



COMMUNITY ROOTS
— HOUSING —

PDA Board Meeting

May 2023

PDA Board Meeting May 2023

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COMMUNITY ROOTS
— HOUSING —

SECTION 1:
Meeting Keys

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May 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 with 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 of the Board will make brief introductions. **(Please note that members of the public are not required to introduce themselves and should not be asked)**¹ The Chair will review the agenda.

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.

Recognizing Paul Breckenridge: Board members and staff will recognize Paul's work as a Community Roots Housing Board Member for nearly 9 years. A plaque will be gifted to him thanking him for his work.

The 10-minute Lesson: Chris will provide an over of the Public Accountability requirements and the history of the CRH constituency and major charter revisions in 2010.

Board member reappointment: We will ask the Board to re-elect Michelle Purnell Hepburn and Chasten Fulbright into their seats for another term.

Board Member Candidate - filling Board vacant position: We will ask the Board to elect Shaun Frazier into Seat 5 being vacated by Paul.

Cronauer temporary leave and replacement: Jill Cronauer is taking a 3-month sabbatical and will be unable to serve in her role on the CRH Board during that time. We will ask the Board to elect Michelle Purnell-Hepburn to serve as Treasurer in Jill's absence.

Public Comment: We will provide up to ten minutes for public comment as needed, or members of the public can place comments in the chat.

Presentations and Discussion

Status of Organization: Chris will provide a brief update on the financial status of the organization and progress on action items. A full update will be provided at the June meeting.

EcoDistrict draft Resolution: Chris will introduce the main components of a resolution for rolling off the EcoDistrict.

Connection with our Mission: We will start a conversation about connecting to our mission, beginning with a dialogue about the lived of experience of residents in contract to the lived experience of many staff and board members.

Public Accountability Report: Carolina will provide the annual accountability report as required in Section 4 of the Rules and Regulations.

Racial Equity Work

Resident Council: Chris and Saunatina met with potential consultants for this project and will meet to decide with which consultant we will move forward.

Finance and Asset Management

Financial Summary: Hilary and Jill will present the regular report and dashboard through March 2023. The Board will be asked to adopt the finance report.

Property Disposition Updates: Staff will update on the sales of the Fredonia and Holden Vista.

Resolution 2023-10: Housing Partnership Network \$3,000,000 Revolving Line of Credit for Predevelopment Funding: Staff will present a resolution to increase pre-development funding which will be used to support board budget-approved predevelopment expenses in our pipeline.

Board

Board Retreat and Picnic Planning: Drew will host a joint Boards BBQ at his home with staff leadership target month is August. We are also convening a planning working group for our annual joint Boards retreat, looking to schedule that in October or November. Would like to have a volunteer from the Board to participate in the working group.

Real Estate Development

Project updates. Thea and Jason will update Jazz House, Rainier and Genesee and Devonshire. Each of these projects will require Board action over the next few months.

Upcoming Meetings and Events

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

- May 24 Joint Board Development Committee Meeting
- May 29 Memorial Day Holiday
- June 5 Executive Committee Meeting
- June 12 PDA Board Meeting

Board Packet Sections

1. Meeting Keys, p. 5-7
2. Meeting Agenda, p. 11-12
3. Board Reappointment, p. 15
4. Board Member Candidate, p. 19
5. Public Accountability Report, p. 23-28
6. May 2023 Finance Report, March Statements and Asset Management Report, p. 31-45
7. Resolution 2023-10 - New HPN development RLOC, p. 49-52
8. Consent Agenda and Attachments, p. 55-75
 - a. Contracts and Expenditures, p. 55
 - b. February 2023 Board Minutes Draft – *to be sent via email*
 - c. Fundraising & Communications Memo, p. 56-59
 - d. Resident and Property Success Committee Report and Minutes, p. 60-61
 - e. Resident Services Report, p. 62-64
 - f. December Property Development Committee Report and Minutes, p. 65-66
 - g. Capitol Hill EcoDistrict Report and Minutes, p. 67-70
 - h. Executive Committee Report and Minutes, p. 71-74
 - i. Joint Board Development Committee Report and Minutes, p. 75

ⁱ If members of the public are present, the Board Chair state the following:

If you wish to make public comment to the Board you must sign-in on the sheet provided. Staff will direct you to the sign-in sheet. We have no more than 10 minutes total for public comment. Once 10 minutes is up, public comment is closed. Each member of the public is limited to no more than [1- 3] minutes. [This may be reduced depending on the number of members of the public are here to speak.]

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COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Agenda

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**COMMUNITY ROOTS HOUSING BOARD
REGULAR MEETING**

May 8, 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) – 30 mins total**
- a. Welcome, Introductions, Agenda Review
 - b. Disclosures and Recusals
 - c. Consent Agenda Sec. 8, Page 53
 - d. Recognizing Paul
 - e. The 10-minute Lesson– 10 mins
 - i. Public Accountability
 - ii. What topics would you like us to cover in the future?
 - a. June: Discrete v Blended Component Units
 - b. July: LIHTC Financing
 - c. August: CRH Resident Grievance Policy
 - f. Board member reappointment Sec. 3, Page 13
 - g. Board Member Candidate: filling Board vacant position Sec. 4, Page 17
 - h. Cronauer temporary leave and replacement
- 6:00 Public Comment – 10 mins total**
- 6:10 Presentations & Discussion (Persons, Gonzales, Belgarde, Rocha) – 30 mins total**
- a. Status of Organization – 15 mins
 - i. EcoDistrict Draft Resolution – 10 mins
 - b. Connection with our Mission – 10 mins
 - c. Public Accountability Report – 5 mins Sec. 5, Page 21
- 6:40 Racial Equity Work (Moodie, Persons, Sanchez) – 5 mins total**
- a. Resident Council Update (Persons, Sanchez) – 5 mins
- 6:45 Finance and Asset Management – 20 mins total**
- a. March Financials (Cronauer, Woodworth) – 5 mins Sec. 6, Page 29
 - b. Property disposition updates (Hagen, Persons) – 5 mins
 - c. Resolution 2023-10: Housing Partnership Network \$3,000,000 Revolving Line of Credit for Predevelopment Funding (Munchel, Woodworth)—10 mins Sec. 7, Page 47

7:05 Board (Persons, Porter) – 5 mins total

- a. Board Retreat and Picnic Planning – 5 mins

7:10 Real Estate Activities (McLin, Munchel) – 20 mins total

- a. Project Updates
 - i. Jazz House
 - ii. Rainier and Genesee future acquisition loan
 - iii. Devonshire
 - iv. Other updates

7:30 Adjourn (Porter)



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— HOUSING —

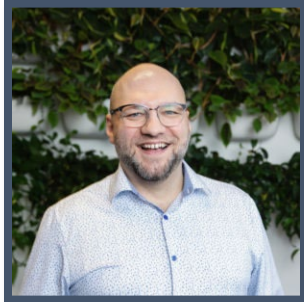
SECTION 3: Board Reappointment

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Current Community Roots Housing Board Members Seeking Reappointment in May 2023

Chasten Fulbright – seeking reappointment for a 3rd term



Chasten has been engaged in the Capitol Hill community for over 25 years, leading a homeless ministry from 1995 to 1998, managing 70+ buildings, and calling it home for many of those years. With over fifteen years of experience in real estate management, Chasten is a founding Principal and “Creative Innovator” at Blanton Turner, where he oversees predevelopment consulting, marketing, and commercial operations. Prior to that, Chasten was a Portfolio Manager and Marketing Director at Lorig Management Services, VP at Wilkinson Asset Management, and Operations Director at Darco, Inc. Chasten has served as President of the local chapter of the Institute of Real Estate Management (IREM)

and currently serves on the Broadway BIA Board as well as the EcoDistrict, Financial Asset Management, and Property Management committees at Community Roots Housing. Originally from Montana, he is a Certified Property Manager (CPM) with a degree in Biblical Literature from Northwest University in Kirkland.

Michelle Purnell-Hepburn – seeking reappointment for a 2nd term



M. Michelle Purnell-Hepburn is the Associate Dean for Inclusion and Diversity at the University of Washington Foster School of Business. Prior to this, Ms. Purnell-Hepburn served as Diversity, Equity & Inclusion Director at the Seattle Foundation after serving as its Managing Director, Controller and Accounting. Ms. Purnell-Hepburn was formerly Vice President/Controller of Salal Credit Union from 2012 to 2018, SVP/Chief Financial Officer at Seattle Metropolitan Credit Union from 1999 to 2011 and Vice President of Finance at Group Health Credit Union from 1989 to 1999. She has worked in the accounting and finance field since 1982 in both the high-tech industry as well as credit unions. Michelle earned her Bachelor of Arts degree in finance and economics and her Master of Business

Administration degree, specializing in finance and accounting, from the University of Washington. She was President of the Association of Black Business Students during her graduate school years.

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COMMUNITY ROOTS
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SECTION 4:
Board Member
Candidate Bio
Shaun Frazier

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PDA Board Member Candidate – May 2023

Shaun Frazier – Director of Community Housing – YMCA of Greater Seattle

Shaun has been an Emerging Leader Board Member of the PDA Community Roots Housing for two years and will be up for a vote to become a full voting member on seat #5 previously held by Paul Breckenridge.



Shaun brings over nine years of experience working with youth and young adults by means of case management, administration, and program development at afterschool leadership, workforce development, and transitional living programs. Most recently, Shaun is employed at the YMCA Social Impact Center in Seattle, Washington, as the Director of Community Housing. There he oversees the following youth and young adult housing programs: Youth Engagement Team (YET), Navigation/Diversion, Host Homes and Housing Stability for Youth in Court (H-SYNC). Shaun enjoys being a part of the amazing work in housing, homelessness, and prevention services that are being accomplished among the YMCA of Greater Seattle, City of Seattle, King County, and other community and philanthropic partners. He is also

passionate about empowering communities towards recognizing and embodying black excellence, as well as joining in on equity and inclusion work among underrepresented cultural and socioeconomic groups. Shaun has earned his Bachelor of Arts degree in Psychology from Cedarville University and Masters of Nonprofit Administration degree from North Park University.

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SECTION 5:
Public Accountability
Report – June 2023

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Public Accountability Report June 2023

The following report is presented per the Rules and Regulations of the Community Roots Housing 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 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 members of the public and the communities served by the Program, 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: [Community-Roots-Housing-PDA-Board-and-Committee-Meeting-Dates-2023.pdf \(communityrootshousing.org\)](#)
 - Events: <https://communityrootshousing.org/events/>
 - ☑ 2. A link to facilitate messages from the public to Board members:
 - [Board & Governance | Community Roots Housing](#) – see bottom of text at top of page, “Questions? Contact us at board@communityrootshousing.org”
 - ☑ 3. Copies of the Program Charter, the Rules and Regulations, and the Current Annual Budget:
 - Program Charter: On the “Board & Governance” webpage: [CHARTER \(communityrootshousing.org\)](#)
 - Rules and Regulations: On the “Board & Governance” webpage: [RULES AND REGULATIONS \(communityrootshousing.org\)](#)
 - Current Annual Budget: On “Board & Governance” webpage: [5a.-Final-Budget-Summary.pdf \(communityrootshousing.org\)](#)
 - ☑ 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: [Community Roots Housing Board Documents | Community Roots Housing](#)

- 5. Periodic electronic newsletters issued by the Program, and periodic letters to the community from the CEO:
 - Monthly program newsletter (called “Building Beyond Buildings”) archive; links on Community Roots Housing’s “News & Stories” webpage: <https://communityrootshousing.org/news-stories/news-signup/>
 - Throughout the year there were approximately 7,158 active subscribers. There is an expected amount of fluctuation in that number, as is consistent with electronic correspondence that garners new subscriptions and updated mailing preferences. On average, 28% of recipients open our newsletter; over the course of the year as subscriber numbers grew, this averaged out to roughly 1,431 regular readers.
 - Transitioned “From the CEO” newsletter introductions (letters to the community from the CEO) to thought leadership posts on LinkedIn [Community Roots Housing | LinkedIn](#)

- (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:
 - Email signup link is on the “Stay In Touch” webpage: [Sign Up for News | Community Roots Housing](#)

 - 2. Electronic notice of the date, location and time for the annual meeting and other public events will be provided to network e-mail 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 2022, the annual meeting was held virtually on RingCentral on December 14. Planning is still underway for the 2023 annual meeting. When the 2023 annual meeting date is set, it will be published in the Building Beyond Buildings newsletter, on the website, and on the blog.
 - Special meeting notices are posted to Community Roots’ blog: <https://communityrootshousing.org/news-stories/>
 - Events are also promoted on the Community Roots Facebook page: <https://www.facebook.com/communityrootshousing> and LinkedIn page: <https://www.linkedin.com/company/community-roots-housing/>

- (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 and met 9 times in 2022.
 - Added two new members to the EcoDistrict Steering Committee, representing Capitol Hill Co-Housing and International Community Health Services.
 - The EDSC Executive Committee met four times in 2022.

- Participated in Sentinel Event Review of the events leading to the Capitol Hill Organized Protest.
- Participated in Equitable Communities Initiative Task Force for the Office of Planning and Community Development.
- Hosted a health fair at Lowell Elementary.
- Hosted a native plant sale and seed exchange.
- Launched a seed library within the Capitol Hill Tool Library.
- Hosted an in-person community forum focused on public life community engagement.
- Hosted two REVIVAL market street pop-ups, featuring 40 local vendors, all of whom are Black, Brown, or Indigenous small business owners.
- Completed a Public Life Planning community engagement process.
- Rebranded the Capitol Hill EcoDistrict to emphasize accessibility of information and engagement.
- Participated in Crescent Collaborative, a coalition of community development organizations from Capitol Hill, Chinatown-ID, First Hill, and Central Area. (approx. 8 meetings in 2022).
- Served on Cal Anderson Park Alliance Board of Directors and Executive Committee (approx. 30 meetings in 2022).
- Completed three rain-activated murals on sidewalks in Capitol Hill.
- Hosted World water day workshops for property developers and faith-based organizations in collaboration with Rainworks and Seattle 2030 District.
- Hosted two Green Stormwater Infrastructure walking tours in Capitol Hill.
- Coordinated community engagement for affordable housing in Kirkland, WA with the Inland Group.
- Participated in Central Seattle Greenways, working on making our streets safer with a coalition of transit-oriented partners (approx. 12 meetings in 2022).
- Participated in Seattle University Fall Involvement Fair.
- **Centennial**
 - Resident meeting regarding potential redevelopment of the property
- **Devonshire**
 - Resident meeting regarding potential redevelopment of the property, neighborhood notification about OH funding application
- **Pride Place (LGBTQ Senior housing on Capitol Hill (aka Eldridge))**
 - Ongoing meetings with GenPRIDE related to build out and construction of their community space.
- **SMC (lake City Menonite)**
 - project advisory committee of stakeholders continued to meet and help with design of the building and worship space; several design charettes held with SMC congregation and neighborhood stakeholders
- **Othello**
 - Continued meetings with various community organizations and project stakeholders to discuss project and overall community impact.
- **Jazz House**

- Continued meetings with our community partner Seattle JazzED in 2022.
 - **White Center**
 - continued engagement with the family resource committee of the WCCDA and project update mailers sent to neighbors regarding CUP application.
- ☑ 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:
- Resident Services supported the Resident Board Member and the Director held monthly meetings to receive feedback and input on department programs and activities
 - The department conducted surveys in the monthly newsletter to collect feedback to inform the Back-to-School event – the first in-person event since COVID-19 lockdown.
 - Resident stories were collected as a part of the internal rental assistance program to provide space for residents to speak to the challenges they are facing that is impacting their ability to pay rent and to hear directly from residents what an internal rental assistance means to them
 - Residents have continued to be able to contact the department via the digital resident portal, emailing a department specific account, calling a department specific line, and paper forms submitted through their Site Manager.
 - The department continued phone and email outreach to residents of the 12AA building to provide space for input on supporting the community during and after a traumatic experience.
 - In January of 2022 Resident Services rolled out the online resource referral form and the online ticket form to be more accessible to residents for their service requests and resources. This action was taken in response to Covid-19 and less in-person contact with residents but also to make the service/referrals/tickets universally accessible for the entire CRH resident portfolio.
- ☑ 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 Beyond Buildings” 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 [2022 Community Roots Housing Annual Report](#) was published in January 2023. The report was completely digital and can be accessed on the “Annual Reports” page of the Community Roots website:
<https://communityrootshousing.org/annual-reports/>
- Link to 2022 report: <https://communityrootshousing.org/report-2022/>
- ☑ 5. The Program, through staff and board leadership, will be engaged within the communities served by the Program through community organizations:

- Andrew Oommen is a Board Member of the Housing Development Consortium (HDC).
- Donna Moodie owns Marjorie Restaurant (across the street from the CRH project, the Heartwood). She is a member of both LURC CA and PPUNC (Capitol Hill version of LURC). She currently serves on the Board of: Grist, Arte Noir, the Seattle Foundation and Central Area LURC. She is a Member of Community Downtown Round Table, Chaired OED Seattle’s Economic Future Committee focused on WMBE, serve on the Advisory Committee for Just Growth (Division of PSE dealing with incorporating EcoDistricts.org). She also has a lease on a space at Midtown Square (adjacent to Africatown Plaza), not yet developed.
- Eric Parsons is a Board member of: Seattle Arts and Lectures, Arte Noir, a Steering Committee Member, Capitol Hill EcoDistrict and a Panelist for a special program for juniors and seniors attending Seattle Academy on the benefits of an internship.
- Erin Fried is on the board of the Cal Anderson Park Alliance, the 15th Ave E. Community Improvement District (BIA), The Urbanist, and the Crescent Collaborative. She is a member of the Pike Pine Urban Neighborhood Council (PPUNC) and co-chairs the Capitol Hill Arts District.
- Lisa Hagen is the Co-Chair of the HDC’s Asset Management/Property Management Affinity Group
- Michelle House is a Board Member of the Affordable Housing Management Association (AHMA) of Washington
- Thea Munchel is on the ULI product council and a member of Housing Development Consortium (HDC).
- Chasten Fulbright is a member of the Multifamily Product Council for the local chapter of the Urban Land Institute and the co-chair of the Capitol Hill EcoDistrict Steering Committee.
- Frank F. Alvarado III currently volunteers with the following organizations in the following capacities: Community Lunch on Capitol Hill – Board Member, Broadway Business Improvement Area (BIA) – Board Member, Seattle Community Carrot -- Treasurer, Educurious – Board Member
- Jill Cronauer is co-chair of the Cal Anderson Park Alliance and on the Board of Directors for the 15th Ave E. Community Improvement District (BIA)
- Michelle Morlan is a member of the Board of the Seattle-King County Housing Development Consortium and the Public Facilities Group
- Michelle Purnell-Hepburn is part of the Centennial Task Force Committee at The Buch School
- Shalimar Gonzales is a Board Vice Chair of Washington State Community Action Partnership (WSCAP), a member of Seattle Human Services Coalition, BIPOC ED Coalition, Rainier Health and Fitness and HealthierHere Advisory Group
- Shaun Frazier works with the YMCA of Greater Seattle’s Social Impact Center

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

- We had four public records requests in 2022. The requests were responded to within the initial five-day period and were serviced to the satisfaction of the requestor. From the acknowledgment letters, work to gather information began, and upon receipt of all materials requested, the individual requestors were

emailed the information. Throughout the data collection process, the individual requestors were contacted regularly to provide them with updates as to progress or to request clarification regarding their request.

b. Annual Report:

- The 2023 CRH Annual Report to the City will be filed by June 4, 2023 with the City Clerk, the City Board, and the Mayor's designee.



COMMUNITY ROOTS
— HOUSING —

SECTION 6:
May 2023 Finance Report,
March Statement and
Asset Management Report

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MAY 2023 FINANCE & ASSET MANAGEMENT BOARD REPORT AND MINUTES

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

Staff Liaisons to the Board: **Leslie Woodworth, Lisa Hagen, Chris Persons, Andrew Oommen, Hilary Prinz, Jason McLin, and Thea Munchel**

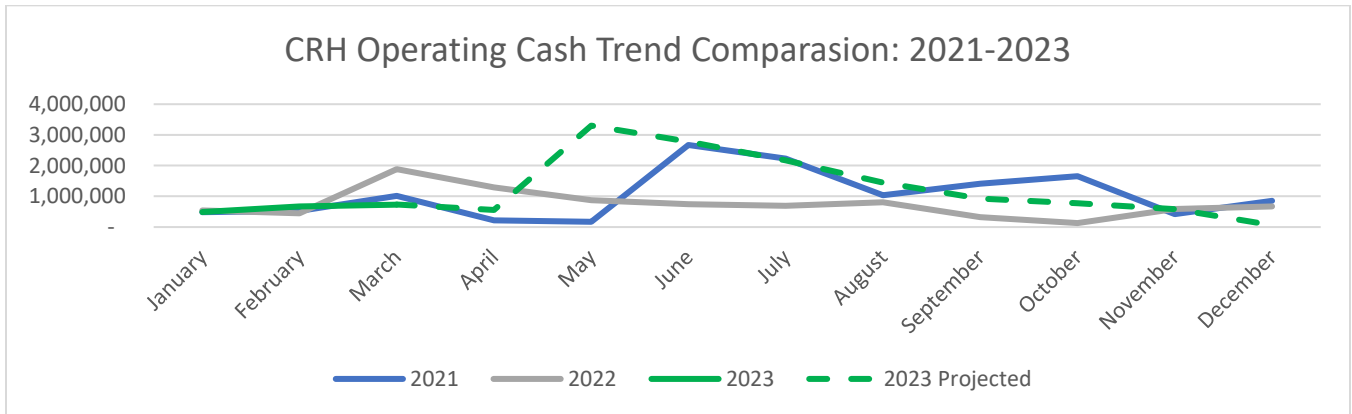
Date, time and location of meeting: May 2, 2023 – 4:00 PM – RingCentral meeting

Financial Position Summary:

BALANCE SHEET

During March unrestricted cash increased \$97k.

- Significant inflows of \$227k distribution from Bonanza to paydown the Seller loan, \$240k distribution from 12AA to paydown the developer fee, and \$80k distribution from Bremer for 2022 waterfall calculation.
- Significant outflows of \$1.0M for three payrolls, \$122k insurance financing downpayment and \$32k quarterly reserves payment.
- Construction activity during the month resulted in a net increase of \$375k to unrestricted cash, from construction draws in excess of disbursements.

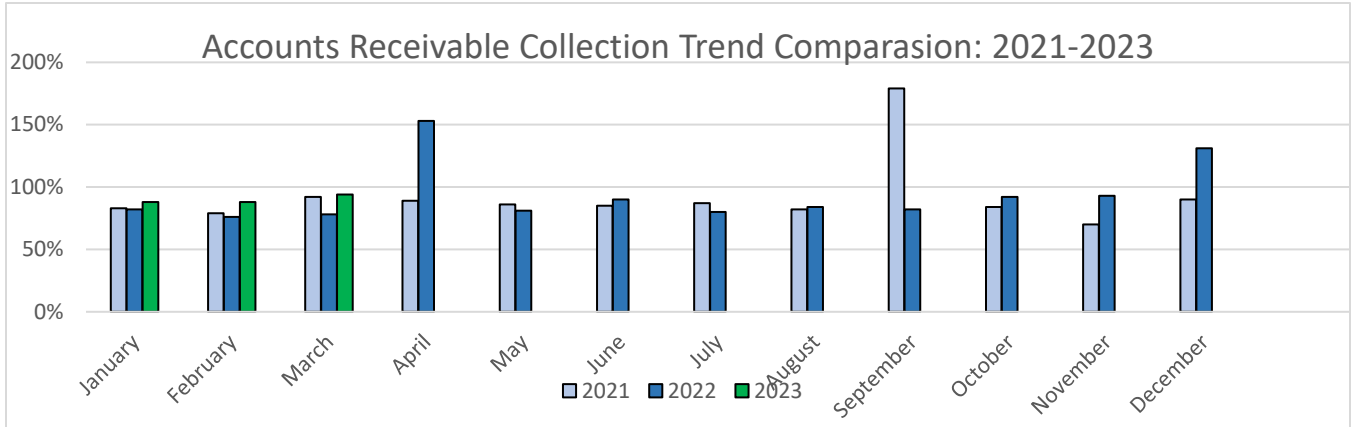


*Cash Flow projection is based on cash inflows that cannot be guaranteed, but CRH management is anticipating receiving

Development activity contributed towards balance sheet changes as follows:

- Cash restricted for development increased \$133k related to 5 projects, due to funding draws in excess of spending .
- Building, improvements, and equipment increased \$665k related to 4 construction projects
- Accounts payable increased \$877k, related to 4 projects, due to timing difference in billing and payment.

Accounts receivable decreased \$32k, broken out between commercial increasing \$27k and residential increasing \$35k, offset by a decrease of \$95k due to compliance correcting tenant ledgers based on recertification amounts. Portfolio-wide residential collections were approximately 95% in March, with total collections at 94%.



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

OPERATING STATEMENT

The year-to-date operating statement through March 31, 2023, shows an adjusted operating deficit of \$477k, as compared to a budgeted deficit of \$1.0M, resulting in a positive variance of \$563k.

Developer fee revenue was \$67k lower than budget, due the following:

- Africatown (\$218k) variance – expected \$218k in January but are now not expected until perm conversion in July 2024.
- Jazz House (\$89k) variance – Projected closing date has been delayed due to funding.
- 12AA Housing \$240k Variance – expected \$200k in July but with audit released we were able to take \$240k in March.

In an effort to reduce expenses company wide, the overall operating expenses are \$177k lower than budgeted. This is due mainly to administrative cost, technology, consulting, payroll, and repair and maintenance.

Repair and Maintenance cost were \$141k lower than budgeted due a purposeful reduction in building supplies leading to a savings of \$106k and due to building repairs that have been budgeted, but the work has not yet been completed or needed leading to a \$29k savings

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

The committee reviewed the Property Management dashboard report

March figures for the portfolio were as follows:

- Monthly physical vacancy was 4.9%
- Monthly economic vacancy was 6.8%
- 12-month rolling economic vacancy rate was 6.9%

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

- Jill Cronauer sabbatical July-Sept, Michelle Purnell-Hepburn will step in as Treasure
- Cash Flow overview
- Updated proceed distribution for Fredonia Sale
- Asset Management updates
- New HPN development loan request

Community Roots Housing Blended Balance Sheet

	03.31.2023 Unaudited	02.28.2023 Unaudited	Change from prior month		12.31.2022 Unaudited (Preliminary)	12.31.2021 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	763,677	666,840	96,837	1	667,982	852,951
Blended Partnerships Operating Cash	2,101,896	2,486,275	(384,379)	2	3,244,970	2,891,308
General Building Reserves	366,598	366,598	0		366,598	624,761
Total Unrestricted Cash	3,232,171	3,519,713	(287,542)		4,279,550	4,369,020
Accounts Receivable						
Tenant & Commercial AR	1,498,467	1,530,482	(32,015)	3	1,450,217	1,461,615
Grants Receivable	714,654	717,995	(3,341)		461,663	2,521,123
GAAP Rent Receivable	304,544	304,544	0		277,331	336,280
Other Receivable	254,898	909,656	(654,758)	4	1,146,603	1,397,700
Total Accounts Receivable	2,772,563	3,462,677	(690,114)		3,335,814	5,716,718
Board Designated Reserve						
General Board Reserve	876,260	1,000,000	(123,740)	5	1,000,000	1,000,000
Opportunity Fund	566,751	622,054	(55,303)	5	612,510	285,909
Total Board Designated Reserve	1,443,011	1,622,054	(179,043)		1,612,510	1,285,909
Restricted Cash						
Portfolio Reserves	7,941,850	8,323,875	(382,025)	6	8,250,481	7,667,387
Development	1,869,051	1,735,918	133,133	7	2,507,605	4,082,662
Rental Assistance	44,143	44,143	0		44,143	526,489
Restricted Misc	831,381	164,139	667,242	8	423,328	223,355
Total Restricted Cash	10,686,425	10,268,075	418,350		11,225,557	12,499,893
Fixed Assets						
Land	24,834,923	24,834,923	0		24,834,923	22,906,927
Buildings, Improvements & Equipment	148,429,108	152,805,580	(4,376,472)	9	152,172,016	131,120,506
Accumulated Depreciation	(70,732,860)	(70,030,351)	(702,509)	10	(69,161,189)	(57,978,033)
Lease Receivable	567,455	567,455	0		580,087	602,410
Total Fixed Assets	103,098,626	108,177,607	(5,078,981)		108,425,837	96,651,810
Other Assets						
Intangible Assets	(78,333)	(79,523)	1,190		(79,002)	94,180,245.00
Investment in LPs/LLCs	1,644,081	2,411,185	(767,104)	11	2,411,185	5,291,555.00
Due from Affiliates	17,197,469	16,425,069	772,400	12	12,722,690	5,820,644.00
Notes Receivable from Affiliates	17,862,655	18,089,995	(227,340)	13	18,089,995	522,795.00
Prepays & Other Current Assets	854,018	63,808	790,210	14	206,092	273,170
Total Other Assets	37,479,890	36,910,534	569,356		33,350,960	106,088,409
Total Assets	158,712,686	163,960,660	(5,247,974)		162,230,228	226,611,759
LIABILITIES						
Notes Payable	100,857,768.00	100,434,674.00	423,094	15	100,614,614.00	86,379,496
Accrued Interest Payable	5,894,987.00	5,911,986.00	(16,999)		5,840,423.00	4,828,540
Accounts Payable & Accrued Liabilities	7,305,638.00	5,554,622.00	1,751,016	16	6,268,459.00	8,362,991
Tenant Security Deposit Liability	529,100	528,597	503		526,659	499,581
Total Liabilities	114,587,493	112,429,879	2,157,614		113,250,155	100,070,608
Net Position	44,125,193	51,530,781	(7,405,588)		48,980,073	126,541,151
Total Liabilities and Net Assets	158,712,686	163,960,660	(5,247,974)		162,230,228	226,611,759

Community Roots Housing Blended Balance Sheet

Significant balance sheet changes from prior month

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

- \$227k Distribution from Bonanza to pay down Seller loan
- \$240k Distribution from 12AA to pay down deferred developer fees
- \$80k Distribution from Bremer based on 2022 waterfall calculation
- Approx. \$375k net inflow from development transactions, construction draws in excess of disbursements

The following significant cash transactions decreased cash during the period:

- \$1.0Mk Payroll for 3 pay cycles
- \$122k Insurance financing downpayment for 2023-2024 insurance
- \$32k Quarterly reserves payment for CRH buildings

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)** Unrestricted Cash - Blended Partnerships Operating Cash: Decr. \$384k - Due to \$80k distribution from Bremer to CRH, \$84k residual receipt payment from EJSJ, and 2023-2024 insurance payments from blended buildings. Additional activity consists of inflows and outflows from regular operations
- 3)** Tenant & Commercial AR: Decr \$32k - Commercial balances increased \$27k and residential increased \$35k. Decrease of \$95k due to Compliance correcting tenant ledgers based on updated recertification amounts.

Collected approx 95% of billed residential rents in March, with total collections including commercial tenants at 94%.
- 4)** Accounts Receivable - Other Receivable Decr. \$655k - \$515k GenPride funded commercial construction account prompting return of bridge collateral and assessment of Allowance for Bad Debt for CRH 2022 audit
- 5)** Board Designated Reserve: Decr \$180k - Due to \$62k use of BDOF for Rainier & Genesee, \$124k use of BDR for general operations, offset by \$6k in monthly interest
- 6)** Restricted Cash - Portfolio Reserves: Decr. \$382k - Due to \$500k Devonshire draw for rehab preconstruction cost
- 7)** Restricted Cash - Development: Incr. \$133k - Cash increased (decreased) for the following, based on timing between disbursements and draws: (233k) White Center, \$21k Jazz House, \$515k Pride Place, (\$15k) Heartwood, and (\$155) South Annex
- 8)** Restricted Cash - Restricted Misc: Incr. \$667k - Restrict \$500k for Devonshire rehab, \$148k Rainier & Genesee earnest money, and \$15k Jefferson commercial tenant improvement funds.
- 9)** Bldg, Impr & Equip: Decr \$4.4M - Additions to construction in process for projects, including the following: \$266k Youth Care, \$350k White Center, \$219k Devonshire, and a decrease of \$170k in Rainer & Genesee due to reclassing the amount paid to equity. Year end entries that are effective March include a decrease of \$4.7M due to a CHP1 elimination entry and fixed assets added to blend buildings for work done during 2022.
- 10)** Accumulated Depreciation: Decr. \$703k - Due March depreciation and year end entries that effected 2022 depreciation including \$121k from a CHP1 elimination entry.
- 11)** Other Assets - Investments in LPs/LLCs: Decr. \$767k - Due to \$180k investment in Rainier & Genesee and a decrease of \$945k due to removal of investments in affiliates to CRH equity for buildings that are no longer discrete.
- 12)** Other Assets - Due from Affiliates: Incr. \$772k - Due to an increase of \$402k in development project cost paid by CRH, \$148k Rainier and Genesee earnest money reclassified to restricted cash (see note 8), also, due to from based on normal operating businesses. Decreased by \$240k due to 12AA paying CRH developer fee with 2023 cash distribution based on 2022 audit.
- 13)** Other Assets - Notes Receivable from Affiliates: Decr \$227k - Due to Bonanza paying down Seller loans with the 2023 cash distribution based on 2022 audit.
- 14)** Prepaids and Other Current Assets: Incr \$790k - March renewal of property insurance, prepaid for April 23 to February 24.
- 15)** Liabilities - Notes Payable: Incr. \$423k - Due to renewed insurance financing incurred of \$508k for the insurance renewal (see note 14), offset with monthly mortgage payments
- 16)** Accounts Payable & Accrued Liabilities: Incr \$1.8M - Construction costs in accounts payable increased (decreased) for the following: \$303k White Center, \$283k Youth Care, \$25k Jazz House, and \$266k Rainer & Genesee. Also, routine fluctuation in accrued payable balances based on timing of payroll and accounts payable check run, and fluctuations in intercompany "Due to CRH" balance.

Community Roots Housing
Statement of Revenues and Expenditures - Unaudited
From 1/1/2023 Through 3/31/2023

	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	3,188,632	3,262,771	(74,139)	(2.27%)	13,069,187	9,880,555	
Parking, Laundry & Other	46,417	52,827	(6,410)	-12.13%	203,643	157,226	
Residential Vacancy & Concessions	(276,010)	(201,151)	(74,859)	1	37.22%	(805,695)	(529,685)
Total Residential Tenant Revenue	2,959,039	3,114,447	(155,408)	(4.99%)	12,467,135	9,508,096	
Commercial Tenant Revenue							
Commercial Rent Revenue	408,875	376,140	32,735	8.70%	1,570,805	1,161,930	
Triple net revenue	78,301	115,554	(37,253)	2	(32.24%)	485,373	407,072
Commercial vacancy & concessions	(28,668)	(8,345)	(20,323)	3	243.54%	(40,913)	(12,245)
Total Commercial Tenant Revenue	458,508	483,349	(24,841)	-5.14%	2,015,265	1,556,757	
Bad Debt & Collection Loss							
Bad debt	(68,467)	(63,010)	(5,457)	8.66%	(252,796)	(184,329)	
Total Bad Debt & Collection Loss	(68,467)	(63,010)	(5,457)	8.66%	(252,796)	(184,329)	
Grants & Donations							
Grants & Donations	290,768	307,500	(16,732)	(5.44%)	1,561,000	1,270,232	
Rental Assistance Awards	0	0	0		0	0	
Total Grants & Donations	290,768	307,500	(16,732)	(5.44%)	1,561,000	1,270,232	
Other Operating Revenue							
Accounting & Compliance fees	264,264	248,996	15,268	6.13%	1,006,083	741,819	
Developer Fees	240,000	306,972	(66,972)	4	(21.82%)	2,839,196	2,599,196
Cash Distribution from Affiliate	616,279	0	616,279	5		0	(616,279)
Partnership Management Fees	0	0	0		24,900	24,900	
Property Management Fees	399,532	397,973	1,559	0.39%	1,587,743	1,188,211	
Interest Income	15,883	3,000	12,883	6	429.43%	12,000	(3,883)
Other Income	7,046	0	7,046		11,410	4,364	
Total Other Operating Revenue	1,543,004	956,941	586,063	61.24%	5,481,332	3,938,328	
Total Revenue	5,182,852	4,799,227	383,625	7.99%	21,271,936	16,089,084	
Expenses							
Operating Expenses							
Accounting, Audit & Legal	291,456	283,815	(7,641)	(2.69%)	732,680	441,224	
Administration	149,109	198,800	49,691	7	25.00%	732,413	583,304
Technology	79,743	122,581	42,838	8	34.95%	485,858	406,115
Board Expense	0	2,400	2,400	100.00%	10,000	10,000	
CRH Occupancy Expense	0	121,284	121,284	9	100.00%	487,806	487,806
Cash Distribution to CRH	521,000	0	(521,000)	10		0	(521,000)
Compliance, Taxes & License	35,318	40,880	5,562	13.61%	341,175	305,857	
Consulting	80,266	151,687	71,421	11	47.08%	448,771	368,505
Debt Service	591,033	630,681	39,648	6.29%	2,506,617	1,915,584	
Insurance	199,724	181,872	(17,852)	(9.82%)	757,134	557,410	
Leasing/Compliance Expense	85,274	93,263	7,989	8.57%	361,103	275,829	
Miscellaneous Financial Expense	0	1,500	1,500	100.00%	8,500	8,500	
Other Operating Expense	(2,025)	1,045	3,070	293.78%	1,180	3,205	
Partnership Mgmt Fee Expense	0	0	0		20,000	20,000	
Payroll, Taxes and Benefits	2,175,461	2,440,088	264,627	12	10.84%	10,005,805	7,830,344
Property Mgmt Fee Expense	289,466	286,050	(3,416)	(1.19%)	1,120,133	830,667	
Repair and Maintenance	541,442	682,049	140,607	13	20.62%	2,288,687	1,747,245
Resident activities	6,581	11,877	5,296	44.59%	28,453	21,872	
Utilities	468,750	439,686	(29,064)	(6.61%)	1,716,502	1,247,752	
Total Expenses	5,512,598	5,689,558	176,960	3.11%	22,052,817	16,540,219	
Operating Surplus (Deficit) before Reserves	(329,746)	(890,331)	560,585	(62.96%)	(780,881)	(451,135)	

Reserve Contributions						
Replacement Reserve	(114,354)	(113,875)	(479)	0.42%	(455,762)	(341,408)
Operating Reserve	(8,262)	(8,262)	0	0.00%	(33,047)	(24,785)
Other Reserve	(24,944)	(27,444)	2,500	(9.11%)	(112,852)	(87,908)
Total Reserve Contributions	(147,560)	(149,581)	2,021	(1.35%)	(601,661)	(454,101)
Operating Surplus (Deficit)	(477,306)	(1,039,912)	562,606	(54.10%)	(1,382,542)	(905,236)
Additional Unrestricted Cash Flows						
Transactional Inflows	0	0	0		1,400,000	1,400,000
Adjusted Operating Surplus (Deficit)	(477,306)	(1,039,912)	562,606	(54.10%)	17,458	494,764

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

- 1) Residential vacancy: \$74k higher - Actual vacancy was higher than our goal at the property level.
- 2) Triple net revenue: \$37k lower - Due to SPD and 800 Corp (Walgreens) tenants only being billed annually in April and December respectively, but being accounted for monthly in the budget.
- 3) Commercial vacancy & concessions: \$20k higher - Due to concession for Fredonia commercial tenant to help them with timely payments for sale of Fredonia to be successful
- 4) Developer Fees: \$67k lower - Differences of Budget amounts compared with actual amounts received for 2023 are as follows: (\$89k) Jazz house and (\$218k) Africatown and \$240k 12 Ave Arts Housing 2023 distribution
- 5) Cash Distribution from Affiliate: \$616k higher - 2023 Cash waterfall distributions include: \$480k from Silvian, \$41k from Hazel and \$95k from Bonanza buildings
- 6) Interest Income: \$13k higher - LGIP monthly interest being about \$5k compared to budgeted of \$1k monthly
- 7) Administration: \$50k lower - Due to purposeful reduction in company-wide spending, which led to a decrease in the following categories: (\$7k) external community events, (\$14k) advertising, and (\$32k) training and education
- 8) Technology: \$43k lower - This budget captures the estimated cost of a new property manager software, which will beginning to be utilized in April, this will increase to the budgeted amount at that time. Also, due to purposeful reduction in company-wide spending
- 9) CRH Occupancy Expense: \$121k lower - 2023 CRH rent and NNN owed to 12AA commercial.
- 10) Cash Distribution to CRH: \$521k lower - due to the following blended buildings making cash distributions to CRH: \$480 Silvian and \$41k Hazel
- 11) Consulting: \$71k lower - Due to purposeful reduction in company-wide spending, which led to a reduction of (\$40k) in finance, (12k) Development, and (\$13k) in Eco District, offset by use above budget to include \$15k HR and \$5k admin.
- 12) Payroll, Taxes and Benefits: \$265k lower - Due to staff leaving and CRH not re-hiring the position due to workforce reduction.
- 13) Repair and Maintenance: \$141k lower - Due to purposeful reduction in company-wide spending, which led to a reduction in the following areas: Supplies: MSP department (\$54k), Park Hill (39k), UJ (\$13k) and review of Service Contracts leading to a reduction of (7k). Also, lower due to work budgeted in Q1, but not yet needed or completed: Hazel (\$14k) and MRM (\$15k).

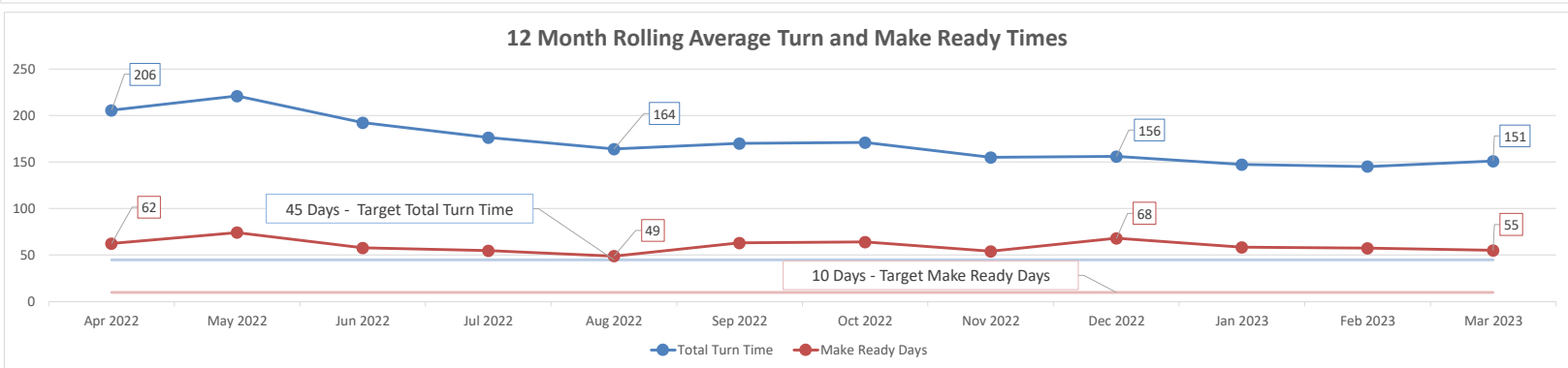
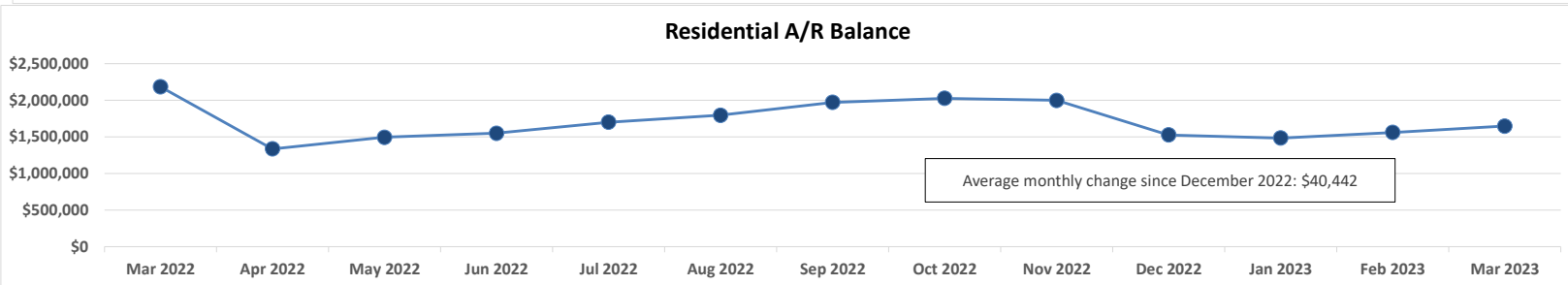
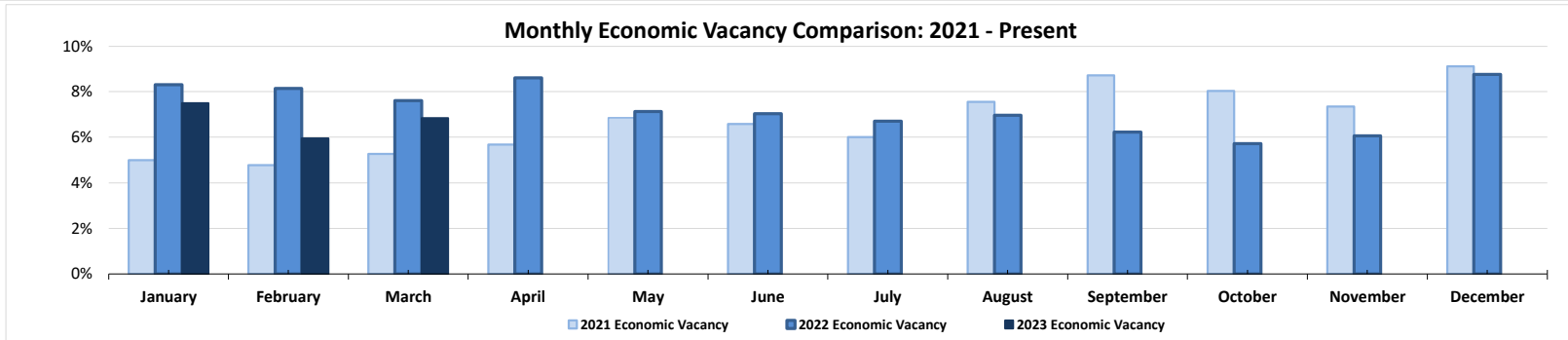
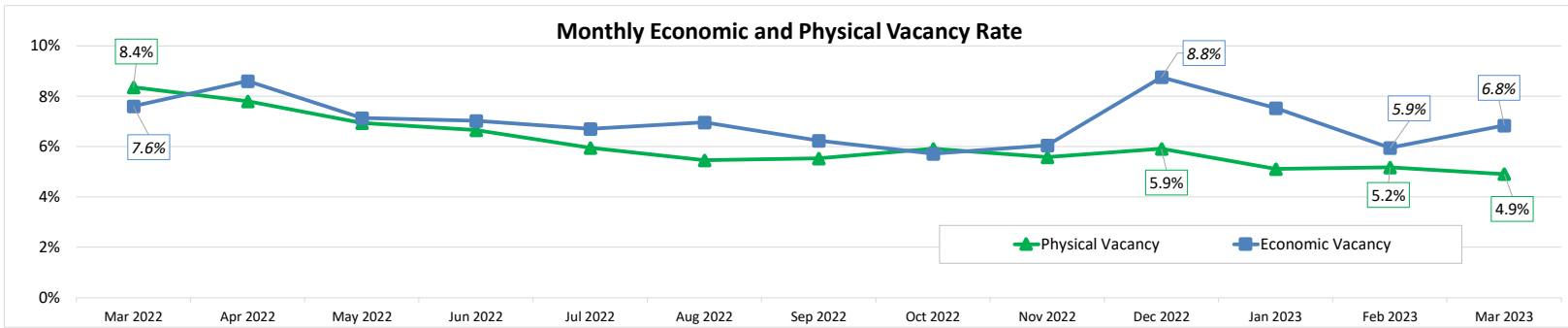


**Community Roots Housing
Asset Management Dashboard
Year to date as of March 31, 2023**

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/(Billed Rent) ³	12-Month Rolling Avg. ⁴		Economic Vacancy		
	Occupied	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Variance	Budget Var %	March 2023	March 2023	Make Ready	Total Days Vacant	March 2023	12 MO Rolling	2022 Vacancy	
Bremer	44	5	10.2%	49	\$2,475	-9%	\$1,763	-15%	\$86	(\$391)	-82%	\$37,805	-4%	8.9%	161	285	9.9%	9.3%	20.8%
Burke Gilman Gardens	15	0	0.0%	15	\$3,634	0%	\$2,391	37%	\$1,142	\$2,961	163%	\$11,920	-9%	5.7%	29	103	0.0%	6.4%	8.1%
Devonshire	60	2	3.2%	62	\$2,567	0%	\$2,345	-15%	\$176	(\$170)	-49%	\$38,375	+14%	6.2%	21	121	3.7%	4.3%	4.5%
Fleming	34	2	5.6%	36	\$2,453	-3%	\$2,222	-4%	(\$433)	(\$158)	-57%	\$44,084	-9%	12.4%	51	125	6.1%	5.0%	4.3%
Fremont Solstice	18	0	0.0%	18	\$3,242	0%	\$2,493	5%	\$98	\$303	148%	\$9,737	+14%	4.5%	29	145	0.0%	4.3%	7.3%
Gilman Court	25	0	0.0%	25	\$2,839	5%	\$2,417	20%	\$323	\$734	178%	\$12,344	-7%	4.6%	20	214	0.0%	4.0%	5.0%
Harrison at 15th	19	0	0.0%	19	\$5,323	-4%	\$3,465	2%	\$28	(\$112)	-80%	\$10,187	+16%	4.0%	22	90	0.0%	3.2%	5.0%
Helen V	36	2	5.3%	38	\$4,013	-22%	\$2,241	7%	\$883	(\$958)	-52%	\$30,376	+17%	4.5%	116	320	7.0%	5.3%	5.1%
John Carney	24	3	11.1%	27	\$2,516	-9%	\$2,176	-2%	(\$564)	(\$300)	-114%	\$11,063	+16%	4.6%	83	385	12.9%	16.2%	18.9%
Larned	33	0	0.0%	33	\$2,783	-6%	\$1,958	16%	\$640	\$214	50%	\$30,770	+20%	13.9%	28	139	0.3%	9.4%	12.0%
Miller Park	11	1	8.3%	12	\$2,912	-17%	\$3,968	-37%	(\$1,741)	(\$1,671)	-2402%	\$10,680	+30%	7.1%	22	84	13.9%	7.8%	4.1%
Park Hill	29	1	3.3%	30	\$3,831	-3%	\$2,467	35%	\$832	\$1,202	325%	\$42,406	-37%	9.7%	136	303	2.7%	6.1%	8.6%
Silvian	31	1	3.1%	32	\$3,949	-3%	\$1,856	14%	\$1,296	\$191	17%	\$21,092	+22%	4.1%	74	182	2.8%	2.0%	2.5%
Feng Total	379	17	4.3%	396	\$3,137	-6%	\$2,294	6%	\$283	\$39	16%	\$310,838	-3%	6.8%	74	201	4.7%	5.6%	7.9%
Broadway	5	0	0.0%	5	\$3,540	-4%	\$2,585	19%	\$250	\$460	219%	\$1,992	+134%	3.1%			0.0%	6.3%	10.3%
Byron Wetmore	11	1	8.3%	12	\$2,732	-7%	\$2,655	4%	(\$69)	\$330	83%	\$17,171	+31%	13.1%		395	10.3%	10.3%	8.6%
Elizabeth James	56	4	6.7%	60	\$2,728	-3%	\$2,043	-11%	\$17	(\$249)	-93%	\$19,990	+19%	3.1%	165	169	3.6%	7.4%	8.0%
Four Twelve Apartments	10	2	16.7%	12	\$5,263	-20%	\$3,503	21%	\$39	(\$402)	-91%	\$26,148	+11%	9.6%	190	399	16.4%	15.5%	12.8%
Hazel Plaza	15	1	6.3%	16	\$6,277	-19%	\$2,188	46%	\$2,092	\$383	22%	\$22,478	+3%	5.2%	19	149	6.3%	9.6%	6.5%
Joe Black Apartments	22	2	8.3%	24	\$3,464	-8%	\$2,650	18%	\$394	\$264	202%	\$72,782	+27%	21.8%	94	362	8.2%	6.5%	5.6%
Lincoln Court	23	6	20.7%	29	\$2,148	-20%	\$2,055	-21%	(\$794)	(\$818)	-3366%	\$19,247	-15%	7.6%	73	278	19.8%	18.5%	17.9%
Mary Ruth Manor	16	4	20.0%	20	\$4,970	-24%	\$2,968	26%	(\$407)	(\$526)	-441%	\$61,949	+1%	14.0%		201	21.4%	21.1%	12.8%
Maxwell	4	0	0.0%	4	\$3,009	-3%	\$2,531	4%	\$98	(\$12)	-11%	\$29		0.1%			0.0%	0.0%	0.0%
Union James	23	1	4.2%	24	\$4,872	1%	\$2,510	29%	\$1,202	\$1,043	659%	\$97,538	+5%	20.4%		90	4.5%	4.0%	4.0%
Holiday	27	3	10.0%	30	\$2,812	-6%	\$2,571	-4%	(\$860)	(\$278)	-48%	\$33,855	+24%	10.4%	86	156	6.5%	7.1%	8.8%
Liberty Bank Building	113	2	1.7%	115	\$2,930	0%	\$1,921	-10%	(\$121)	(\$173)	-331%	\$235,614	+10%	17.8%	19	94	5.4%	4.7%	4.8%
Letitia Total	325	26	7.4%	351	\$3,341	-8%	\$2,266	7%	\$9	(\$110)	-92%	\$608,794	+10%	12.8%	75	192	8.9%	9.0%	7.9%
Berneva	12	0	0.0%	12	\$2,590	0%	\$2,032	-10%	\$262	(\$184)	-41%	\$8,664	+1%	7.3%			0.0%	4.0%	6.3%
Brewster	34	1	2.9%	35	\$2,415	-1%	\$1,963	0%	\$264	(\$21)	-7%	\$47,541	-7%	14.6%	69	121	3.3%	5.9%	9.1%
Oleta	32	2	5.9%	34	\$2,488	-5%	\$2,125	-11%	(\$407)	(\$355)	-690%	\$50,748	+11%	15.3%	89	149	6.5%	8.2%	9.1%
Pantages	48	1	2.0%	49	\$2,827	-2%	\$2,618	-18%	(\$253)	(\$373)	-311%	\$11,511	-54%	2.2%	33	69	2.6%	3.6%	5.6%
Haines	30	0	0.0%	30	\$4,156	2%	\$1,875	0%	\$1,562	\$98	7%	\$3,838	+41%	0.8%	32	156	0.1%	5.1%	6.8%
Jefferson Housing	39	1	2.5%	40	\$3,530	0%	\$2,505	-9%	(\$235)	(\$49)	-26%	\$46,311	+28%	8.6%	40	55	2.2%	1.6%	1.3%
Twelfth Avenue Arts Housing	83	5	5.7%	88	\$3,190	-2%	\$2,226	-12%	(\$2,872)	(\$3,034)	-1865%	\$97,676	+19%	8.9%	17	56	5.7%	3.0%	2.7%
Nelda Total	278	10	3.5%	288	\$3,074	-1%	\$2,243	-10%	(\$796)	(\$1,039)	-426%	\$266,289	+8%	7.8%	34	80	3.6%	4.0%	4.9%
Boylston Howell	28	2	6.7%	30	\$2,883	-6%	\$2,225	10%	\$155	\$85	121%	\$26,754	+12%	8.7%	21	187	6.5%	7.3%	16.6%
Broadway Crossing	44	0	0.0%	44	\$2,661	-11%	\$2,711	-11%	(\$467)	(\$538)	-763%	\$54,494	+33%	12.0%	20	109	0.3%	3.4%	7.3%
Centennial	28	2	6.7%	30	\$2,766	-14%	\$1,678	18%	\$48	(\$86)	-64%	\$34,943	-6%	10.5%	29	149	6.7%	12.9%	12.8%
Holden Vista	15	1	6.3%	16	\$4,255	-19%	\$4,001	-25%	\$146	(\$817)	-85%	\$18,147	-34%	6.2%		120	49.8%	17.3%	14.9%
Melrose	26	4	13.3%	30	\$1,696	-27%	\$2,756	-28%	(\$1,363)	(\$1,232)	-945%	\$20,050	-20%	8.5%	77	101	17.7%	17.7%	22.0%
Seneca	29	3	9.4%	32	\$1,861	-33%	\$2,515	-19%	(\$1,186)	(\$1,329)	-933%	\$16,764	+48%	5.2%	31	202	5.6%	14.6%	13.4%
Villa	61	1	1.6%	62	\$3,150	-1%	\$2,575	-14%	(\$405)	(\$352)	-663%	\$50,584	+13%	9.1%	54	90	2.0%	5.5%	7.5%
Eighteenth Avenue	9	0	0.0%	9	\$4,399	-24%	\$2,488	12%	(\$230)	(\$963)	-131%	\$34,148	-16%	17.1%			54.7%	4.4%	0.0%
El Nor	54	1	1.8%	55	\$4,307	-4%	\$2,167	-6%	\$183	(\$260)	-59%	\$23,065	-1%	2.4%	22	114	4.4%	4.1%	4.9%
Ponderosa	21	2	8.7%	23	\$4,316	-13%	\$2,917	-3%	(\$579)	(\$2,056)	-139%	\$23,397	+17%	5.4%		104	9.1%	4.4%	3.1%
Station House	106	4	3.6%	110	\$3,314	-8%	\$1,952	-6%	\$193	(\$189)	-49%	\$105,409	+6%	7.2%	48	98	2.9%	7.7%	9.9%
Unity Village	29	1	3.3%	30	\$2,620	3%	\$3,183	-15%	(\$663)	(\$362)	-120%	\$53,381	+10%	17.4%		148	3.7%	5.9%	7.7%
Sarah Total	450	21	4.5%	471	\$3,141	-10%	\$2,425	-8%	(\$255)	(\$509)	-200%	\$461,136	+4%	7.9%	36	208	8.6%	7.8%	9.3%
Portfolio Total	1432	74	4.9%	1506	\$3,174	-7%	\$2,319	-1%	(\$155)	(\$373)	-171%	\$1,647,057	+6%	8.9%	55	151	6.8%	6.9%	7.8%
Blended Portfolio	921	55	5.6%	976	\$3,066	-9%	\$2,380	2%	\$26	(\$170)	-87%	\$980,625	+3%	8.7%	67	181	7.5%	8.2%	9.2%
Discrete Portfolio	511	19	3.6%	530	\$3,371	-4%	\$2,206	-8%	(\$488)	(\$747)	-289%	\$666,431	+11%	9.1%	30	96	5.7%	4.9%	5.5%

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: March 2023**

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	809,781
KeyBank	CRH - Rental Assistance	Restricted Grant	44,143
KeyBank	12th AAA - Restricted	Equipment Reserve	21,600
KeyBank	White Center Hub - Comm Constructio	Construction	996,478
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,857
KeyBank	Capitol Hill Housing	Security Deposit	180,337
Key Bank	Bremer - Resynd	Security Deposit	19,967
KeyBank	Hazel Plaza	Security Deposit	4,011
KeyBank	Larned	Security Deposit	17,792
Key Bank	John Carney - R	Security Deposit	9,389
KeyBank	Byron Wetmore	Security Deposit	8,539
Key Bank	412	Security Deposit	2,355
KeyBank	Holden Vista	Security Deposit	3,628
KeyBank	Mary Ruth Manor	Security Deposit	4,564
KeyBank	EJSH	Security Deposit	11,776
Key Bank	Boylston Howell-R	Security Deposit	11,743
KeyBank	Gilman Court LP	Security Deposit	13,021
KeyBank	Fleming Apts LP	Security Deposit	17,280
KeyBank	Villa Apts LP	Security Deposit	32,693
KeyBank	Harrison	Security Deposit	16,247
KeyBank	Oleta	Security Deposit	16,684
KeyBank	Helen V Apts LLC	Security Deposit	7,752
KeyBank	Pantages Apts LLC	Security Deposit	25,503
KeyBank	Silvian	Security Deposit	6,093
KeyBank	Broadway & Pine	Security Deposit	20,136
KeyBank	Woodland Park Ave LLC	Security Deposit	8,738
KeyBank	12th Avenue Arts Associates LLC	Security Deposit	62,971
Key Bank	Union James	Security Deposit	8,831
KeyBank	Hazel Plaza	Reserves	351,647
KeyBank	Byron Wetmore	Reserves	83,956
KeyBank	Holden Vista	Reserves	24,792
KeyBank	Mary Ruth Manor	Reserves	343,691
KeyBank	Gilman Court LP	Reserves	141,974
KeyBank	Villa Apts LP	Reserves	244,059
KeyBank	Helen V Apts LLC	Reserves	1,036,132
KeyBank	Broadway & Pine	Reserves	334,915
KeyBank	Woodland Park Ave LLC	Reserves	178,813
KeyBank	12th Avenue Arts Associates LLC	Reserves	41,022
Key Bank	Union James	Reserves	129,870
		Total KeyBank	5,296,778

**CRH
CASH IN BANK
FOR THE MONTH ENDING: March 2023**

Banner	Berneva	Reserves	15,246
Banner	Seneca	Reserves	166,837
Banner	Seneca	Security Deposit	14,446
		Total Banner	196,528
LGIP	Capitol Hill Housing	Reserves	2,026,305
		Total LGIP	2,026,305
Walker Dunlo	EJSH	Escrow	(6,440)
Walker Dunlo	EJSH	Reserves	286,444
		Total Oppenheimer	280,004
Chase	Larned	Reserves	213,185
Chase	412	Reserves	172,187
Chase	Harrison	Reserves	203,413
Chase	Oleta	Reserves	78,872
		Total Chase	667,657
US Bank	Pantages Apts LLC	Reserves	520,717
US Bank	Silvian	Reserves	235,305
		Total USBank	756,022
KeyBank	Capitol Hill Housing	EQII	89,910
		Total KeyBank	89,910
KeyBank	Capitol Hill Housing	Lucky 7	66,579
		Total Lucky 7	66,579
KeyBank	Capitol Hill Housing	HPN	645,230
		Total HPN	645,230
KeyBank	Youth Care Predevelopment	Plymouth	33,973
		Total Plymouth	33,973
BofA	Fleming Apts LP	Reserves	114,001
		Total BofA	114,001
Heritage	Bremer - Resyndication	Construction	619
Heritage	Bremer	Reserves	222,498

**CRH
CASH IN BANK
FOR THE MONTH ENDING: March 2023**

Heritage	John Carney	Construction	32,032
Heritage	John Carney	Reserves	124,500
Heritage	Boylston Howell	Construction	4,231
Heritage	Boylston Howell	Reserves	125,470
Heritage	Union & 24th Commercial	Security Deposit	4,089
		Total Heritage	513,439
		Total Restricted - CHH Blended Components	10,686,425
LGIP	Capitol Hill Housing	Board Designated Res	1,443,011
		Total Designated	1,443,011
Heritage	Union & 24th Commercial	Operating Checking	96,867
		Total Heritage	96,867
KeyBank	Capitol Hill Housing	Gen Building Reserve	366,598
		Total Gen Building Reserve	366,598
KeyBank	Capitol Hill Housing	Operating Checking	763,677
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	41,850
KeyBank	Bremer	Operating Checking	83,459
KeyBank	Hazel Plaza	Operating Checking	83,396
KeyBank	Larned	Operating Checking	104,824
KeyBank	John Carney	Operating Checking	100,816
KeyBank	Byron Wetmore	Operating Checking	21,234
KeyBank	412	Operating Checking	86,033
KeyBank	Holden Vista	Operating Checking	143,294
KeyBank	Mary Ruth Manor	Operating Checking	15,827
KeyBank	EJSH	Operating Checking	58,105
KeyBank	Boylston Howell	Operating Checking	62,713
KeyBank	Gilman Court LP	Operating Checking	41,267
KeyBank	Fleming Apts LP	Operating Checking	53,907
KeyBank	Villa Apts LP	Operating Checking	59,995
KeyBank	Harrison	Operating Checking	148,095
KeyBank	Oleta	Operating Checking	22,266
KeyBank	Helen V Apts LLC	Operating Checking	169,856
KeyBank	Pantages Apts LLC	Operating Checking	98,776
KeyBank	Silvian	Operating Checking	78,234

**CRH
CASH IN BANK
FOR THE MONTH ENDING: March 2023**

KeyBank	Broadway & Pine	Operating Checking	54,285
KeyBank	Woodland Park Ave LLC	Operating Checking	31,912
KeyBank	12th Avenue Arts Associates LLC	Commercial Operatin	156,006
KeyBank	Union James	Operating Checking	226,453
		Total KeyBank	2,709,975
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	14,364
Banner	Seneca	Operating Checking	44,267
		Total Banner	58,631
		Total Unrestricted - CHH Blended Components	3,232,171
		Total All Cash - CHH Blended Components	15,361,607

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	200,330
Chase	AAA	Escrow	(24,064)
Chase	AAA	Security Deposit	6,103
Chase	AAA	Reserves	278,081
		Total Chase	460,451
KeyBank	Africatown	Project Funds	34,373
KeyBank	Africatown	Construction-Res	5,015
KeyBank	Africatown	Construction	3,051
KeyBank	Africatown Commercial	Construction	1,034,752
KeyBank	Jazz House	Construction	15,884
KeyBank	El Nor LP	Security Deposit	12,260
KeyBank	18th Ave Apartments	Security Deposit	1,551
KeyBank	Ponderosa	Security Deposit	3,678
KeyBank	Holiday Apts	Security Deposit	16,992

**CRH
CASH IN BANK
FOR THE MONTH ENDING: March 2023**

KeyBank	SOPI / Unity Village	Security Deposit	11,852
KeyBank	Jefferson & 12th	Security Deposit	26,921
KeyBank	12th Avenue Arts Housing	Security Deposit	56,502
KeyBank	CH TOD Station House	Security Deposit	38,646
KeyBank	SOPI / Unity Village	Reserves	304,492
KeyBank	Jefferson & 12th	Reserves	387,263
KeyBank	12th Avenue Arts Housing	Reserves	875,278
KeyBank	CH TOD Station House	Reserves	818,610
KeyBank	CH TOD Station House	Escrow	25,536
		Total KeyBank	3,672,656
UnionBank	Holiday	Reserves	229,897
		Total UnionBank	229,897
Heritage	Union & 24th Residential	Security Deposit	36,536
Heritage	Union & 24th Residential	Reserves	366,733
Heritage	Heartwood SPE	Construction	7,103
		Total Heritage	410,372
Wells Fargo	El Nor	Reserves	657,256
Wells Fargo	18th Ave	Reserves	129,598
Wells Fargo	Ponderosa	Reserves	279,753
Wells Fargo	El Nor	Escrow	6,810
Wells Fargo	18th Ave	Escrow	1,300
Wells Fargo	Ponderosa	Escrow	3,408
		Total Wells Fargo	1,078,126
Bellwether	Union & 24th	Escrow	163,345
		Total Bellwether	163,345
		Total Restricted - Discrete Components	6,014,848
Chase	AAA	Operating Checking	579,756
Chase	Pride Place Commercial	Construction	332,223
Chase	Pride Place	Construction	45
		Total Chase	912,024
KeyBank	El Nor LP	Operating Checking	430,180
KeyBank	18th Ave Apartments	Operating Checking	123,647

**CRH
CASH IN BANK
FOR THE MONTH ENDING: March 2023**

KeyBank	Ponderosa	Operating Checking	283,080
KeyBank	Holiday Apts	Operating Checking	42,198
KeyBank	SOPI / Unity Village	Operating Checking	30,786
KeyBank	Jefferson & 12th	Operating Checking	70,654
KeyBank	Twelfth Avenue Arts Res	Operating Checking	82,494
KeyBank	CH TOD Station House	Operating Checking	759,283
		Total KeyBank	1,822,321
Heritage	Union & 24th Residential	Operating Checking	297,952
		Total Heritage	297,952
		Total Unrestricted - Discrete Components	3,032,298
		Total All Cash - Discrete Components	9,047,145
		Total All Cash - CHH Blended Components	15,361,607
		Total All Cash	24,408,752

TOTALS BY BANK

Key Bank	\$ 13,958,238
Chase	\$ 2,040,132
Banner	\$ 255,159
US Bank	\$ 756,022
Union Bank	\$ 229,897
Bank of America	\$ 114,001
Heritage	\$ 1,318,631
Bellwether	\$ 163,345
Wells Fargo	\$ 1,078,126
LGIP	\$ 3,469,316
Other and Petty	\$ 1,025,885
TOTAL CASH	\$ 24,408,752

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COMMUNITY ROOTS
— HOUSING —

SECTION 7:
Resolution 2023-10:
New HPN Development
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Community Roots Housing PDA Board Resolution 2023-10

Overview: Authorization to open a new HPN development revolving line of credit

Purpose: To approve CRH to open a new HPN development revolving line of credit to facilitate our expanding pipeline

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?: Finance and Asset Management (FAM)

Charter or Rules and Regulations Modification:

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

General description and purpose: CRH is requesting to open a new HPN development revolving line of credit in the amount of \$3,000,000, to help facilitate the expanding pipeline.

Organizational requirements of resolution: Formal resolution

Financial cost of the resolution: The revolving line of credit will be up to \$3,000,000 and will have a sub-loan feature on a project level basis for pipeline projects with a clear path to close. The loan term will be Three (3) years. As of today, the projected interest rate will be between 5.40%-6.40% depending on final underwriting. Financing costs include an origination fee in the amount of 1.25% of the approved loan amount, there may be additional closing costs (legal fees and other third-party costs) to be paid by borrower. This amount to be determined.

Pros: CRH will be able to support the expanding pipeline with rising cost of construction

Cons: This will raise CRH's debt to equity which is monitored by finance to maintain our many debt covenants.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
If yes, please describe: The Board will adopt project predevelopment budgets from time to time for which the predevelopment funds will be used.
- **Is further reporting required to the Board or a Board Committee?** Yes No
If yes, please describe: Staff will report regularly on use of the funds and ensure that fund use is within approved budgets.

Author of Resolution Overview: Jason McLin

**ADOPTED AT A MEETING OF
THE BOARD OF DIRECTORS OF
COMMUNITY ROOTS HOUSING
A WASHINGTON PUBLIC CORPORATION**

May 8, 2023

Resolution 2023-10

Housing Partnership Network \$3,000,000 Revolving Line of Credit for Predevelopment Funding

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing and directing staff to acquire a \$3,000,000 revolving line of credit from the Housing Partnership Fund for the sole purpose of investing in the pre-development activities of Community Roots Housing real estate development projects as detailed within the loan documents.

Be it known that:

Community Roots Housing is a public corporation organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110. As such, it is a political subdivision of the State with an area of operation focused on the City of Seattle.

The purpose of the Program shall be to preserve, develop, own, and operate affordable multifamily housing, as well as cultural, social, and economic facilities and to provide programs and services to promote equity and resilience in communities and to perform other functions as the Board shall determine.

The Program may provide these services, activities and facilities with prior authorization or concurrence of the Board by resolution for any project or activity located outside the limits of the City of Seattle, provided the governing body of the jurisdiction in which such project or activity is located must also, by agreement with the City, consent thereto.

RCW 35.21.730 authorizes the creation of public development authorities (“PDAs”) to meet specified purposes, including (among other things) to “improve the general living conditions in the urban areas” of the state or any city, town, or county. PDAs may “perform any lawful public purpose or public function” to achieve these purposes. PDAs are specifically empowered to own and sell property, to contract with individuals and public entities, to loan and borrow funds and issue bonds, and to perform all manner and type of community services, among other things; and

The City of Seattle (SMC 3.110.010 A) authorizes the establishment and chartering of one or more public corporations as an independent legal entity to: improve governmental efficiency and services and general living conditions within the City; administer and execute federal grants and programs; receive and administer federal funds; perform all manner and type of community services; provide and implement such municipal services and functions as the City Council may direct; and allow a character of

community participation in appropriate municipal projects and activities that are, in practical effect, restricted by the organizational structure of City government, all as authorized by RCW 35.21.730 through 35.21.755.

Community Roots' charter, as restated, provides that Community Roots shall have and exercise all powers necessary or convenient to effect the purposes for which it is organized including, without limitation, the power to lend and borrow money and to issue bonds and notes to provide sufficient funds for achieving its purposes; and

Community Roots Housing deems it necessary and advisable and in the best interest of Community Roots to secure a revolving line of credit with the Housing Partnership Network to support the predevelopment activities for the real estate pipeline, and

The Housing Partnership Fund has offered a new revolving line of credit and Community Roots agrees to accept the following terms:

Term:	36 months
Amount:	Up to \$3,000,000 to be allocated to specific projects via sub-loans
Collateral:	None
Guarantors:	Community Roots Housing
Origination Fee:	1.25% plus third-party legal costs
Interest Rate:	Fixed 5.40% - 6.40% per annum (interest dependent on final funding source determined by HPN)
Payments:	Monthly interest only payments throughout the term of the Loan. Principal shall be repaid pursuant to the terms of each Sub-Loan set forth in the applicable note which will be the earlier of each Sub-Loan's maturity date or two (2) years.
Intended Use:	To support Community Roots Housing's real estate development business, including short-term capacity building and predevelopment expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of the Community Roots Housing that Community Roots is authorized and directed to execute and deliver all such documents as may be required to effectuate the foregoing.

- (1) Community Roots Housing's Board hereby finds that the approving this loan will further Community Roots Housing's efforts to promote the development of quality affordable housing in the Seattle region.
- (2) Further Resolved that any and all documents hereby authorized to be executed on behalf of Community Roots in furtherance of the foregoing are authorized to be executed or taken by any one of the following individuals or their duly appointed successors (the "Authorized Representatives")

Name:	Title:
Drew Porter	Chair
Frank Alvarado, III	Vice Chair
Derrick Belgarde	Vice Chair
Jill Cronauer	Treasurer
Michelle Purnell Hepburn	Treasurer
George Staggers	Secretary
Christopher Persons	Chief Executive Officer

Further Resolved that that any one Authorized Representative, acting alone, is authorized, empowered and directed to take such further action on behalf of CRH, as the Authorized Representative may deem necessary to effectuate the foregoing;

Further Resolved that any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.

CERTIFICATION

I, George Staggers, certify that I am the Secretary of Community Roots Housing and that the foregoing Resolutions were duly adopted at an open public meeting of the Board of Directors of Community Roots Housing held on the 8th day of May 2023, in accordance with the law and with the Charter and Rules and Regulations of Community Roots Housing upon proper public notice and to which options for remote participation were readily available and at which time a quorum was present.

DATED the 8th day of May 2023.

By_____

Its: Secretary



COMMUNITY ROOTS
— HOUSING —

SECTION 8:
Consent Agenda and
Attachments

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COMMUNITY ROOTS
— HOUSING —

COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting

May 8, 2023

5:30-7:30 PM

Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

1. April Board Meeting Minutes
2. Fundraising & Communications Memo
3. Resident and Property Success Committee Report and Minutes
4. Resident Services Report
5. Property Development Committee Report and Minutes
6. Capitol Hill EcoDistrict Report and Minutes
7. Executive Committee Report and Minutes
8. Joint Board Development Committee Report and Minutes

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

none

April 2023 Fundraising and Communications Memorandum

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

From: Eric Parsons

Top of the Town – May 11th

Top of the Town is just a few days away! Registration is now closed, thanks so much for all your work bringing in sponsors, recruiting guests, crafting the program, and for purchasing tickets, yourself!

*****Here is what to expect that evening and how you can be involved: *****

5:30 p.m. Cocktail hour in the terrace room.

- Encourage guests to purchase raffle tickets through Eva
- Great guests, talk up CRH's work

6:20 p.m. Begin moving to the dining room

- Staff will go up to board members individually, inviting you to bring your guests over

6:30 p.m. Plated dinner with local wine pairings

6:45 p.m. Chris moderates a conversation between Doug Baldwin, Jane Broom, & Marc Dones

7:10 p.m. Fundraising appeal by Brady Walkinshaw

- Table Captains, pass out donor envelopes and donation QR codes. Then collect donation envelopes in manilla folder and bring to Laura
 - Table captains will be contacted by Laura prior to event
- Raise your glass at your pledge level
 - Eric will be in touch with details about the ask strategy

7:20 p.m. Tea, coffee, and cocktails with superb views.

- Last chance to buy raffle tickets
- The raffle drawing will be held in 10 minutes

Grants & Awards

In the last month:

Grant proposals submitted include:

- Fales Foundation – Resident Services - \$10,000

- City of Seattle, Office of Information Technology – Annual Fund - \$22,900
- Boeing Global Impact grant for EcoDistrict - \$50,000
- American Family Insurance Foundation – Resident Services - \$10,000
- JPMorgan Chase – EcoDistrict - \$40,000

Grant proposals awarded include:

- Hugh and Jane Ferguson Foundation – EcoDistrict - \$10,000
- Scan Design Foundation – EcoDistrict - \$61,725

Grant proposals declined include:

N/A

Grant proposals still pending include:

- Washington Federal Foundation – Annual Fund - \$5,000

Upcoming grant proposals include:

- Puget Sound Energy Foundation – Resident Services - \$10,000
- Windermere Foundation – Resident Services - \$3,500

Rise Together Capital Campaign

Proposals pending:

- \$3M request in 2023 Washington State Capital Budget LCP member appropriation to support the WC HUB, sponsored by Sen Joe Nguyen and Rep Nicole Macri
- \$1M proposal to Murdock Charitable Trust to support the WC HUB (should hear by May 2023)
- \$1M Best Starts for Kids Capital Funding –LOI submitted Dec 2022
- \$250k request to Joshua Green Foundation for WC HUB – to be reviewed in May 2023
- \$495K request to Boeing ECF for WC HUB – elevator
- \$40k request to Boeing ECF for Pride Place – kitchen hood and dishwasher
- \$21K request to AARP Community Challenge for Pride Place – commercial kitchen equipment

Upcoming strategies:

- Reach out to Ballmer, Gates, Microsoft to request support to help close out the campaign and complete the final 2 projects – Pride Place and the White Center HUB.

Communications

In April, communications work included the following highlights:

- Top of the Town event promotion, registration marketing
 - Email campaign, social media paid advertising
- Pride Place pre-leasing marketing
 - Prideplaceseatle.org is officially live
 - Leasing booklet sent to printer
 - Compliance materials finalized and distributed to GenPride for use in affirmative marketing efforts
- Collaboration with Property Development on communications to Centennial residents regarding potential redevelopment of property
- Rise Together visibility efforts including a Crosscut collaboration that will produce an article and short video focused on the capital campaign
- Programmatic communications support for Resident Services and the Capitol Hill EcoDistrict
 - EcoDistrict plant sale promotion
 - Resident Services Rent Smart workshop series promotion
- Monthly Building Beyond Buildings newsletter

April media mentions of Community Roots Housing and related projects:

- [Community outraged over murder of Central District activist](#)
- [Family says community activist died protecting nephew in Capitol Hill shooting](#)
- [King County's \\$11.6M acquisition of Capitol Hill apartment building part of plan to house 1,600 homeless people](#)
- [Tipping the Scales on Mass Timber](#)
- [2023 in Olympia: Housing and the end of single-family zoning, gun control, abortion protections, police pursuits, and the end of advisory votes](#)
- [Along streets, sidewalks, and planting strips — planting the seeds of more gardening space on Capitol Hill](#)
- [An apology from SPD? Panel concludes multiyear review of Seattle Police response to CHOP and 2020 protests](#)

2023 Community Roots Housing Foundation Budget and Actuals - AS OF 5.1.2023

		SFDC Actuals	Goals	% to Goal
Unrestricted	Corporate	\$ 111,754	\$ 168,375	66%
	Sponsorship & Tickets	\$ 197,554	\$ 301,500	66%
	Foundation	\$ 221	\$ 43,900	1%
	Government		\$ -	
	DAF	\$ 62,779	\$ 323,000	N/A
	Individual	\$ 50,833		N/A
	Individual Giving Total	\$ 113,612	\$ 323,000	35%
Subtotal		\$ 423,141	\$ 836,775	51%

		SFDC Actuals	Goals	% to Goal
Restricted	Corporate	\$ 70,100	\$ 159,000	44%
	Government	\$ -	\$ 97,500	72%
	Sponsorship & Tickets	\$ 9,000	\$ 213,025	4%
	Foundation	\$ 57,500	\$ 128,500	45%
	DAF	\$ 400	\$ 125,000	N/A
	Individual	\$ 260		N/A
	Individual Giving Total	\$ 660	\$ 125,000	1%
Subtotal		\$ 137,260	\$ 723,025	19%
Total		\$ 560,401	\$ 1,559,800	36%

Expense	SFDC Actuals	Goals	% to Goal
10000 · Operating Expenses			
5000 · Contract Services			
5600 · Accountant	2,745.00	10,000.00	27.5%
5700 · Audit	12,000.00	18,000.00	66.7%
5800 · Design Services	0.00	2,500.00	0.0%
5810 · Web Design & Development	0.00	1,000.00	0.0%
Total 5000 · Contract Services	14,745.00	31,500.00	46.8%
6000 · Office Expenses			
6300 · Office Supplies	33.45	500.00	6.7%
6310 · Computers & Software	2,562.04	6,000.00	42.7%
6540 · Coffee Club	205.41	500.00	41.1%
7705 · Professional Development	387.19	1,500.00	25.8%
7710 · Donor Cultivation	4,382.47	7,000.00	62.6%
7799 · Misc	300.29	500.00	60.1%
7800 · Insurance	0.00	2,100.00	0.0%
8101 · Bank Fees	671.95	7,500.00	9.0%
6000 · Office Expenses - Other	136.79		
Total 6000 · Office Expenses	8,679.59	25,600.00	33.9%
7000 · Administrative Expenses			
7163 · Food & Drink	317.19	500.00	63.4%
7170 · Travel Expense	524.66	400.00	131.2%
7210 · Licenses, Permits & Related Fee	28.44	150.00	19.0%
7220 · Membership Dues	0.00	400.00	0.0%
7300 · Publications & Subscriptions	0.00	350.00	0.0%
7360 · Promotion & Advertising	945.44	2,300.00	41.1%
7380 · Printing (Office & Admin)	0.00	400.00	0.0%
7460 · Board Meetings & events	685.76	1,000.00	68.6%
Total 7000 · Administrative Expenses	2,501.49	5,500.00	45.5%
7500 · Event Expense			
7540 · Event Expense	812.72	136,610.00	0.6%
Total 7500 · Event Expense	812.72	136,610.00	0.6%
Total 10000 · Operating Expenses	26,738.80	199,210.00	13.4%
9000 · Granting			
9050 · Donations to CHH - Unrestricted			
7744 · Fiscal Umbrella Pass Through	213,886.38		
9050 · Donations to CHH - Unrestricted - Other	471,500.00	600,000.00	78.6%
Total 9050 · Donations to CHH - Unrestricted	685,386.38	600,000.00	114.2%
9055 · Donations to CHH - Restricted	121,268.00	690,000.00	17.6%
Total 9000 · Granting	806,654.38	1,290,000.00	62.5%
Total Expense	833,393.18	1,489,210.00	56.0%

MAY 2023 RESIDENT AND PROPERTY SUCCESS COMMITTEE BOARD REPORT AND MINUTES

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

Absent Committee Members: Shaun Frazier

Staff Liaisons to the Board: Sarah Bramson, Valencia Chambers Manora, Lisa Hagen, Michelle House, Andrew Oommen, Chris Persons, Carly Rademacher, Carolina Rocha (Minutes), Lariah Thompson

(BOLD indicates those members in attendance)

Date, time, and location of meeting: May 2, 2023 – 3:00-4:00 PM – RingCentral

Date, time, and location of next meeting: June 6, 2023 – 3:00-4:00 PM – RingCentral

The meeting began at 3:04 p.m.

- 1) Staffing:** Andrew commented that there are eleven positions open to be hired. So far, the number is not bad, but we need to recruit soon. He emphasized that we have received good applicants and are interviewing.

Eric asked if the management is tracking the reason so many employees left, and Andrew said we always ask for an exit interview but most of them choose not to. Valencia commented that there are some people that move to a new job because it is located closer to their homes and sometimes for better pay. Andrew commented that there are challenges for groups like us when we try to maintain staff above the competitive package.

Eric commented that we cannot have a building without a site manager, especially for buildings with so many units and tenants since they need to be able to reach out management in case they need to.

Saunatina asked if Andrew could bring the retainer numbers for the next meeting and Andrew said yes. Chasten commented about glassdoor.com where anyone can access what people are talking about the organizations and suggested the committee to check for our organization reviews there. Shalimar said that this committee may provide some information about this but if all the information were brought up to this meeting, there would be no time for other items to be discussed.
- 2) Watchlist:** Andrew commented about the ROOTS (Results-Oriented Occupancy and Tenancy Standards). He mentioned that there are quarterly, monthly, and weekly goals to be worked. QMR (Quarterly Management Review) is set on the quarterly activity of ROOTS and focus on the goal setting, performance reviews, re-allocation resources and staff time. There are four reasons for building to enter on the watchlist: Extended vacancy, collections, rehab, and stabilizing. Some buildings might have more than one of these reasons as well. The watchlist is very positive for staff to keep track of the performance improvement with the buildings.

- 3) Big Projects Update:** Andrew commented that are many projects ongoing right now. Michelle House mentioned the RealPage being the new system for CRH since we are retiring Boston Post that is a dated system. Training with staff regarding RealPage is being done. In the first week they focused on how to use the system and in the second week the focus were on facility, compliance and accounting. She added that there are four new buildings being leased: Yesler, Heartwood, Pride Place and Africatown. Yesler started with online applications and the moving date is set for the end of May. They intend to do online applications for the other buildings as well and hire a call center to help with the leasing and not overwhelm staff.
- Andrew commented about other projects: a rehab project on Devonshire and moving people if necessary, work on restructuring departments, standardization updating policies and procedures and hiring, retention and training – which with the HR Generalist, Erin is working with supervisor training and staff retention.
- 4) KPIs:** Economic vacancy remains higher than expected. This is due to late recertifications at HUD buildings. Staff turnover is the primary cause of the ongoing issue. As of our last weekly report (4/21), our vacancy rate is 5.51% or 83 vacant units. Of those, we have 43 active applicants, which means we have 40 available units for new applicants.

The meeting ended at 3:59 p.m.

**Resident Services
Program Report
April 2023**

Highlights

- Current Staffing
 - RSC – Carly
 - RSC – Aja
 - Community Engagement – Sasha
- Resident Services Partnered Events
 - 04/05: Two Red Cross Disaster Mental Health support sessions at EJ.
 - Preparing for May’s Rent Smart Virtual Workshop launch.
 - Planning for various future events:
 - Back to school
 - Grocery delivery program
 - BBM and communications
- Data tracking and systems enhancements
 - Maintaining board and various grant reports.
 - Working with the Foundation and Communications teams to improve data tracking and surveying tools.
 - Working with IT to maintain the department filing systems.
- Resident support
 - Met with Saunatina to continue conversations around support for the resident board member and plans for the resident council.
 - Met with multiple site managers to discuss potential building wide service opportunities including the expansion of Full Life Care’s in person screening for their Foundational Community Supports program, food deliveries, and the re-introduction of community meals.
 - Continuing our work in resident meetings/service referrals and building out current resources available in areas such as rental assistance, emergency cash assistance, and senior services.

In Focus: Maintaining Services During Transition

Resident Services staff have been working this month to maintain services, relationships, and internal tracking while transitioning to new leadership.

- RS staff have maintained contact and meetings with various organizations including the Resident Services Affinity Group.
- Met with Foundation and Communications staff to continue conversations around funding opportunities and ways to increase communication and information sharing between departments. Staff continued to contribute data to various board and grant reports and looked over grant requirements for prospective grants pursued by the Foundation team.
- Staff had discussions around the current transition in department and future goals with COO and Director of Property Management.

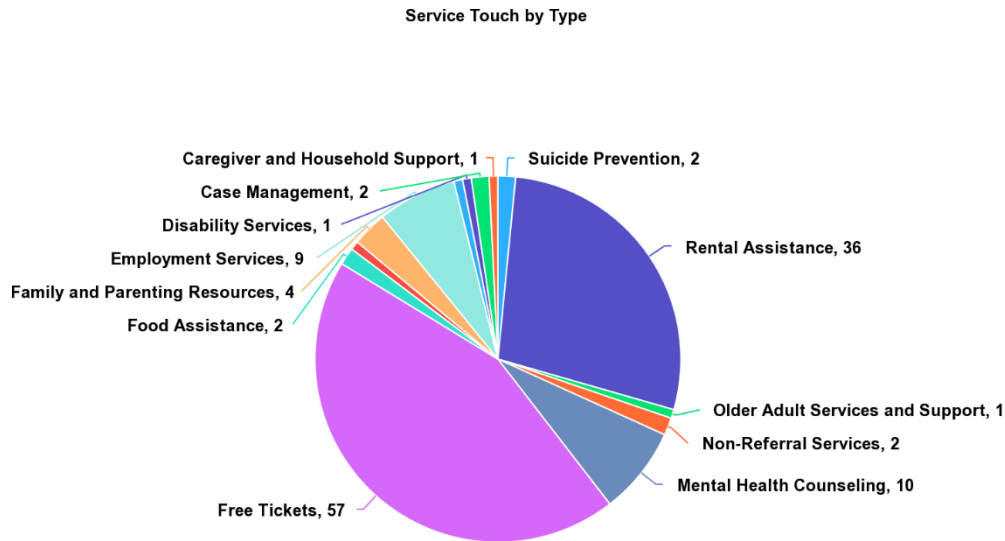
Service Data

Total Meetings: 47 Meetings

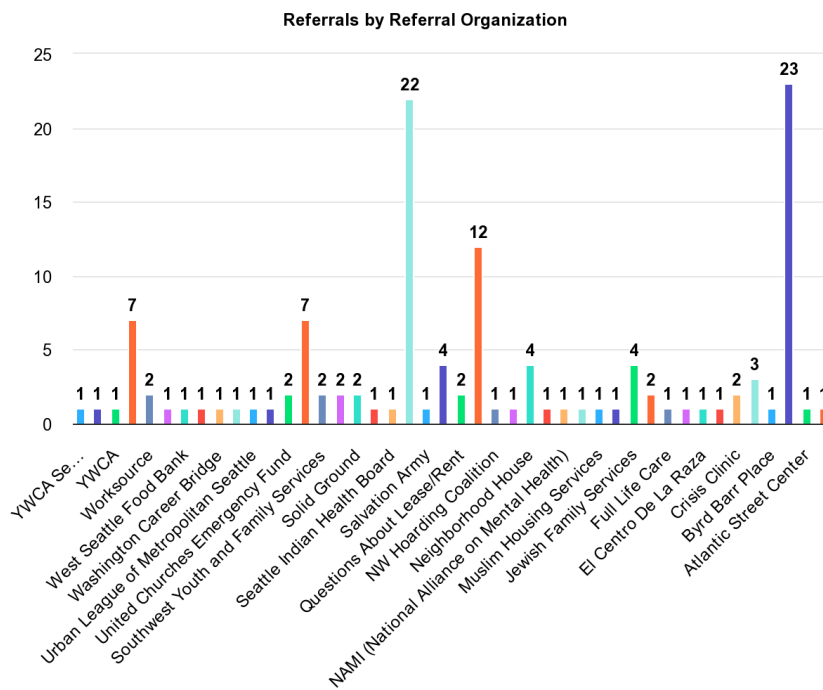
Total Service Touches:

- 129 service referrals
- 2 non-service referrals (not included in the graphs below)

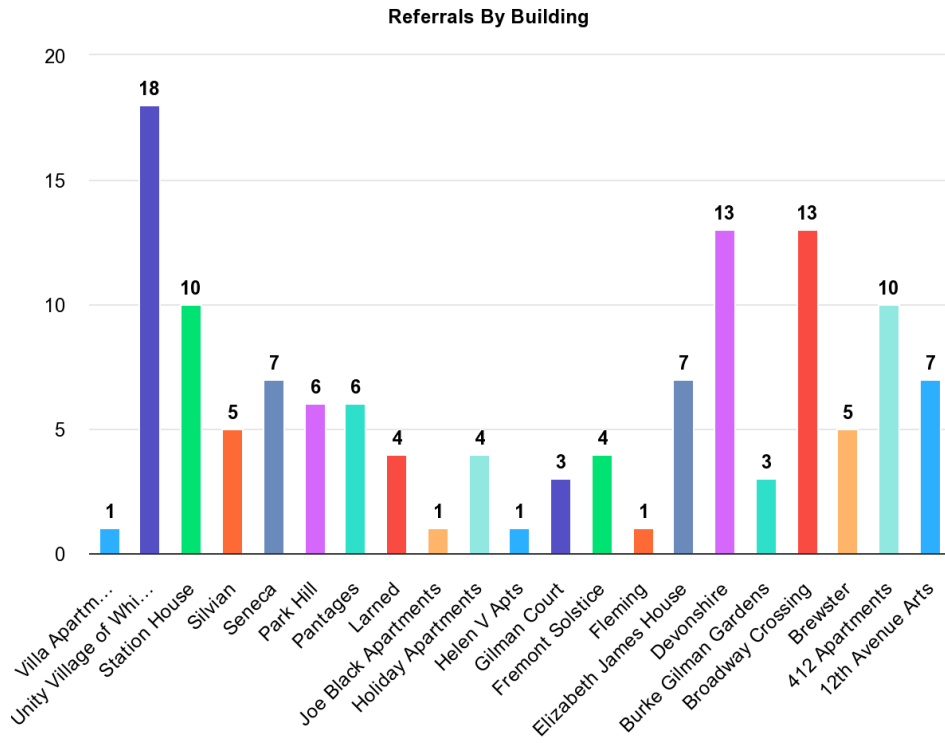
Services by Type



Services by Organization



Services by Building





May 2023 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES

Property Development Committee Members: Liz Dunn, Bob Fikso, **Michelle Morlan**, **George Staggers**, 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: May 1, 2023 at 4:00PM – 5:00PM via Ring Central teleconference

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

1. Pipeline Updates and Review
 - a. Tax Credit Project Updates
 - i. **13th and Fir (aka. Yesler):** Project expected to receive TCO this week. SCIDpda is leading the leasing efforts and has over 160 complete applications. The development team is working on bringing in CHIP money from the Office of Housing to help offset the impacts to the project from the concrete strike.
 - ii. **Africatown Plaza:** Construction completion is estimated for the end of October and there is pressure to achieve 100% lease up by the end of the year. CRH is exploring the feasibility to meet these project goals and ways to mitigate any risk exposure associated with the timing of project delivery.
 - iii. **Pride Place** construction completion is estimated for August. Project team has been working through marketing and lease up, including kicking off a leasing meeting with GenPRIDE.
 - iv. **Devonshire:** Devonshire is in the process of closing and is anticipating an end of June closing. OH has verbally confirmed their funding amount and we are expecting an LOI from them shortly.
 - b. Middle Income Project Updates
 - i. **Jazz House:** still has no response from Amazon.
 - ii. **Heartwood:** Looking at a mid-September construction completion date contingent upon delivery of switch gear by the end of May.
 - iii. **Othello:** best case scenario for closing is Q1 2024.
2. Department Processes and Underwriting Standards
 - a. Process and schedule – Thea talked through a schedule that would provide new or updated underwriting standards, department policies, project flow chart, predevelopment tracking, and presentation standards by the end of 2023.

- b. Underwriting Standards – Michele has comments on the underwriting standards and will email Thea a markup. Thea will work to create a version 2 draft of the document with the understanding that much of the work related to the department policies and procedures are inter-related and may require iterative changes as we work through updating the suite of documents.

3. Approvals

- a. **FAM resolution for new predevelopment source:** There is a resolution for a new line of predevelopment funding for HPN, up to \$3 million dollars.
 - i. This is specifically designed for projects that are close to reaching funding for closing. We have identified White Center and Youth Care for this new source of funds.
 - ii. No change to the project budgets or need to increase project spending authority.
 - iii. Resolution will be presented for formal approval in FAM on May 2, 2023, and brought to the board by the finance committee.

Meeting adjourned 4:56PM.

STEERING COMMITTEE REPORT APRIL 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: June 9, 2022, at 9am, [RingCentral](#)

Organizational updates

Relocating the EcoDistrict

The team continues to work with Chris Persons to explore opportunities for the EcoDistrict to leave CRH and become part of another organization. While Chris does due diligence, CRH is having an exploratory conversation with the Seattle Urban League.

Restructuring Protocol and Certification

The Partnership for Southern Equity (PSE) and EcoDistricts.org are re-examining the process for certification as an EcoDistrict with the guidance of the Advisory Board, which Donna is a member of. There is a desire to make the process more inclusive, while honoring the achievement of previously certified EcoDistricts.

Program updates

Lowell Elementary Food Security

The EcoDistrict met with community partners from United Way King County, FareStart, Solid Ground, Schemata Architects, and Seattle Public Schools to discuss the next phase of designing the space. During the meeting the team went through an initial project overview, discussed changes to our program model, and reviewed some of the first drafts for the space design. Thusfar, the project is still on track to open the pantry in late August.

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 goals.

Nature of your neighborhood

The EcoDistrict and Seattle Audubon hosted the second annual Capitol Hill Native Plant Sale on Sunday, April 16 in Cal Anderson Park in the upper meadow. More than 100 people attended to shop for wildlife-supporting native plants from local farming collectives and swap seeds.

REVIVAL

Plans for Juneteenth Market are planned for Sunday, June 18th at Midtown Square. KEXP DJ's will broadcast live from 12:00 – 5:00PM, more vendors have been added, YMCA will table at the event and sponsorship requests are out. A second market is being planned for later in the fall at Seattle University after students return to campus. The technical assistance program has been granted funding by Chase and has been invited to discuss re-occurring granting with their philanthropic team.

Capitol Hill Arts District

The Arts District, with support of the CRH Foundation, has disbursed \$30,000 in COVID recovery funding to the Capitol Hill arts community and will disburse the remaining \$65,000 by the end of the summer. A series of workshops on collective fundraising for collaborative development will begin later this month.

Community Development Update

Office of the Inspector General's Sentinel Event Review

The panel released the Wave 4 Report, which is reflective of their ongoing feedback 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

With several financial staff of Seattle Foundation transitioning to new jobs, the conversation regarding starting a fund for the EcoDistrict has been paused. Conversations with Michael Brown regarding Black Home Ownership reveal the Seattle Foundation doesn't have the funding to purchase any of our buildings to inform Black Home Ownership. Sean Goode, the new Chief Impact and Learning Officer will be starting in June, the EcoDistrict can re-start a conversation regarding Partners for Places, where we hope to collaborate with OES and Seattle Foundation.

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. The committee is compiling commentary from members to submit to the City. Recent updates include the conversation continues, while there are many conversations regarding the elimination of the Design Review Board in both the City and State.

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. This work with KCRHA has expanded to include seeking opportunities to use vacant CRH units to house low acuity unhoused individuals, which is tied to state funding. There is also a perspective of affordable housers working more closely with PSH and KCRHA to inform a collaborative response to the current crisis. These conversations have stalled, due to concern regarding the challenges of housing residents with behavioral issues. There is a possibility that there might be a housing option at one of CRH's buildings coming online in the Fall. The Bridge contingent of the Northgate TOD has expressed an interest in exploring this option as well. There is also an effort to collaborate with OPCD on new projects that intersect with KCRHA, and the EcoDistrict has expressed an interest to participate.

OED / Small Business Advocacy

Donna has been working with OED (Markham and Chera) and several Chairs of Seattle's Future Economy (Angela Dunleavy, Erin Goodman) to support alternative leasing of commercial space to small businesses. This is in response to the Storefront program, which has been successful at filling empty retail (the City's focus is downtown, committee members were interested in piloting other neighborhoods) through a master lease program that would succeed through a collaboration with developers, asset managers, the City and small businesses. The benefit is not only for small businesses, but for the activation of ground floor retail, leading to an increased sense of public safety.

Fundraising

The EcoDistrict was awarded \$10,000 from the Hugh and Jane Ferguson Foundation, a previous funder from years past who has returned to support the Nature of Your Neighborhood program.

The EcoDistrict recently secured funding from the Scan|Design Foundation for \$67,000 to plan a masterclass to Copenhagen in support of pedestrian prioritization in the Pike Pine corridor, bringing total confirmed fundraising for 2023 to \$436,542.

Recent grant applications for a total of \$250,000 were submitted to Boeing Global Engagement and to the King County WaterWorks program.

Sponsorship flyers for individual projects have been created and will be sent to businesses in Q2-Q3.

Follow us on social media

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



MAY 2023 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

Executive Committee Members: Frank F. Alvarado III (Vice Chair), **Derrick Belgarde** (Vice Chair), **Shalimar Gonzales** (Immediate Past Chair), **Drew Porter** (Chair), **George Stagers** (Secretary)

Absent Committee Members: Jill Cronauer (Treasurer),

Staff: Sarah Bramson, **Valencia Chambers Manora**, **Andrew Oommen**, **Chris Persons**, **Carolina Rocha** (taking minutes), **Sarah Shoemake-Gamble**,
(**BOLD** indicates those members in attendance)

Date, time, and location of meeting: Monday, May 1, 2023 – 5-6:30 pm – RingCentral

Date, time, and location of next meeting: Monday, June 5, 2023 – 5-6:30 pm –Belmont/ RingCentral

The meeting began at 5:09 p.m.

- 1) Resident Engagement at Board Meetings:** Chris commented that more residents are attending the Board meetings than we have typically seen in the past and we need to create a set of policies and procedures to manage resident engagement better.
The RCWs only require acceptance of public comment for items on the agenda under final consideration. However, we would like to keep the Board meetings accessible while avoiding having the Board become the hearing ground for resident complaints.
The Committee and staff discussed the current procedures for resident complaints.
Frank questioned if, when residents attend the board meetings, they have already tried to contact staff and their problems had not been addressed. Valencia explained that there are different situations and a lot of issues we cannot legally address the way the resident may want. In the case recently of 12th Ave Arts residents presenting at the Board meeting, staff had had multiple conversation with the residents about their concerns and had been working diligently to try to resolve them.
Drew we should have a sign up before the meeting in case someone wished to make a comment and we should explain the grievance process.
Andrew commented about having records of all the communications with the residents. He said that every resident that comes to the board meeting should already be treated as a grievance item. Valencia addressed the ongoing complication of how to determine if a resident complaint rises to the level of grievance. Staff agreed that the grievance process needs clarification. Staff will use input from the Board in developing a new policy/procedure for management resident engagement.

- 2) Cashflow Plan:** Chris Introduced a draft memo intended for public officials to alert them to our cash flow difficulties and seek support since, as a PDA, we are not eligible for PPP dollars or other direct public support.
Shalimar asked that since this is an industry-wide issue, would it be better to gather other organizations to sign on and deliver this letter as a group. Chris mentioned that since we are a PDA, we did not have access to government funds like these other organizations. Shalimar suggested emphasizing this item at the beginning of the letter because who will read may not understand our specific issue. Frank recommended highlighting the impact of the issue on our residents as well. Chris will continue to draft and strategize with staff and return to the Executive Committee next month.
- 3) Board Member Renewal Conversation and Jill Cronauer's Temporary Leave: A motion to recommend to the full Board to 1) renew the terms of Michelle Purnell-Hepburn and Chasten Fulbright, 2) Nominate Shawn Frazier to fill seat number (Paul Breckenridge's seat) while prioritizing the next Board seat opening for someone with deep real estate development background, and 3) Nominate Michelle Purnell-Hepburn to as Treasurer of the Board from June 15, 2023 to September 15, 2023. (Jill Cronauer will take a sabbatical time in July, August, and September so she will not attend the Board and committee meetings. Michelle Purnell-Hepburn agreed to replace Jill during this period.)** A motion to approve these items to the full Board was made by Frank F. Alvarado III and seconded by Derrick Belgarde and passed by acclamation.
- 4) Discussion Regarding Board Lived Experience in Relationship to the lived experience of CRH residents:** The committee discussed the differences in lived experience between Board members and residents and the importance of reflecting on these differences and how our decisions impact residents. Shalimar had been particularly impacted by a comment from one of the 12th Ave Arts residents that they did not have the financial means to simply move if subjected to problems. Derrick worried that while important to understand the lived experience of residents, it is also very important to support staff who also face trauma in the line of duty and can become demoralized without support. Chris commented that the balance between staff needs and residents' needs is very challenging. He emphasized that the lived experience of site staff is often closer to the residents' lived experience than to our board members. The committee will bring this item to the board meeting and Shalimar and Derrick can lead the topic.
- 5) EcoDistrict Draft Resolution:** Chris shared his screen and showed a timeline for the EcoDistrict transition. The current phase would be draft the MOU and a draft resolution will be brought to the board meeting.
- 6) Board Retreat and Board Picnic:** Drew will host a Joint Board picnic in August. Chris commented that the board retreat will probably happen in October, and we will need to self-manage the process since we do not have the budget to hire someone to do it.
- 7) Board Correspondence:** Carolina commented that two residents corresponded during the month of April. One resident sent one email expressing their thoughts and concerns regarding renovations for an accessible area at the Devonshire and the second resident sent 17 emails through the month. Staff have resolved or are in the process of resolving each concern.

- 8) **Resident Council Update:** Chris and Saunatina are deciding which consultants we will move forward. They will meet soon and debrief this topic.
- 9) **Board agenda:** Chris shared the draft Board Agenda and asked for suggestions regarding a Topic for the 10-minute lesson and Frank suggested the difference between discrete component and blended units.

The meeting ended at 6:43 p.m.

Board Email Correspondence April 2023

Correspondence Number	1
Date Received	April 12, 2023 (1 email)
From	Resident
Topic	Thoughts and concerns regarding renovation plans
Building	Devonshire
Status	Staff contacted and helped the resident.

Correspondence Number	2
Date Received	April 1-30 (17 emails)
From	Resident
Topic	Build not up to code/Health hazard/others
Building	Holiday
Status	Staff and lawyers are dealing with this resident.

**MAY 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 (Non-Board member, Former PDA), Eric Snow (PDA)

Staff Liaisons to the Board: Carolina Rocha, Sarah Shoemake-Gamble, Matteo Zanatta-Kline

Date, time, and location of meeting: n/a

Date, time, and location of next meeting: May 24, 2023 - 4:00-5:00pm - Ring Central/Belmont Conference Room

The Joint Board Development Committee did not meet since the last full Board meeting. During the month, the Committee continued to advance its ongoing projects, including:

- 1. New Book of the Year:** Matteo and Sarah worked with Margaret on ordering the new book for the year: "Homelessness is a housing problem: How structural factors explain U.S. patterns" by Gregg Colburn and Clayton Page Aldern.
- 2. Board SharePoint Site:** Carolina and Sarah worked with IT staff on setting up the Board SharePoint page that will be like a website exclusively for our Board members. They connected with other staff to determine what information would be useful to board members to include there and encouraged Committee members to share any ideas they had. This was also discussed at the April PDA Board meeting, and Board members shared additional document ideas to add to the site.
- 3. Quarterly Trainings 2023:** Sarah will send all a list of previous training and the content of the New Board Member Orientation. The Committee will discuss this again at the May meeting, with the intent of creating a plan for annual trainings for all board members, as well as topics for new board members to be trained on.
- 4. Next Meeting:** The next Joint Board Development Committee Meeting will be on Wednesday, May 24th from 4:00-5:00 p.m. on Ring Central. Agenda items will include potential summer social events, such as a BBQ, building tours, or a book club event.
- 5. Anti-racist resources:** The Committee will continue to gather these resources to share with the Boards.