000
	Subtotal	\$ 433,141	\$ 390,725
Total		\$ 1,415,753	\$ 1,005,550

JANUARY 2023 PROPERTY MANAGEMENT COMMITTEE BOARD REPORT AND MINUTES

Property Management Committee Members: Eric Snow, Chasten Fulbright, Shaun Frazier, Shalimar Gonzalez, Saunatina Sanchez

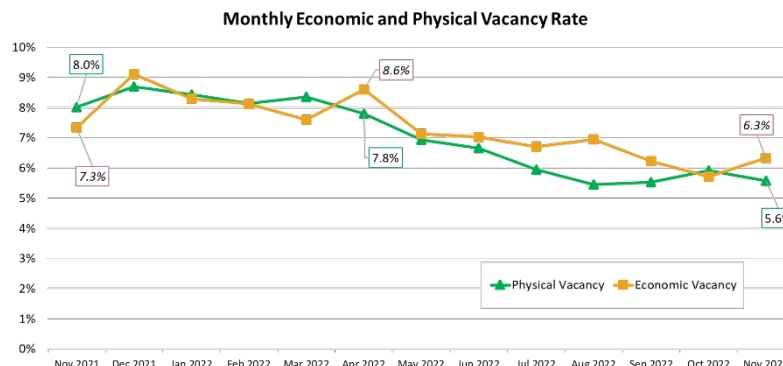
Staff Liaisons to the Board: Valencia Chambers Manora, Andrew Oommen, Michelle House, Lisa Hagen, Kyle Sampson, Chris Persons, Raihab Baig

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

Date, time and location of meeting: January 3, 2023 – 3:00-4:00 PM – RingCentral

Date, time and location of next meeting: February 7, 2023 – 3:00-4:00 PM – RingCentral

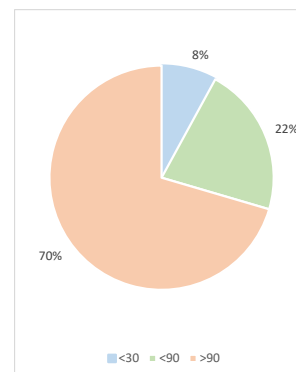
Staff reviewed open positions: 1 site manager, 1 portfolio manager, 1 maintenance supervisor, 2 maintenance tech, 1 occupancy specialist.



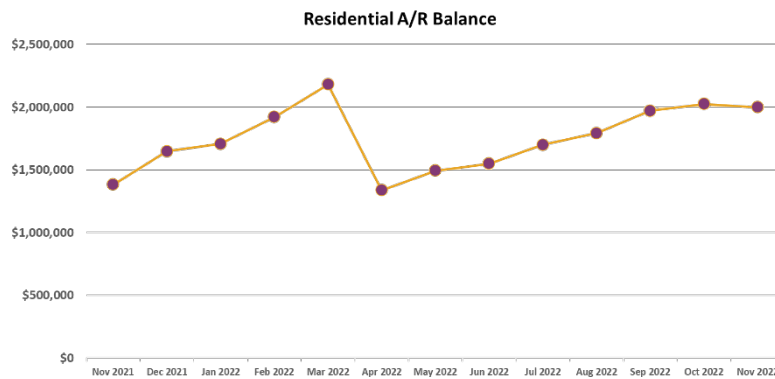
As of 12/30/2022

Days Vacant	Count
<30	7
<60	10
<90	9
<120	11
<150	11
<180	7
<210	2
<240	5
<270	6
<300	4
<360	3
>=360	13

Total 88
Average days vacant 203.0
Vacancy rate 5.84%
Max days **912**
Current vacancy loss **580,021**
Active files 48



Days Vacant	<30	<90	>90	Total
Liberty Bank Building	4	1	1	6
Bremer	0	0	5	5
John Carney	0	0	5	5
Larned	0	3	2	5
Lincoln Court	0	0	5	5
Station House	0	3	2	5
Broadway Crossing	0	0	4	4
Centennial	0	2	2	4
Elizabeth James House	0	1	3	4
Seneca	0	0	4	4



The Committee meeting scheduled was reviewed and confirmed. The Committee agreed to cancel the July and September meetings.

The Committee reviewed its charter and discussed possible changes and focus topics. The Committee will continue to review the charter and discuss revisions at the next meeting.

Staff will also prepare a presentation on resident services for the next meeting.

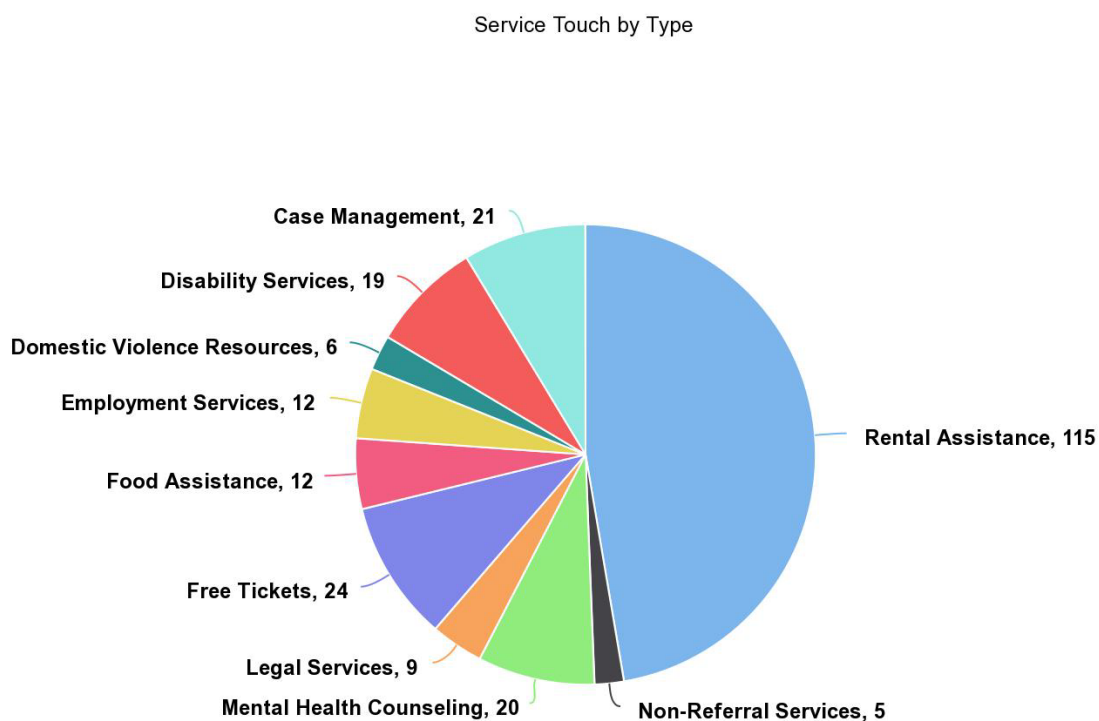
Resident Services

December Board Report – October 2022 Program Data

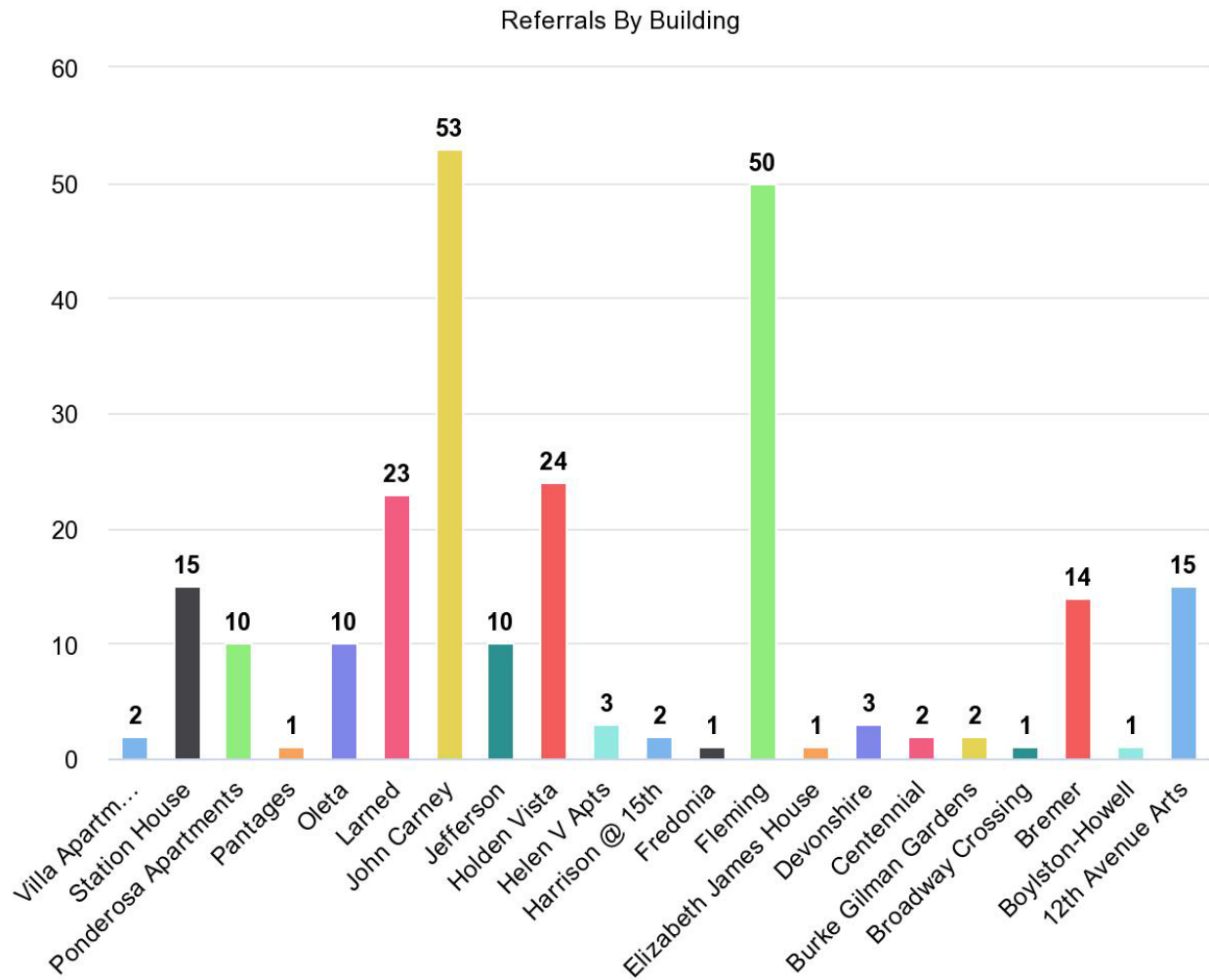
October 2022 Service Touches

- 42 meetings with residents
- 243 total service touches
- 2 Resident Services staff resigned in the month of July
 - Resident Services Director position: Kyle Sampson started September 26th
 - Resident Services Coordinator – Service Referrals (age 55+) position: Aja Utsugi started November 21st

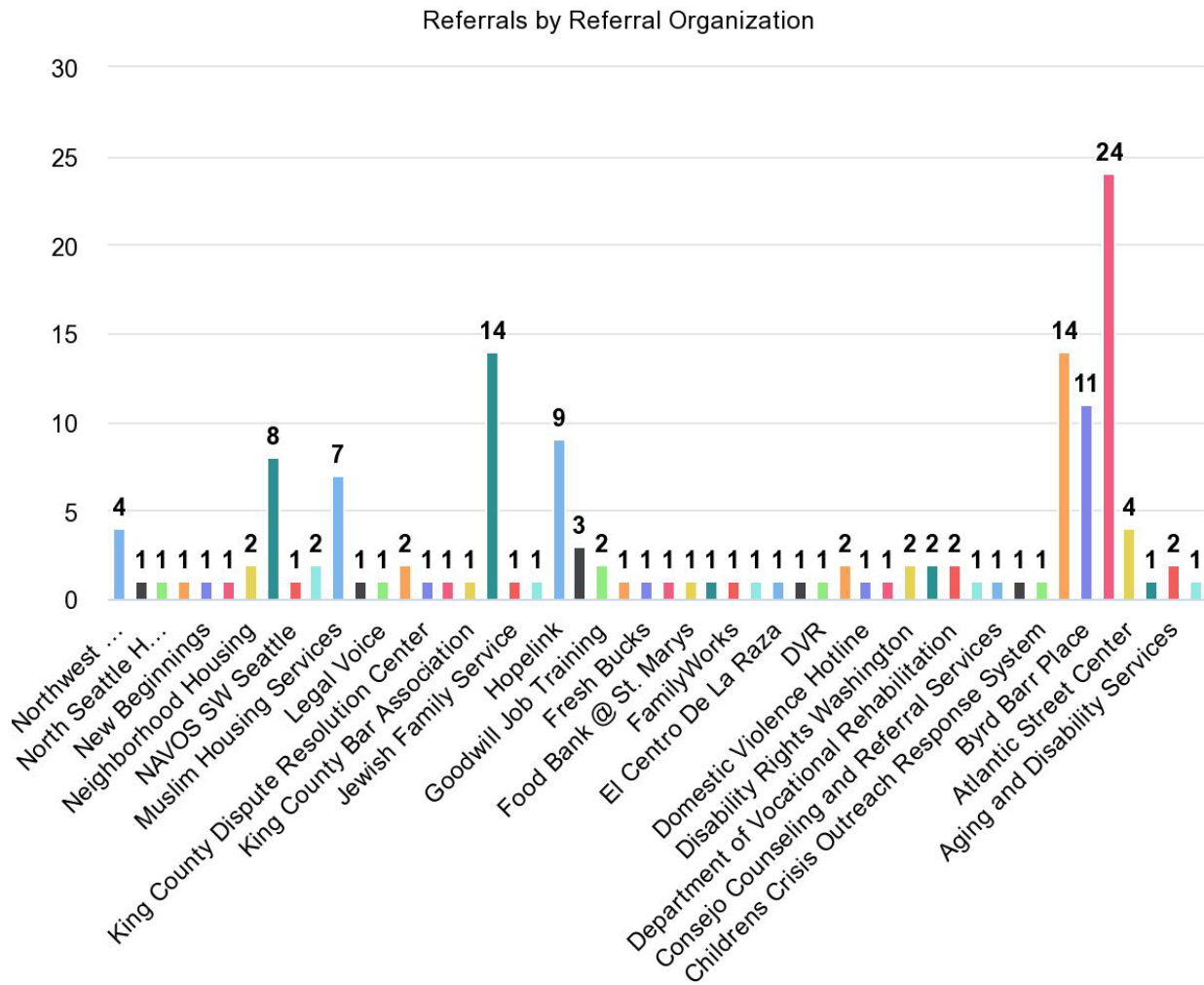
Service Touches by Type



Service Touches by Building



Service Touches by Organization





JANUARY 2023 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES

Property Development Committee Members: Paul Breckenridge, Liz Dunn, Bob Fikso, Michelle Morlan, George Stagers, Derrick Belgarde, Robin Lien
(**BOLD** indicates those members in attendance)

Staff Liaisons to the Board: Chris Persons, Thea Munchel, Jason McLin, Donna Moodie, Mason Cavell
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: January 3, 2023, at 4:00PM – 5:00PM via Ring Central teleconference
Date, time and location of next meeting: February 6, 2023, at 4:00PM – 5:00PM via Ring Central teleconference

1. Pipeline Discussion

- a. **Jazz House** – Jason reported that the project is in a holding pattern and waiting for an update from Amazon.
- b. **Seattle First Baptist** - We submitted our response to the RFI, have not heard back.

2. Project Updates

- a. **Northgate** - Property Development is looking to see if we can close our gap with Northgate. We are working on closing and asking for additional funds from King County and discussing possibly going to the state as well.
- b. **Rainier and Genesee** - We're expected to close on land by June 2023. It is in our pipeline to submit for the city NOFA in 2024.
- c. **Heartwood**- Heartwood lost a few days in the schedule due to the weather. We are awaiting more windows and have 25% of windows delivered thus far.
- d. **White Center**- State announce Housing Trust Fund award for White Center.
- e. **Devonshire** - Anticipating the City will announce funding awards in January 2023, we should hear soon.

3. Property Development Reporting and Policies - Thea is working on updating how and what the Property Development team reports to the committee on both a project and pipeline level. RED will incorporate materials collected in the past, and the items below and provide a draft and next month.

- a. Michelle: Cost per unit, baseline, added staff, population served, income set aside.
- b. Paul: Market rents, operating expenses, similar to an underwriting.
- c. Donna: Demographics snapshot/neighborhood demographics.
- d. George: Contractors and subcontractors status based on ethnicity.
- e. Liz: Pipeline schedule by project
- f. Chris: cost per bedroom, cost per square foot

4. Resolutions- No resolutions presented, not items to go to the board in January 2023

5. Meeting adjourned at 4:39PM.

STEERING COMMITTEE REPORT

JANUARY 2023

Steering Committee Members: Matthew Benedict, Rebecca Calderara, Bambi Chavez, Yolanda Cieters, Alexandria Folino, Whitney Fraser, Chasten Fulbright, Michael Gilbride, Marcus Henderson, Michael Mariano, Josh Morris, Eric Parsons, Savitha Pathi, Daniel Poppe, May So, Edwin Wanji

Staff Liaison to the Committee: Donna Moodie, Erin Fried, Brooke Bradford, James Roubal

Date, time, and location of next meeting: February 10, 2022, at 9am, [Zoom Video Call](#)

Staff Updates

EcoDistrict Intern

Vesta Behboodi ended her internship with the EcoDistrict on December 22. Staff are currently working to repost the internship for the first half of 2023.

Program Updates

Lowell Elementary Food Security

The EcoDistrict signed its contract with the Department of Neighborhoods and an MOU with Seattle Public Schools to begin work on the development of a “grocery store” style food pantry, a technology nook to apply for long-term support services, a food box delivery service, and multiple education initiatives and events. The EcoDistrict has completed its work in supporting the creation of a school-based health center.

Public Life Planning

The EcoDistrict is drafting a public life vision and implementation report and continues to work with SDOT and community to advance public life community goals.

Nature of your neighborhood

The EcoDistrict and Seattle Audubon will soon open a seed library for Capitol Hill with the Capitol Hill Tool Library and the King County Seed Library. The EcoDistrict also signed agreements with Black Star Farmers, the Black Farmers Collective, and the UW Native Plant Nursery to grow native plants in support of next year’s Earth Day Plant Sale. A website in support of the project is [in development](#) and will launch this winter.

Capitol Hill Arts District

The Arts District, with support of the CRH Foundation, is dispersing \$95,000 in COVID recovery funding to the Capitol Hill arts community. The Steering Committee is planning a series of workshops on collective fundraising for collaborative development, slated for spring 2023.

Community Engagement Consulting

Seattle Comprehensive Plan Update

The Capitol Hill EcoDistrict has completed community engagement for the Seattle Comprehensive Plan update, scheduled to take place every five years, integrating this effort with public life community engagement. The team is taking policy meetings in January with OPCD area leads to integrated findings. A report is forthcoming.

Community Development Update

Office of the Inspector General's Sentinel Event Review

The panel has completed work on Wave 4, and is now editing the draft, where observations include when to declare a riot and what effects that had on the crowd, how to provide safety for journalists, and continued conversation on flashbangs and pepper spray and gases. Conversations have begun to create and SER to address isolated incidents, starting with participation and training to be a panelist.

Seattle Foundation

Donna is exploring setting up a donor advised fund for Community Roots Housing and the EcoDistrict. She has begun a conversation with Michael Brown regarding his work to increase affordable Black homeownership, investigating the possibility of having some collaboration with CRH.

Office of Planning and Community Development

Donna is serving on a committee formed to address rising concerns about the process of approval and community input with a particular focus on design review. A recent report from SDCl offered scathing insight into the existing process. This committee consists of several architects, developers, community leaders and contractors. The current focus considers what place community has at the Design Review Board meetings, which are peer reviews, but one of the only available formats for communities that are being displaced to vent. Many committee members expressed frustration with the process and the lack of clarity provided to the community, as well as the delays that are caused by intake. As the review progressed, many expressed a frustration in the structure and timing of the DRB. It has long been felt that this review is exclusionary (which is typical of a peer review) and using the Racial Equity Tool Kit comes up short in delivering development through a lens of racial equity. Developers complain that this lens is poorly timed when being used in design review, especially considering the "whiteness" of urban planning, design and building professionals and the department. Individual interviews supported the general feedback.

Ending Homelessness for the Black Community

Upcoming meetings for this newly formed committee have been postponed to January. Marc Dones is currently working on a 5-year plan to include work from this group.

Fundraising

The EcoDistrict continues to prospect and apply for funding in 2023. Donna will send individual fundraising inquiries in the New Year.

Follow us on social media

Follow us on [Facebook](#), [Twitter](#), or [Instagram](#). Check out our [website](#) for updates to our projects!

JANUARY 2023 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

Executive Committee Members: Drew Porter (Chair), Frank F. Alvarado III (Vice Chair), Jill Cronauer (Treasurer), George Staggers (Secretary), Shalimar Gonzales (Immediate Past Chair)

Absent Committee Members: Derrick Belgarde (Vice Chair),

Staff Liaisons to the Board: Chris Persons, Carolina Rocha (taking minutes), Angel Robledo (taking minutes), Sarah Shoemake-Gamble

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

Date, time, and location of meeting: Tuesday, January 3, 2023 – 5:00-6:30 p.m. – RingCentral

Date, time, and location of next meeting: Monday, February 6, 2023 – 5:00-6:30 p.m. – RingCentral

The meeting began at 5:04 p.m.

- 1) Board Self Evaluation:** Chris introduced a Board self-evaluation tool noting they are best practice and even though the Board functions well, we could benefit from this work. Chris suggested having it done every 2 years. Drew agreed that the Board works very well, but it is important to have a self-evaluation. Frank emphasized the importance of doing it because it helps to make everyone recognize their strengths and weaknesses as a board member. Chris review standard board responsibilities and asked for Board member input. Frank sent a copy of responsibilities he has seen in other board engagement. Shalimar asked about the “build a relationship in the community that support our work” and suggested that we also need to build relationships where they still do not support us so we can be seen. Shalimar also added that the whole board should work together at collecting talent for it on finding quality members.

Chris suggested consolidated the list of responsibilities and will present the tool to the full Board on January 9.

- 2) Addressing Issues at LBB:** Chris addressed the significant challenges we are facing in operations stemming from the pandemic and in light of the issues brought to the Board at the December meeting by LBB residents. To highlight the scale of the collections crisis, Chris shared a spreadsheet of household balances (excluding resident names) throughout the portfolio. Jill noted that seeing the arrears in this manner provided a clearer view of the scale of the problem. Chris noted that we feel a deep concern and compassion for our residents but also for our site staff and for the health of our organization.

Chris mentioned how worried he is about this because it could take us out of business.

Chris emphasized that we also have many residents that are suffering from substance use disorder or untreated mental health issues, and that these numbers have grown and that we are not equipped to manage it all and our staff is overworked and feeling trauma.

Shalimar asked the about the cost of eviction and Jill included that direct costs would not be the total because the process is complicated and months long rent would not be paid during the time increasing the debt. George said that we cannot maintain the buildings under these circumstances and emphasized that he does not see many options right now, noting that many of our residents

simply don't have enough money to pay rent. Drew included that we want to be compassionate and understand residents' situation, but it is complicated for us as a business.

Chris accepts that our communications need improvement and mentioned that he has a meeting tomorrow to talk about communications.

- 3) **2023 Work Plan:** Chris mentioned that the work plans are being put on Paylocity and that it will be done by the next meeting. Drew said that Jeff should come to the next Executive Committee meeting so he can assist the members with the CEO evaluation.
- 4) **Jazz House Update:** Chris commented that the Jazz House stalled. We are exploring the possibility of doing it as a tax credit and Shalimar asked what is the process for it, and Chris said that is a very extensive process that could take months.
- 5) **3rd Party Management:** Chris briefly commented that the plan is to hire Blanton Turner, and that we are presenting a proposal for adoption by the Board.
- 6) **Use of Board Designated Opportunity Funds:** We are seeking Board approval for a special temporary use of the Board Designated Funds which was presented to the Finance and Asset Management committee for approval before coming to the full Board.
- 7) **Final Department Staffing:** Jason McLin and Thea Munchel became Vice Presidents of Property Management and Mason Cavell the Director.
- 8) **January Board Meeting Draft Agenda:** Chris provided the Executive Committee with a review for the January Board meeting agenda.

The meeting ended at 6:18 p.m.

Board Email Correspondence December 2022

Correspondence Number	1
Date Received	December 7, 2022 (1 email) December 9, 2022 (2 emails)
From	Resident
Topic	Accommodation approval for her disability needs
Building	LBB
Status	Staff have their accommodation approved. It was resolved.

Correspondence Number	2
Date Received	December 25, 2022 (1 email)
From	Resident
Topic	Concerns about neighbor's daughters constant crying
Building	Pantages
Status	Staff communicate with the resident to look for their site manager to solve the issue.

Correspondence Number	3
Date Received	December 22, 2022 (1 email)
From	Resident/Past employee
Topic	Questions about the meetings that are open to the public/residents
Building	Harrison
Status	Staff have informed the resident about the meetings dates.

Correspondence Number	4
Date Received	December 22, 2022 (1 email)
From	Member of the public
Topic	Questions about the meetings that are open to the public/residents
Building	Unknown
Status	Staff have informed the resident about the meetings dates

Correspondence Number	5
Date Received	December 13, 2022 (2 emails)
From	Resident
Topic	Issue with the site manager
Building	LBB
Status	Staff have been in communication with the resident, working to resolve the issue.

Correspondence Number	6
Date Received	December 3, 2022 (1 email) December 27, 2022 (1 email) Various emails past December
From	Resident
Topic	Build not up to code/Health hazard/others
Building	LBB
Status	Our lawyers are dealing with this issue with the resident.

JANUARY 2023 JOINT BOARD DEVELOPMENT COMMITTEE BOARD REPORT AND MINUTES

Joint Board Development Committee Members: Sara Cubillos (Committee Chair, PDA), Max Koziol (Foundation), Kelly Price (Foundation), Alice Quaintance (Former PDA), Eric Snow (PDA)

Staff Liaisons to the Board: Sarah Shoemake-Gamble

Date, time and location of meeting: n/a

Date, time and location of next meeting: January 18, 2023 – 4:00-5:00pm – RingCentral

- 1. PDA Board development:** The PDA Board voted in Kristin Winkel as a member at their November Board meeting. There will be a new board member onboarding scheduled by staff along with building tours, which all board members are invited to, in early 2023.
- 2. 2022 Book Club events:** Sarah confirmed with Margaret, who previously offered to host and facilitate an in-person event, that she is still up for hosting. Sarah also confirmed with the author that they would be open to attending an event, and will determine if it will work with the timing of the event at Margaret's, or perhaps a remote event later. The Committee noted that we can be flexible with the event based on her schedule. Sarah will work on finalizing a date for the in-person event at Margaret's home.
- 3. Building tours:** Sarah will poll board members for availability and interest for building tours to determine how many and when they should be scheduled, and will then work with Site Managers to schedule.
- 4. Staff racial equity work update:** A new cross-departmental group will be formed to take the lead on organizational racial equity work. This group will likely be connected to this Committee as its communication point with the Boards.
- 5. Strategic planning and mission statement review process:** The new mission statement and strategic priorities were adopted by the PDA Board at their December Board meeting.
- 6. Quarterly joint board trainings:** Sarah reached out to the Community Centric Fundraising organization, and has been connected with trainers, with whom she will follow up.
- 7. Anti-racist resources:** The Committee will continue to gather these resources to share with the Boards.