



COMMUNITY ROOTS
— HOUSING —

PDA Board Meeting

July 2023

PDA Board Meeting July 2023

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 1:
Meeting Keys

THIS PAGE INTENTIONALLY LEFT BLANK

July 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. 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.

Omnivorous: Kiley will comment about Omnivorous event which will happen on September 13th.

The 10-minute Lesson: Thea will provide an overview of the ABCs of LIHTC Financing

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

State of the Industry and Organization: In January I brought to the Board's attention pandemic related challenges that the affordable housing industry is facing across the country and the impact those challenges are having on CRH and our communities. Since that time two colleague organizations have gone into receivership, one in Los Angeles and one in Chicago. Affordable housing operators are struggling with two things, rent collections and severe antisocial behavior in a small minority of its residents. We have talked to colleague organizations and know that rental arrears for organizations are in the millions and millions of dollars. For CRH, our arrears through June were about \$2.1 M with an additional \$100,000 per month piling up. This, as well as project delays and uncertainty, has created a strain on our operations. We have taken significant steps to reverse the impact of these financial challenges, as has been reported to the board over the past several months. At Monday's Board meeting staff will update the Board on progress. Additionally, the personal challenges that some residents are facing in addiction and untreated mental illness continue to spill over into our communities. Staff will update on efforts to support our communities with these increased needs.

Planning 2023: Staff will update the board on the Vision Framework which contains our mission statement, values, vivid description, strategic priorities, and major initiatives. This document is included in the Board packet. We will also review the 2023 Planning agenda. This year we will continue our

conversation around centering residents to better understand challenges in our communities and what we are doing to face them, including establishing a resident advisory council, redirecting our resident services team, and advocating for support and policy change.

Real Estate Development

Projects update: We will update the Board on critical project progress including Devonshire closing, Pride Place which is in lease up, and Jazz House which has found a path forward with Amazon. There are no real estate resolutions.

Finance and Asset Management

Financial Summary: Michelle and Leslie will present the regular report and dashboard through May 2023. Cash improved with the sale of Fredonia and final rental assistance from the Office of Housing but is expected to be slowly depleted through the end of the year. Vacancy recently reached 4% which is a great improvement, but collections remain well beneath where we need to be to remain healthy. We continue to hold expenses down where we can and are moving forward with final workforce reductions. The Board will be asked to adopt the finance report.

Resolution 2023-18 – Use of Board Designated Opportunity Fund: The Board will be asked to consider authorizing the draw-down of the remaining cash available in the Board Opportunity Fund to invest in the commercial space at Pride Place. Most commercial space within tax credit developments do not fall within development basis and therefore require outside financing. The commercial at Pride Place will be financed with up to \$801,000 investment from CRH and a \$1.3 M loan from WCRA.

Property Dispositions: Holden Vista has been listed. As noted earlier, we have received interest from one party and have completed our resident communications. Staff will be making initial presentations regarding the sales of the Park Hill and Broadway. For the Broadway we are exploring the possibility of a transaction that would transition the property from rental to affordable homeownership. The Board will be asked to consider resolutions for both properties at the August meeting. We will enter executive session in accordance with RCW 42.30.110 (c).

Upcoming Meetings and Events

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

- August 2 or 3 CRH All Staff Meeting
- August 4 CRH Staff Picnic
- August 7 Executive Committee Meeting
- August 14 PDA Board Meeting

Board Packet Sections

1. Meeting Keys, p. 5-7
2. Meeting Agenda, p. 11
3. July 2023 Finance Report, May Statements and Asset Management Report, p. 15-29
4. Resolution 2023-18 – Use of Board Designated Opportunity Fund, p. 33-36
5. Consent Agenda and Attachments, p. 39-60
 - a. Contracts and Expenditures, p. 39
 - b. February 2023 Board Minutes Draft, p. 40-43
 - c. Fundraising & Communications Memo, p. 44-48
 - d. Resident Services Report, p. 49-51
 - e. Property Development Committee Report and Minutes, p. 52-56
 - f. Capitol Hill EcoDistrict Report and Minutes, p. 57-59
 - g. Joint Board Development Committee Report and Minutes, p. 60

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Agenda

THIS PAGE INTENTIONALLY LEFT BLANK



**COMMUNITY ROOTS HOUSING BOARD
REGULAR MEETING**

July 10, 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) – 20 mins total**
- a. Welcome, Introductions, Agenda Review
 - b. Disclosures and Recusals
 - c. Consent Agenda Sec. 5, Page 37
 - d. Omnivorous
 - e. The 10-minute Lesson– 10 mins
 - i. The ABCs of LIHTC Financing
 - a. Future topics
 - b. August: CRH Resident Grievance Policy
- 5:50 Public Comment – 10 mins total**
- 6:00 Presentations & Discussion (Persons) – 40 mins total**
- a. State of the Industry and Organization
 - b. Planning 2023
 - i. Vision Framework 2023
 - ii. 2023 Planning agenda
- 6:40 Real Estate Activities (McLin, Munchel) – 20 mins total**
- a. Projects update
 - i. Devonshire closing
 - ii. Pride Place, Jazz House
- 7:00 Finance and Asset Management – 30 mins total**
- a. May Financials (Purnell-Hepburn, Woodworth) Sec. 3, Page 13
 - b. Resolution 2023-18 - Use of Board Designated Opportunity Fund (Woodworth) Sec. 4, Page 31
 - c. Update on Elizabeth James (Persons)
 - d. Property Dispositions (Persons, Hagen)
 - i. Holden Vista Update (Hagen)
 - ii. Park Hill and Broadway Introduction (Hagen, Thompson)
 - iii. Executive Session
- 7:30 Adjourn (Porter)**

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 3:
July 2023 Finance Report,
May Statements and Asset
Management Report

THIS PAGE INTENTIONALLY LEFT BLANK

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, and Hilary Prinz**

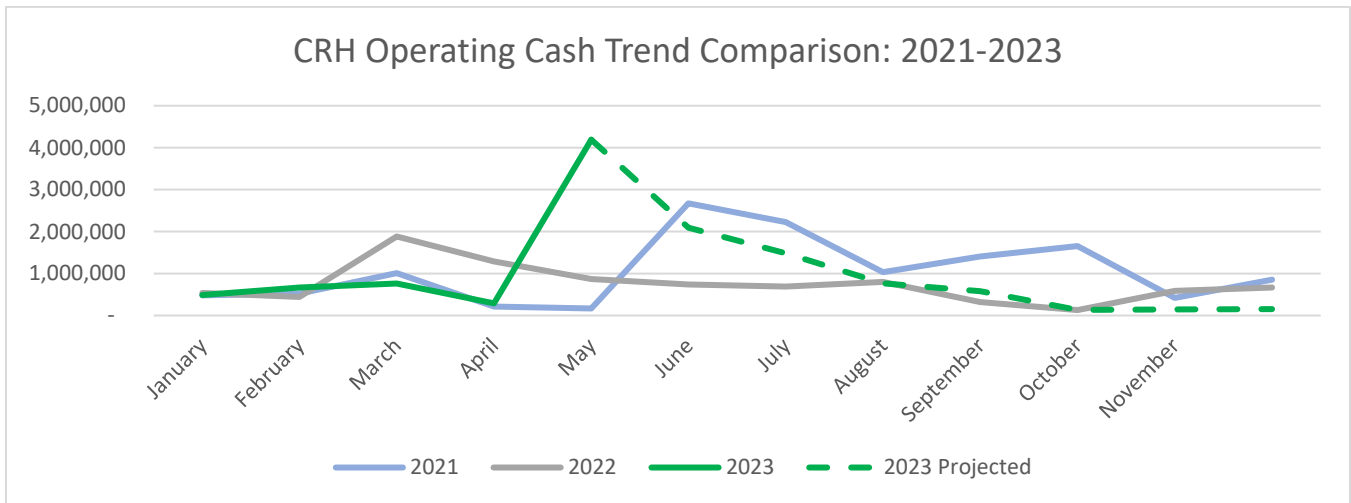
Date, time and location of meeting: July 5, 2023 – 4:00 PM – RingCentral meeting

Financial Position Summary:

BALANCE SHEET

During May unrestricted cash increased \$3.9M.

- Significant inflows of \$3.5M sale of Fredonia, \$162k distribution from Foundation, \$376k distribution from Board Designated reserves, \$485k Rental Assistance from OH City of Seattle
- Significant outflows of \$908k for two payrolls
- Construction activity during the month resulted in a net increase of \$100k to unrestricted cash, from construction draws in excess of disbursements.

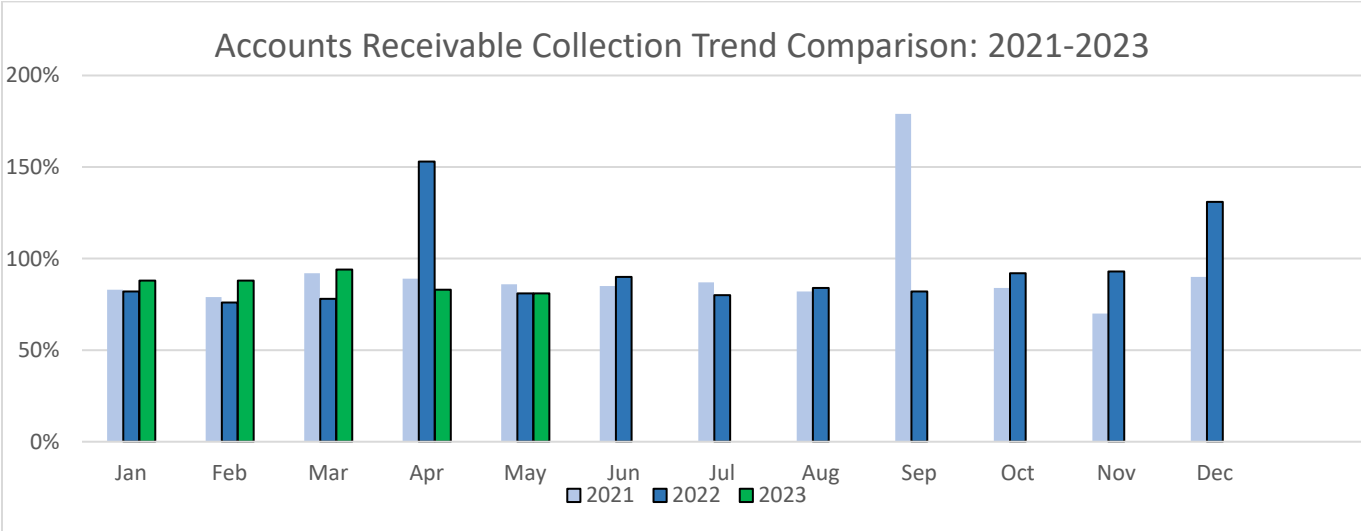


*Cash Flow projection is based on cash inflows that cannot be guaranteed, but CRH management is anticipating receiving

Development activity contributed towards balance sheet changes as follows:

- Cash restricted for development decreased \$321k related to 1 project, due to funding draws in excess of spending .
- Building, improvements, and equipment increased \$277k related to 3 construction projects
- Accounts payable decreased \$350k, related to 3 projects, due to timing difference in billing and payment.

Accounts receivable decreased \$5k, broken out between commercial increasing \$39k and residential increasing \$50k. A decrease of \$94k was caused by a 2022 reclass of rent subsidy overpayment that moved to a liability as we owe that money back to OH. Portfolio-wide residential collections were approximately 82% in May, with total collections at 81%.



**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.*

**As of May 31, 2023, 22 buildings have begun using our new Property Management software. There are still some aspects of the migration that CRH is working through, AR might be lower than actual for the next few months as we update our processes.*

OTHER SIGNIFICANT ACTIVITY

The sale of Fredonia on 5/31/23 increased or (decreased) the following line items in the balance sheet:

- Operating Cash \$3.5M
- Accounts receivable – other receivable \$200k, for the holdback in Escrow
- Land (\$170k), Building, Improvements & Equipment (\$1.4M), and Accumulated Depreciation (\$1.0M)
- Notes receivable from affiliates (\$507k), from Fredonia’s commercial tenant
- Notes payable (\$1.3M), a combination of loans paid (\$786k) and a GASB accrual for the commercial tenant
- Accrued interest payable (\$53k)
- Security deposits (\$42k), the funds and liability were transferred to the buyer

OPERATING STATEMENT

The year-to-date operating statement through May 31, 2023, shows an adjusted operating surplus of \$1.9M, as compared to a budgeted deficit of \$1.7M, resulting in a positive variance of \$3.6M.

Developer fee revenue was \$351k 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.
- Yesler/ Big Village (\$284k) variance – expected in May 2023, but is now expected in June 2024

Transactional inflows were budgeted in June 2023 but on May 31, 2023, the sale of Fredonia was completed and the cash proceeds from that sale of \$2.9M. Transactional inflows are utilized in the operating statement for cash proceeds that would not otherwise show up in the operating statement.

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

The committee reviewed the Property Management dashboard report

May figures for the portfolio were as follows:

- Monthly physical vacancy was 4.6%
- Monthly economic vacancy was 6.7%
- 12-month rolling economic vacancy rate was 6.7%

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

- Cash Flow overview
- Resolution: Use of BDOF for equity contribution for Pride Place Retail Condominium
- Asset Management updates
- Introduce Asset dispositions

Community Roots Housing Blended Balance Sheet

	05.31.2023 Unaudited	04.30.2023 Unaudited	Change from prior month		12.31.2022 Internal Presentation	12.31.2021 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	4,191,020	290,826	3,900,194	1	670,162	852,951
Blended Partnerships Operating Cash	1,850,015	2,012,421	(162,406)	2	3,251,437	2,891,308
General Building Reserves	391,440	366,598	24,842	3	366,598	624,761
Total Unrestricted Cash	6,432,475	2,669,845	3,762,630		4,288,197	4,369,020
Accounts Receivable						
Tenant & Commercial AR	1,675,670	1,680,699	(5,029)	4	1,373,910	1,461,615
Grants Receivable	714,654	714,654	0		884,521	2,521,123
GAAP Rent Receivable	304,544	304,544	0		304,544	336,280
Other Receivable	430,896	265,586	165,310	5	795,482	1,397,700
Total Accounts Receivable	3,125,764	2,965,483	160,281		3,358,457	5,716,718
Board Designated Reserve						
General Board Reserve	500,000	876,260	(376,260)	6	1,000,000	1,000,000
Opportunity Fund	578,025	572,595	5,430		612,510	285,909
Total Board Designated Reserve	1,078,025	1,448,855	(370,830)		1,612,510	1,285,909
Restricted Cash						
Portfolio Reserves	8,053,948	7,783,592	270,356	7	8,251,631	7,667,387
Development	1,628,795	1,949,984	(321,189)	8	2,509,106	4,082,662
Rental Assistance	44,143	44,143	0		44,143	526,489
Restricted Misc	595,344	721,904	(126,560)	9	575,195	223,355
Total Restricted Cash	10,322,230	10,499,623	(177,393)		11,380,075	12,499,893
Fixed Assets						
Land	24,664,923	24,834,923	(170,000)	10	24,834,923	22,906,927
Buildings, Improvements & Equipment	147,712,743	148,708,861	(996,118)	11	147,847,211	131,120,506
Accumulated Depreciation	(70,418,028)	(71,107,515)	689,487	12	(69,614,902)	(57,978,033)
Lease Receivable	567,455	567,455	0		567,455	602,410
Total Fixed Assets	102,527,093	103,003,724	(476,631)		103,634,687	96,651,810
Other Assets						
Intangible Assets	(89,868)	(84,100)	(5,768)		(73,393)	94,180,245.00
Investment in LPs/LLCs	1,644,081	1,644,081	0		1,588,534	5,291,555.00
Due from Affiliates	18,171,243	18,034,348	136,895	13	16,333,561	5,820,644.00
Notes Receivable from Affiliates	17,355,164	17,862,655	(507,491)	14	18,089,995	522,795.00
Prepays & Other Current Assets	771,443	856,309	(84,866)		191,822	273,170
Total Other Assets	37,852,063	38,313,293	(461,230)		36,130,519	106,088,409
Total Assets	161,337,650	158,900,823	2,436,827		160,404,445	226,611,759
LIABILITIES						
Notes Payable	98,882,355.00	100,768,464.00	(1,886,109)	15	100,583,693.00	86,379,496
Accrued Interest Payable	6,128,575.00	5,889,056.00	239,519	16	5,894,987.00	4,828,540
Accounts Payable & Accrued Liabilities	7,842,894.00	7,980,392.00	(137,498)	17	7,781,783.00	8,362,991
Tenant Security Deposit Liability	481,899	524,273	(42,374)	18	525,066	499,581
Total Liabilities	113,335,723	115,162,185	(1,826,462)		114,785,529	100,070,608
Net Position	48,001,927	43,738,638	4,263,289		45,618,916	126,541,151
Total Liabilities and Net Assets	161,337,650	158,900,823	2,436,827		160,404,445	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:

- \$3.5M Sale of Fredonia
- \$162k Distribution from Foundation
- \$376k Distribution from Board Designated reserves
- \$485k Rental Assistance from OH City of Seattle
- Approx. \$100k net inflow from development transactions, construction draw in excess of disbursements

The following significant cash transactions decreased cash during the period:

- \$908k Payroll for 2 pay cycles

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

- 2) Blended Partnerships Operating Cash: Decr \$162k - Due to Payments to Residual reserves based on 2022 audits for UJ \$213k and Elizabeth James \$28k (see note 7)
- 3) General Building Reserves: Incr \$25k - Due receiving insurance payment for Elizabeth James fire claim netted against payments that have already been made.
- 4) Tenant & Commercial AR: Decr \$5k - Commercial balances increased \$39k and residential increased \$50k. Also, a 2022 reclass of OH rent overpayment for \$94k moved to a liability as we owe the money back to OH

Collected approx 82% of billed residential rents in May, with total collections including commercial tenants at 81%.

- 5) Accounts Receivable - Other Receivable: Incr \$165k - Due to Fredonia Sale holdback in Escrow
- 6) Board Designated Reserves - General Board Reserves: Decr \$376k - Due to supporting continuing operations while awaiting for Sale of Fredonia. Repaid in June after Fredonia Sale was complete.
- 7) Restricted Cash - Portfolio Reserves: Incr \$270k - Due to residual reserves payments based on 2022 audits for UJ \$213k and Elizabeth James \$28k (see note 2)
- 8) Restricted Cash - Development: Decr. \$321k - Cash increased (decreased) for the following, based on timing between disbursements and draws: (\$321K) Jazz House
- 9) Restricted Cash - Restricted Misc: Decr. \$127k - Due to payments for Devonshire draw 6 payments
- 10) Fixed Asset - Land: Decr \$170k - Due to Sale of Fredonia on 5/31/23
- 11) Bldg, Impr & Equip: Decr \$996k - Additions to construction in process for projects, including the following: \$45k Youth Care, \$108k White Center, \$124k Devonshire and \$30k Helen V interior upgrades. Decreased \$1.5M due to sale of Fredonia on 5/31/23.
- 12) Accumulated Depreciation: Decr. \$689k - Sale of Fredonia on 5/31/23 offset by monthly depreciation expense.
- 13) Other Assets - Due from Affiliates: Incr. \$137k - Due to an increase of \$123k in development project cost paid by CRH, and a decrease of \$42k due to Helen V paying property management fees owed to CRH, additional activity consist of normal operating businesses
- 14) Other Assets - Notes Receivable from Affiliates: Decr \$507k - Due to sale of Fredonia on 5/31/23 which removed commercial tenant lease from Balance sheet.
- 15) Liabilities - Notes Payable: Decr. \$1.9M - Due to sale of Fredonia on 5/31/23 and by monthly mortgage payments and monthly insurance payment
- 16) Liabilities - Accrued Interest Payable: Incr \$240k - Due to Sale of Fredonia City loan payoff and reallocation of Bremer loan with the City to mirror what the City has on their financial statements
- 17) Accounts Payable & Accrued Liabilities: Decr \$137k - Construction costs in accounts payable increased (decreased) for the following: (\$51k) White Center, \$13k Youth Care and (\$312k) Jazz House. 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.
- 18) Liabilities - Tenant Security Deposit Liability: Decr \$42k - Due to sale of Fredonia, tenant deposits were transferred to the buyer.

Community Roots Housing
Statement of Revenues and Expenditures - Unaudited
From 1/1/2023 Through 5/31/2023

	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	5,327,189	5,438,590	(111,401)	(2.05%)	13,069,187	7,741,998
Parking, Laundry & Other	89,177	88,327	850	0.96%	203,643	114,466
Residential Vacancy & Concessions	(462,519)	(335,487)	(127,032)	1 37.86%	(805,695)	(343,176)
Total Residential Tenant Revenue	4,953,847	5,191,430	(237,583)	(4.58%)	12,467,135	7,513,288
Commercial Tenant Revenue						
Commercial Rent Revenue	683,820	628,124	55,696	8.87%	1,570,805	886,985
Triple net revenue	147,178	212,746	(65,568)	2 (30.82%)	485,373	338,195
Commercial vacancy & concessions	(28,668)	(14,528)	(14,140)	97.33%	(40,913)	(12,245)
Total Commercial Tenant Revenue	802,330	826,342	(24,012)	-2.91%	2,015,265	1,212,935
Bad Debt & Collection Loss						
Bad debt	(117,393)	(105,416)	(11,977)	11.36%	(252,796)	(135,403)
Total Bad Debt & Collection Loss	(117,393)	(105,416)	(11,977)	11.36%	(252,796)	(135,403)
Grants & Donations						
Grants & Donations	748,458	417,500	330,958	3 79.27%	1,561,000	812,542
Rental Assistance Awards	485,367	0	485,367	4	0	(485,367)
Total Grants & Donations	1,233,825	417,500	816,325	195.53%	1,561,000	327,175
Other Operating Revenue						
Accounting & Compliance fees	443,030	418,304	24,726	5.91%	1,006,083	563,053
Developer Fees	240,000	590,967	(350,967)	5 (59.39%)	2,839,196	2,599,196
Cash Distribution from Affiliate	616,279	0	616,279	6	0	(616,279)
Partnership Management Fees	57,031	0	57,031	7	24,900	(32,131)
Property Management Fees	664,407	666,784	(2,377)	(0.36%)	1,587,743	923,336
Interest Income	27,167	5,000	22,167	8 443.34%	12,000	(15,167)
Other Income	10,831	0	10,831		11,410	579
Total Other Operating Revenue	2,058,745	1,681,055	377,690	22.47%	5,481,332	3,422,587
Total Revenue	8,931,354	8,010,911	920,443	11.49%	21,271,936	12,340,582
Expenses						
Operating Expenses						
Accounting, Audit & Legal	474,876	430,343	(44,533)	9 (10.35%)	732,680	257,804
Administration	226,482	303,121	76,639	10 25.28%	732,413	505,931
Technology	147,783	204,301	56,518	11 27.66%	485,858	338,075
Board Expense	61	4,000	3,939	98.48%	10,000	9,939
CRH Occupancy Expense	0	202,140	202,140	12 100.00%	487,806	487,806
Cash Distribution to CRH	521,000	0	(521,000)	13	0	(521,000)
Compliance, Taxes & License	332,519	172,590	(159,929)	14 (92.66%)	341,175	8,656
Consulting	175,064	224,937	49,873	15 22.17%	448,771	273,707
Debt Service	963,319	1,015,257	51,938	5.12%	2,506,617	1,543,298
Insurance	347,951	309,708	(38,243)	16 (12.35%)	757,134	409,183
Leasing/Compliance Expense	142,716	156,278	13,562	8.68%	361,103	218,387
Miscellaneous Financial Expense	0	2,500	2,500	100.00%	8,500	8,500
Other Operating Expense	245,067	1,075	(243,992)	17 (22696.93%)	1,180	(243,887)
Partnership Mgmt Fee Expense	57,031	0	(57,031)		20,000	(37,031)
Payroll, Taxes and Benefits	3,847,984	4,131,528	283,544	6.86%	10,005,805	6,157,821
Property Mgmt Fee Expense	483,600	480,297	(3,303)	(0.69%)	1,120,133	636,533
Repair and Maintenance	1,018,982	1,082,783	63,801	5.89%	2,288,687	1,269,705
Resident activities	7,451	15,538	8,087	52.05%	28,453	21,002
Utilities	795,622	732,876	(62,746)	(8.56%)	1,716,502	920,880
Total Expenses	9,787,508	9,469,272	(318,236)	(3.36%)	22,052,817	12,265,309
Operating Surplus (Deficit) before Reserves	(856,154)	(1,458,361)	602,207	(41.29%)	(780,881)	75,273

Reserve Contributions							
Replacement Reserve	(193,175)	(190,724)	(2,451)	1.29%	(455,762)	(262,587)	
Operating Reserve	(13,978)	(13,978)	0	0.00%	(33,047)	(19,069)	
Other Reserve	(30,350)	(32,250)	1,900	(5.89%)	(112,852)	(82,502)	
Total Reserve Contributions	(237,503)	(236,952)	(551)	0.23%	(601,661)	(364,158)	
Operating Surplus (Deficit)	(1,093,657)	(1,695,313)	601,656	(35.49%)	(1,382,542)	(288,885)	
Additional Unrestricted Cash Flows							
Transactional Inflows	2,978,681	0	2,978,681	18	1,400,000	(1,578,681)	
Adjusted Operating Surplus (Deficit)	1,885,024	(1,695,313)	3,580,337		(211.19%)	17,458	(1,867,566)

Variance Discussion (Greater than \$15K and 10%) all changes are reference to Budget

- 1) Residential vacancy: \$127k higher - Actual vacancy was higher than our goal at the property level. This is due to our operations team working to evict non-paying tenants and larger than normal rehabs at buildings
- 2) Triple net revenue: \$66k lower - Due to 800 Corp (Walgreens) tenants only being billed annually in December, but being accounted for monthly in the budget. Also, due to SPD bill being billed in June this year instead of April as budgeted, this was due to new property manager software implementation.
- 3) Grants & Donations: \$331k higher - Due to foundation distributions exceeding budgeted amounts
- 4) Rental Assistance Awards: \$485k higher - Awarded \$485k of rental assistance from the City of Seattle Office of Housing, which was not budgeted
- 5) Developer Fees: \$351k lower - Differences of Budget amounts compared with actual amounts received for 2023 are as follows: (\$89k) Jazz house and (\$218k) Africatown, \$240k 12th Ave Arts Housing 2023 distribution and (\$284k) Yesler/ Big Village.
- 6) Cash Distribution from Affiliate: \$616k higher - 2023 Cash waterfall distributions include: \$480k from Silvian, \$41k from Hazel and \$95k from Bonanza buildings
- 7) Partnership Management Fees: \$57k higher - Due to Helen V paying down their partnership management fee.
- 8) Interest Income: \$22k higher - LGIP interest being about \$5k monthly compared to the budgeted amount of \$1k monthly
- 9) Accounting, Audit & Legal: \$45k higher - Legal fees are \$44k higher than budgeted due HR support and admin legal support for normal operations
- 10) Administration: \$76k lower - Due to purposeful reduction in company-wide spending, which led to a decrease in the following categories: (\$14k) external community events, (\$22k) advertising, and (\$27k) training and education
- 11) Technology: \$57k lower - This budget captures our old property manager software, which is being phased out with new property manager software leading to a reduction of \$76k in property manager software cost
- 12) CRH Occupancy Expense: \$202k lower - 2023 CRH rent and NNN owed to 12AA commercial, paid in June 2023 after sale of Fredonia
- 13) Cash Distribution to CRH: \$521k higher - due to the following blended buildings making cash distributions to CRH: \$480 Silvian and \$41k Hazel
- 14) Compliance, Taxes & License: \$160k higher - Due to Excise tax paid in sale of Fredonia that was not budgeted
- 15) Consulting: \$50k lower - Due to purposeful reduction in company-wide spending, which led to a reduction of (\$45k) in finance, (\$16k) in Development and (\$10k) in Communications
- 16) Insurance: \$38k higher - Insurance premium was higher than expected for Bremer \$15k, Broadway Crossing \$5k, Fredonia \$5k and several other properties with smaller amounts.
- 17) Other Operating Expenses: \$244k higher - Due to sale of Fredonia reconveyance fees and prepayment penalties
- 18) Transactional Inflows: \$2.9M higher - Due to sale of Fredonia

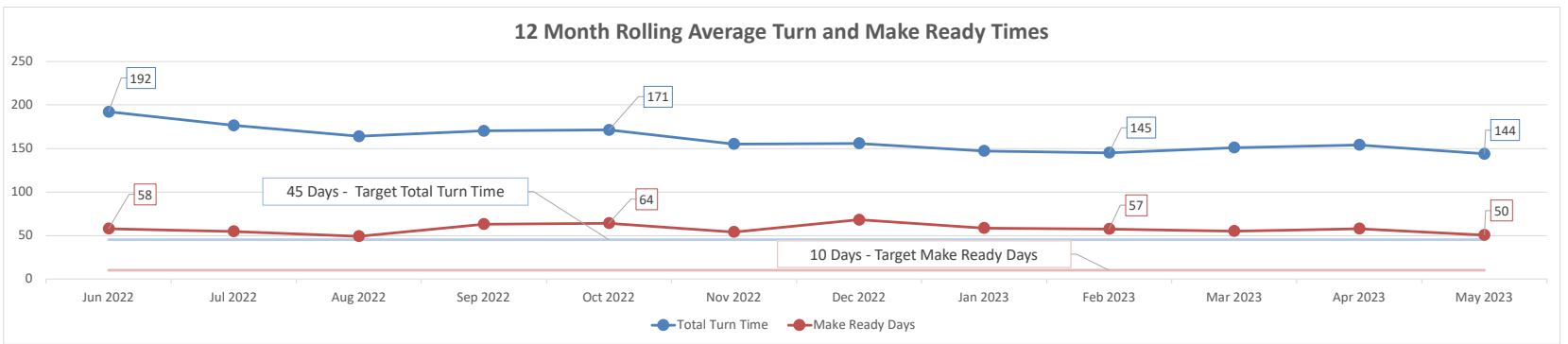
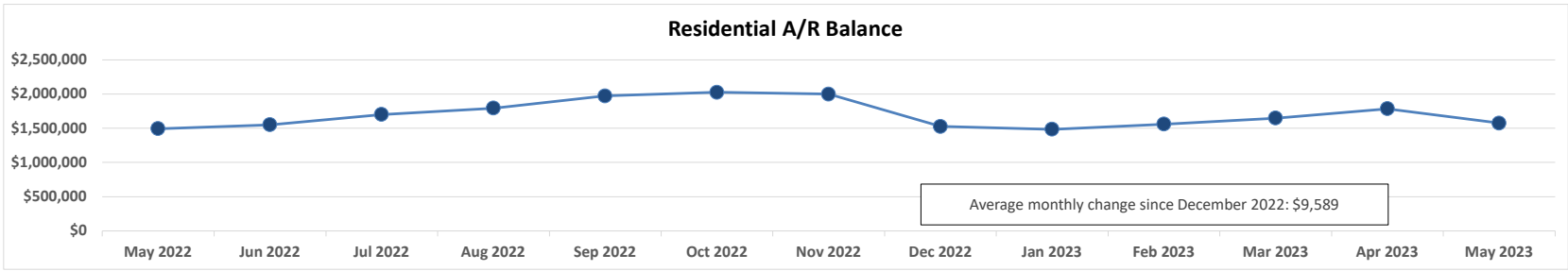
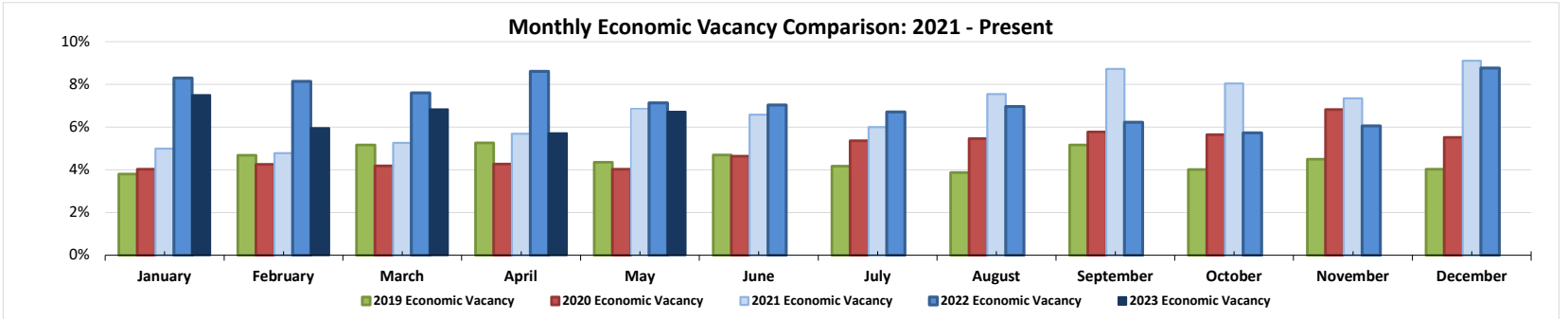
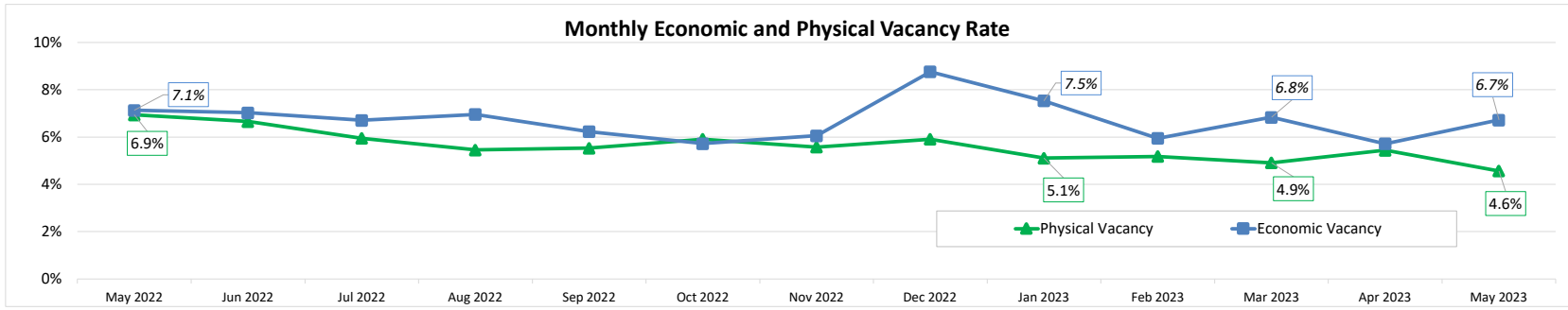


**Community Roots Housing
Asset Management Dashboard
Year to date as of May 31, 2023**

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 %	May 2023	May 2023	12 MO Rolling	2022 Vacancy	Make Ready	Total Days Vacant	May 2023	12 MO Rolling
Berneva	12	0	0.0%	12	\$4,310	0%	\$3,398	10%	\$359	\$355	8128%	\$5,709	-30%	4.7%			0.0%	2.5%	6.3%
Burke Gilman Gardens	15	0	0.0%	15	\$6,038	0%	\$4,612	32%	\$1,039	\$3,338	145%	\$12,229	-18%	5.8%	26	114	37.6%	8.8%	8.1%
Boylston Howell	29	1	3.3%	30	\$4,927	-3%	\$4,112	4%	\$105	\$196	216%	\$33,090	+7%	10.2%	30	328	0.0%	5.8%	16.6%
Bremer	46	3	6.1%	49	\$4,161	-9%	\$2,983	-11%	\$116	(\$482)	-81%	\$31,169	-35%	6.9%	29	101	9.9%	9.5%	20.8%
Brewster	35	0	0.0%	35	\$4,071	0%	\$3,730	-7%	\$126	(\$101)	-44%	\$45,535	-12%	13.6%	64	134	-0.8%	3.5%	9.1%
Broadway	5	0	0.0%	5	\$5,720	-7%	\$4,392	11%	\$356	\$506	338%	\$3,792	+86%	5.8%			0.0%	3.7%	10.3%
Broadway Crossing	43	1	2.3%	44	\$4,539	-9%	\$4,935	-24%	(\$707)	(\$883)	-503%	\$27,397	-33%	5.9%	22	86	-47.1%	-0.6%	7.3%
Byron Wetmore	11	1	8.3%	12	\$4,562	-7%	\$4,641	-2%	(\$416)	(\$25)	-6%	\$10,014	-34%	7.7%		456	11.8%	10.4%	8.6%
Centennial	28	2	6.7%	30	\$4,797	-11%	\$2,839	24%	\$118	\$261	182%	\$39,077	+23%	11.4%	28	191	7.6%	10.7%	12.8%
Devonshire																			4.5%
Elizabeth James	57	3	5.0%	60	\$4,523	-3%	\$4,340	-48%	(\$966)	(\$1,382)	-332%	\$22,432	+14%	3.5%	165	151	5.0%	7.2%	8.0%
Fleming	34	2	5.6%	36	\$4,093	-3%	\$3,725	-10%	(\$699)	(\$304)	-77%	\$52,138	+8%	14.7%	51	166	6.1%	5.6%	4.3%
Four Twelve Apartments	11	1	8.3%	12	\$8,911	-19%	\$6,446	4%	(\$612)	(\$1,479)	-171%	\$24,581	-14%	9.3%	114	98	9.0%	16.6%	12.8%
Fremont Solstice	18	0	0.0%	18	\$5,385	0%	\$4,239	5%	(\$383)	\$34	8%	\$11,867	-1%	5.4%	29	145	0.0%	3.0%	7.3%
Gilman Court	25	0	0.0%	25	\$4,731	5%	\$5,325	-5%	(\$97)	\$61	86%	\$20,354	+35%	7.6%	20	214	0.0%	3.4%	5.0%
Harrison at 15th	19	0	0.0%	19	\$8,932	-3%	\$6,327	-1%	(\$585)	(\$371)	-173%	\$14,911	+14%	5.9%	20	76	3.4%	3.7%	5.0%
Hazel Plaza	16	0	0.0%	16	\$10,860	-16%	\$5,575	6%	\$1,670	(\$971)	-37%	\$5,152	-36%	3.5%	110	179	6.5%	10.5%	6.5%
Helen V	36	2	5.3%	38	\$6,663	-23%	\$4,472	-16%	\$854	(\$1,672)	-66%	\$43,244	-8%	7.2%	116	361	0.4%	5.4%	5.1%
Holden Vista	15	1	6.3%	16	\$8,080	-8%	\$5,954	-15%	\$847	(\$642)	-43%	\$24,118	+17%	7.9%		181	5.1%	15.9%	14.9%
John Carney	26	1	3.7%	27	\$4,316	-6%	\$4,840	-40%	(\$571)	(\$240)	-72%	\$14,786	-10%	5.4%	100	465	0.0%	11.3%	18.9%
Joe Black Apartments	22	2	8.3%	24	\$5,574	-11%	\$5,230	-2%	(\$53)	(\$275)	-124%	\$69,433	-5%	21.3%	94	326	26.0%	8.7%	5.6%
Lamed	33	0	0.0%	33	\$4,813	-2%	\$3,728	5%	\$480	\$2	0%	\$24,443	-15%	10.7%	28	139	0.0%	7.3%	12.0%
Lincoln Court	26	3	10.3%	29	\$3,698	-18%	\$3,306	-9%	(\$1,060)	(\$906)	-589%	\$21,618	+7%	8.5%	77	263	14.1%	18.6%	17.9%
Maxwell	4	0	0.0%	4	\$5,015	-3%	\$4,655	-1%	(\$2)	(\$194)	-101%	\$0	-100%	0.0%			0.0%	0.0%	0.0%
Melrose	25	5	16.7%	30	\$2,699	-31%	\$4,439	-15%	(\$1,666)	(\$1,345)	-419%	\$14,311	-33%	6.0%	77	120	22.5%	15.5%	22.0%
Miller Park	11	1	8.3%	12	\$4,978	-15%	\$5,786	-15%	(\$1,656)	(\$1,444)	-682%	\$3,457	-22%	2.3%	22	105	13.9%	10.1%	4.1%
Mary Ruth Manor	16	4	20.0%	20	\$7,939	-27%	\$5,786	-3%	\$262	(\$417)	-61%	\$55,519	-18%	12.9%	152	161	54.6%	27.0%	12.8%
Oleta	27	7	20.6%	34	\$3,231	-26%	\$3,422	-10%	(\$1,101)	(\$1,060)	-2589%	\$32,398	-17%	9.9%	75	138	16.2%	9.0%	9.1%
Pantages	49	0	0.0%	49	\$4,765	-1%	\$4,035	-2%	(\$48)	(\$28)	-137%	\$15,968	+0%	3.0%	46	73	1.9%	2.5%	5.6%
Park Hill	28	2	6.7%	30	\$6,214	-6%	\$4,998	18%	\$479	\$606	479%	\$45,629	-5%	10.4%	80	216	11.6%	6.3%	8.6%
Seneca	29	3	9.4%	32	\$3,621	-22%	\$3,843	-6%	(\$1,185)	(\$1,245)	-2069%	\$24,558	+3%	7.6%	33	210	11.0%	14.1%	13.4%
Silvian	31	1	3.1%	32	\$6,528	-3%	\$3,261	-1%	\$2,901	\$1,274	78%	\$25,305	-24%	4.9%	25	85	3.9%	2.2%	2.5%
Union James	24	0	0.0%	24	\$8,152	1%	\$5,075	4%	\$946	\$488	106%	\$100,401	-1%	21.1%	103	151	4.3%	4.3%	4.0%
Villa	60	2	3.2%	62	\$5,369	1%	\$4,437	-18%	(\$613)	(\$603)	-5987%	\$80,567	+24%	14.2%	64	109	1.6%	4.0%	7.5%
Blended Total	866	48	5.3%	914	\$5,196	-9%	\$4,318	-6%	(\$129)	(\$370)	-154%	\$965,203	-5%	8.9%	61	170	8.2%	8.1%	9.2%
Twelfth Avenue Arts Housing	84	4	4.5%	88	\$5,341	-1%	\$3,363	-8%	(\$2,663)	(\$3,006)	-876%	\$71,548	-27%	6.5%	17	71	6.6%	3.9%	2.7%
Eighteenth Avenue	9	0	0.0%	9	\$8,087	-16%	\$5,396	-23%	\$1,557	\$464	42%	\$39,126	-11%	19.7%			0.0%	4.4%	0.0%
El Nor	54	1	1.8%	55	\$7,281	-3%	\$3,469	-4%	\$1,830	\$1,203	192%	\$28,333	-29%	3.0%	23	152	3.5%	3.2%	4.9%
Haines	30	0	0.0%	30	\$6,921	2%	\$2,993	4%	\$3,573	\$1,507	73%	\$2,494	-78%	0.5%	46	123	1.1%	3.8%	6.8%
Holiday	29	1	3.3%	30	\$4,781	-4%	\$4,599	-19%	(\$1,170)	(\$439)	-60%	\$41,293	+27%	12.9%	100	198	4.4%	6.8%	8.8%
Jefferson Housing	40	0	0.0%	40	\$5,999	2%	\$4,073	-2%	(\$225)	\$131	37%	\$41,921	-7%	7.8%	45	72	0.3%	1.3%	1.3%
Liberty Bank Building	112	3	2.6%	115	\$4,723	-3%	\$3,315	-16%	(\$211)	(\$307)	-321%	\$143,159	-43%	10.7%	19	92	1.8%	3.9%	4.8%
Ponderosa	22	1	4.3%	23	\$6,964	-16%	\$5,281	-29%	\$133	(\$2,115)	-94%	\$17,284	-36%	4.1%		165	13.2%	5.7%	3.1%
Station House	104	6	5.5%	110	\$5,532	-7%	\$3,032	0%	\$492	(\$35)	-7%	\$118,094	-0%	7.9%	45	88	5.2%	6.0%	9.9%
Unity Village	28	2	6.7%	30	\$4,296	1%	\$5,517	-21%	(\$739)	(\$232)	-46%	\$56,449	+14%	18.3%		141	8.9%	5.7%	7.7%
Discrete Total	512	18	3.4%	530	\$5,613	-4%	\$3,637	-9%	(\$87)	(\$475)	-122%	\$559,701	-22%	7.8%	33	99	4.4%	4.4%	5.5%
Portfolio Total	1378	66	4.6%	1444	\$5,349	-7%	\$4,068	-7%	(\$113)	(\$408)	-138%	\$1,573,676	-12%	8.4%	50	144	6.7%	6.7%	7.8%

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 Average turn and make ready times are based on partial data. Data on recent turns from certain properties was unavailable due to incomplete RealPage transition

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: May 2023**

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	573,744
KeyBank	CRH - Rental Assistance	Restricted Grant	44,143
KeyBank	12th AAA - Restricted	Equipment Reserve	21,600
KeyBank	White Center Hub - Comm Constructio	Construction	1,221,478
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,861
KeyBank	Capitol Hill Housing	Security Deposit	179,202
Key Bank	Bremer - Resynd	Security Deposit	19,272
KeyBank	Hazel Plaza	Security Deposit	4,011
KeyBank	Larned	Security Deposit	18,012
Key Bank	John Carney - R	Security Deposit	9,739
KeyBank	Byron Wetmore	Security Deposit	8,572
Key Bank	412	Security Deposit	2,501
KeyBank	Holden Vista	Security Deposit	3,628
KeyBank	Mary Ruth Manor	Security Deposit	4,362
KeyBank	EJSH	Security Deposit	11,211
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	30,973
KeyBank	Harrison	Security Deposit	15,572
KeyBank	Oleta	Security Deposit	15,709
KeyBank	Helen V Apts LLC	Security Deposit	7,864
KeyBank	Pantages Apts LLC	Security Deposit	25,803
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	8,263
KeyBank	Hazel Plaza	Reserves	354,687
KeyBank	Byron Wetmore	Reserves	85,122
KeyBank	Holden Vista	Reserves	25,952
KeyBank	Mary Ruth Manor	Reserves	325,561
KeyBank	Gilman Court LP	Reserves	143,641
KeyBank	Villa Apts LP	Reserves	252,097
KeyBank	Helen V Apts LLC	Reserves	1,040,498
KeyBank	Broadway & Pine	Reserves	339,982
KeyBank	Woodland Park Ave LLC	Reserves	180,013
KeyBank	12th Avenue Arts Associates LLC	Reserves	41,661
Key Bank	Union James	Reserves	344,561
		Total KeyBank	5,503,275

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

Banner	Berneva	Reserves	15,760
Banner	Seneca	Reserves	168,552
Banner	Seneca	Security Deposit	13,604
		Total Banner	197,916
LGIP	Capitol Hill Housing	Reserves	1,862,352
		Total LGIP	1,862,352
Walker Dunlop	EJSH	Escrow	2,280
Walker Dunlop	EJSH	Reserves	320,652
		Total Oppenheimer	322,932
Chase	Larned	Reserves	216,838
Chase	412	Reserves	175,133
Chase	Harrison	Reserves	205,254
Chase	Oleta	Reserves	82,615
		Total Chase	679,840
US Bank	Pantages Apts LLC	Reserves	525,449
US Bank	Silvian	Reserves	238,082
		Total USBank	763,530
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	180,952
		Total HPN	180,952
KeyBank	Youth Care Predevelopment	Plymouth	32,994
		Total Plymouth	32,994
BofA	Fleming Apts LP	Reserves	102,326
		Total BofA	102,326
Heritage	Bremer - Resyndication	Construction	619
Heritage	Bremer	Reserves	225,357

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

Heritage	John Carney	Construction	32,033
Heritage	John Carney	Reserves	126,075
Heritage	Boylston Howell	Construction	4,231
Heritage	Boylston Howell	Reserves	127,220
Heritage	Union & 24th Commercial	Security Deposit	4,089
		Total Heritage	519,624
		Total Restricted - CHH Blended Components	10,322,230
LGIP	Capitol Hill Housing	Board Designated Res	1,078,025
		Total Designated	1,078,025
Heritage	Union & 24th Commercial	Operating Checking	102,339
		Total Heritage	102,339
KeyBank	Capitol Hill Housing	Gen Building Reserve	391,440
		Total Gen Building Reserve	391,440
KeyBank	Capitol Hill Housing	Operating Checking	4,191,020
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	105,844
KeyBank	Hazel Plaza	Operating Checking	89,801
KeyBank	Larned	Operating Checking	107,145
KeyBank	John Carney	Operating Checking	111,153
KeyBank	Byron Wetmore	Operating Checking	24,298
KeyBank	412	Operating Checking	82,353
KeyBank	Holden Vista	Operating Checking	156,605
KeyBank	Mary Ruth Manor	Operating Checking	45,131
KeyBank	EJSH	Operating Checking	41,806
KeyBank	Boylston Howell	Operating Checking	46,751
KeyBank	Gilman Court LP	Operating Checking	36,928
KeyBank	Fleming Apts LP	Operating Checking	51,242
KeyBank	Villa Apts LP	Operating Checking	54,193
KeyBank	Harrison	Operating Checking	137,029
KeyBank	Oleta	Operating Checking	24,915
KeyBank	Helen V Apts LLC	Operating Checking	85,003
KeyBank	Pantages Apts LLC	Operating Checking	90,433
KeyBank	Silvian	Operating Checking	104,341

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

KeyBank	Broadway & Pine	Operating Checking	33,957
KeyBank	Woodland Park Ave LLC	Operating Checking	25,394
KeyBank	12th Avenue Arts Associates LLC	Commercial Operatin	142,626
KeyBank	Union James	Operating Checking	33,087
		Total KeyBank	5,866,597
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	12,092
Banner	Seneca	Operating Checking	59,906
		Total Banner	71,998
		Total Unrestricted - CHH Blended Components	6,432,475
		Total All Cash - CHH Blended Components	17,832,729

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	158,030
Chase	AAA	Escrow	1,494
Chase	AAA	Security Deposit	6,094
Chase	AAA	Reserves	281,701
		Total Chase	447,319
KeyBank	Africatown	Project Funds	34,373
KeyBank	Africatown	Construction-Res	5,021
KeyBank	Africatown	Construction	1,268,112
KeyBank	Africatown Commercial	Construction	1,035,876
KeyBank	Jazz House	Construction	14,394
KeyBank	El Nor LP	Security Deposit	12,260
KeyBank	18th Ave Apartments	Security Deposit	1,551
KeyBank	Ponderosa	Security Deposit	3,494
KeyBank	Holiday Apts	Security Deposit	16,768

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

KeyBank	SOPI / Unity Village	Security Deposit	11,552
KeyBank	Jefferson & 12th	Security Deposit	26,921
KeyBank	12th Avenue Arts Housing	Security Deposit	54,811
KeyBank	CH TOD Station House	Security Deposit	36,927
KeyBank	SOPI / Unity Village	Reserves	306,492
KeyBank	Jefferson & 12th	Reserves	390,414
KeyBank	12th Avenue Arts Housing	Reserves	882,611
KeyBank	CH TOD Station House	Reserves	825,417
KeyBank	CH TOD Station House	Escrow	42,810
		Total KeyBank	4,969,804
UnionBank	Holiday	Reserves	232,392
		Total UnionBank	232,392
Heritage	Union & 24th Residential	Security Deposit	36,233
Heritage	Union & 24th Residential	Reserves	374,284
Heritage	Heartwood SPE	Construction	1,683,845
		Total Heritage	2,094,361
Wells Fargo	El Nor	Reserves	662,861
Wells Fargo	18th Ave	Reserves	131,616
Wells Fargo	Ponderosa	Reserves	282,405
Wells Fargo	El Nor	Escrow	14,761
Wells Fargo	18th Ave	Escrow	2,601
Wells Fargo	Ponderosa	Escrow	6,733
		Total Wells Fargo	1,100,976
Bellwether	Union & 24th	Escrow	194,326
		Total Bellwether	194,326
		Total Restricted - Discrete Components	9,039,180
Chase	AAA	Operating Checking	614,517
Chase	Pride Place Commercial	Construction	172,336
Chase	Pride Place	Construction	45
		Total Chase	786,898
KeyBank	El Nor LP	Operating Checking	415,237
KeyBank	18th Ave Apartments	Operating Checking	114,997

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

KeyBank	Ponderosa	Operating Checking	270,307
KeyBank	Holiday Apts	Operating Checking	29,540
KeyBank	SOPI / Unity Village	Operating Checking	14,912
KeyBank	Jefferson & 12th	Operating Checking	86,984
KeyBank	Twelfth Avenue Arts Res	Operating Checking	135,571
KeyBank	CH TOD Station House	Operating Checking	756,222
		Total KeyBank	1,823,770
Heritage	Union & 24th Residential	Operating Checking	243,038
		Total Heritage	243,038
		Total Unrestricted - Discrete Components	2,853,705
		Total All Cash - Discrete Components	11,892,885
		Total All Cash - CHH Blended Components	17,832,729
		Total All Cash	29,725,614

TOTALS BY BANK

Key Bank	18,644,796
Chase \$	1,914,057
Banner \$	269,914
US Bank \$	763,530
Union Bank \$	232,392
Bank of America \$	102,326
Heritage \$	2,959,362
Bellwether \$	194,326
Wells Fargo \$	1,100,976
LGIP \$	2,940,377
Other and Petty \$	603,556
TOTAL CASH	\$ 29,725,614

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 4:
Resolution 2023-18 –
Use of Board Designated
Opportunity Fund

THIS PAGE INTENTIONALLY LEFT BLANK



CRH Board Resolution 2023-18

Overview: Authorization of Board Designated Opportunity Funds use for Pride Place Retail funding

Purpose: To approve use of Board Designated Opportunity Funds for making an equity contribution for Pride Place Retail condominium

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?:** Financial and Asset Management

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

General Description and Purpose: Previously the board approved Resolution 2021-18, authorizing CRH to pay approximately \$550,000 as down payment to purchase of the commercial condominium of the Pride Place project. The payment amount would be determined based on the required loan to value ratio for the lender, and overall estimated purchase price of \$1,995,000.

The purchase and sale agreement dated October 25, 2021 indicated that the purchase price would be determined by the actual cost to the seller. Due to increases in construction costs, the current estimate of the cash investment needed is approximately \$800,000.

The condominium purchase is expected to close in August 2023, and management would like permission to use the opportunity fund for the majority of this payment. The balance of the opportunity fund was approximately \$649,670 at June 30, 2023, with additional interest earned monthly. We propose using up to \$650,000 of the opportunity fund for this long term investment, with the remaining investment to be paid from CRH operating cash.

Management intends to gradually replenish the opportunity fund with future property dispositions or returns from this investment.

Organizational requirements of resolution: Formal resolution

Financial cost of the resolution: \$650,000

Pros: This type of investment is consistent with the underlying purpose of the opportunity fund. This also prevents the need to deplete CRH operating cash for the purchase commitment.

CRH would own the commercial condominium 100% and have the opportunity to take investment returns in the future. These returns can be used to replenish the opportunity fund over time.

Cons: This payment reduces our organization's liquid cash balance, which is projected to dip down below the required \$2m minimum for several months in 2023.

This investment has a payback period of approximately 10 years, therefore other sources would be needed to replenish the opportunity fund in the short term.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
- **Is further reporting required to the Board or a Board Committee?** Yes No

If yes, please describe:

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

July 10, 2023

Resolution 2023-18

Use of Board Designated Opportunity Fund

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing the use of up to \$650,000 from Board Designated Opportunity Reserves for invested into and acquisition of the commercial condominium unit at Pride Place.

Community Roots Housing (CRH) 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.

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.

CRH’s charter grants CRH numerous powers, including the power to purchase, lease, exchange, or otherwise manage property; to issue bonds as necessary or appropriate to achieve its purposes; and to “[p]reserve, develop, sponsor, lease, manage, construct, own or otherwise participate in housing projects, and cultural, social, and economic facilities where such activity furthers the public purpose for which the Program is chartered.”

CRH maintains two separate board designated reserve accounts: a general operating reserve (balance currently maintained at \$1 million) and a Board Designated Opportunity Fund (current balance of approximately \$650 thousand).

The Board Designated Opportunity fund balance is intended to be deployed for use in new real estate investment opportunities.

CRH has committed to purchasing the commercial condominium of the Pride Place with a combination of debt and equity, with a cash investment requirement of approximately \$800,000;

The Board of Directors of Community Roots adopted Resolution 2021-18 authorizing CRH to contribute the CRH Purchase Price and the CRH Equity in the approximate amount of \$550,000 to pay down Taxable Note B and to assume the balance of the Taxable Bank Loan until it is able to obtain the CRH Additional Commercial Loan to pay the balance of the Taxable Bank Loan.

CRH will be the sole owner and manager of the commercial condominium, with the ability to take distributions from future operating returns.

CRH operating cash does not have capacity to cover the purchase in 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Community Roots Housing as follows:

1. The Board authorizes and directs the CEO to draw \$650,000 from the Board Designated Opportunity Fund towards the purchase of the Pride Place commercial condominium.
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 the CEO or his designated authorized representative.
3. Further Resolved that that the CEO or his authorized representative are empowered and directed to take such further action on behalf of CRH, as the CEO or Authorized Representative may deem necessary to effectuate the foregoing.
4. Further Resolved that that the CEO is authorized and directed to invest these funds long term and replenish the Board Opportunity Fund up to \$1 million through long term returns on this investment, future property dispositions and other sources as quickly as is practical.

CERTIFICATION

I, George Staggars, 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 10th day of July 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 10th day of July 2023.

By _____

Its Secretary

Resolution prepared by: Leslie Woodworth and Chris Persons



COMMUNITY ROOTS
— HOUSING —

SECTION 5:
Consent Agenda and
Attachments

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting

July 10, 2023

5:30-7:30 PM

Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

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

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

none

REGULAR BOARD MEETING MINUTES
Pike-Pine Conference Room/ RingCentral
June 12, 2023

Members present: Frank F. Alvarado III, Derrick Belgarde, Jill Cronauer, Sara Cubillos, Bob Fikso, Shaun Frazier, Shalimar Gonzales, Michelle Morlan, M. Michelle Purnell-Hepburn, Drew Porter, Saunatina Sanchez, Eric Snow, George Stagers, Kristin Winkel

Members absent: Chasten Fulbright

Staff members and board guests present: Sarah Bramson, Kiley Dhatt, Morgan Ford, Michelle House, Scott McEachran, Jason McLin, Donna Moodie, Thea Munchel, Andrew Oommen, Chris Persons, Amy Phian, Hilary Prinz, Carolina Rocha (taking minutes), Sarah Shoemake-Gamble, Leslie Woodworth

Public: Two residents

The meeting was called to order by Drew at 5:34 p.m.

Disclosures & recusals: none

A motion to approve the **Consent Agenda** was made by Shalimar Gonzalez, seconded by Jill Cronauer, and passed unanimously.

Saunatina questioned why the board correspondence is not addressed at the board meetings, which is a board email created for residents and members of the public to reach out to the board with concerns, questions, etc. Drew explained that it is addressed at the Executive Committee meetings. She suggested taking this matter to the Resident and Property Success Committee and Drew mentioned that the Executive Committee will take this into consideration.

Announcements

CHDA Board: With Paul's departure from the PDA Board and all other entities, the Executive Committee recommended that Michelle Morlan be appointed as the new member of the CH Development Authority (CHDA) Board.

A motion to approve the **appointment of Michelle Morlan to the CHDA Board** was made by Jill Cronauer, second by Shalimar Gonzales, and passed unanimously.

10-minute lesson: Drew introduced the June 10-minute Lesson. This is a time at every Board meeting dedicated to helping Board members understand complicated aspects of our business. Future lesson topics have been identified and board members are encouraged to suggest topics to staff.

Leslie presented the difference between discrete versus blended component units. Entities under CRH ownership or control are categorized in this way which impacts, among other things, our financial

statements. Discrete component units are generally active tax credit entities and the Foundation, all other properties and entities are blended.

Public Comment: Two residents requested a comment during the board meeting to express their concerns regarding site staff. They mentioned situations where they were uncomfortable at their building due to lack of attention from the site manager regarding the building and its residents. They also included that they do not receive rent receipts or have any feedback on their claims and appointment requests with management. They also emphasized the lack of items on the community room such as tables, chairs, coffee, activities supplies, computers, barely functional tv and no DVD player as it had in the past. Chris commented that he will look into this and report back to the board.

Presentation and Discussion

Planning 2023 and board retreat: Chris, Kiley and Sarah Shoemake-Gamble are planning the 2023 joint board retreat to happen on late October. He mentioned that the two main items on the agenda is the CRH resident council and the state of our industry.

Update on real estate development policies and procedures: Thea mentioned that RED is focused on the policy and identity of the department making efforts to enhance policies and decision-making procedures. They have been updating the project underwriting framework aligning with operating budgets and cash flow events.

Additionally, they are working on strengthening reporting across the organization, particularly through the monthly pipeline committee meetings. The Property Development Committee also receives detailed reports on project milestones, pre-development expenditures, and anticipated timelines for future milestones and developer fee installments.

Thea mentioned that a comprehensive suite of policy and procedure documents will be adopted by the end of the year, formalizing, and implementing the department's initiatives.

Finance and Asset Management

March Financials: Hilary and Leslie presented the finances from April, which are included in the board packet.

A motion to approve the **April Finance and Asset Management Report** was made by Frank F Alvarado III, second by Michelle Purnell-Hepburn, and passed unanimously.

Resolution 2023-11: Impact Capital Revolving Line of Credit Renewal and Increase: The Impact Capital line of credit will continue to be used to fund predevelopment activities for CRH's housing development pipeline. These expenses include design, engineering, 3rd party studies, permit fees, consulting costs, and any preclosing expenses. Outstanding balances and interest expenses will be paid by the project at the time of construction/perm financing closing.

A motion to approve the **Resolution 2023-11: Impact Capital Revolving Line of Credit Renewal and Increase** was made by Michelle Purnell-Hepburn, seconded by Shalimar Gonzales, and passed unanimously.

Racial Equity Work

Chris mentioned that Erin Arnold, HR Generalist, is kicking off a new internal racial equity process where any staff can participate, and he will keep the board update on its progress.

Real Estate Development

Resolution 2023-12: Devonshire Apartments Rehabilitation (Omnibus): The resolution authorizes CRH, in its roles as a public corporation, manager of the project's managing member, project sponsor, developer, property manager and guarantor, to negotiate, enter into, execute and deliver all debt, equity and other finance related documents required to complete the project.

A motion to approve the **Resolution 2023-12: Devonshire Apartments Rehabilitation (Omnibus)** was made by Shalimar Gonzalez, seconded by Jill Cronauer, and passed unanimously.

Resolution 2023-15: Devonshire Apartments Bond Resolutions: Thea presented the Bond resolution for Devonshire which provides for the issuance of a revenue bond of Community Roots Housing in a principal amount not to exceed \$17,000,000, the proceeds of which will be used to make a loan to Devonshire Apartments LLLP to provide part of the funds with which to finance the acquisition, rehabilitation, and equipping of an approximately 62-unit multifamily housing facility to provide housing for low income persons in the City of Seattle, Washington.

A motion to approve the **Resolution 2023-15: Devonshire Apartments Bond Resolutions** was made by Jill Cronauer seconded by Shalimar Gonzales, and passed unanimously.

Resolution 2023-14: Modification of Pride Place Financing: The Pride Place construction bond was originally based on the LIBOR index but must now convert to the SOFR index. The LIBOR index will be discontinued on July 1, 2023, therefore any loans with a maturity date beyond July 1, 2023, are required to modify the loan using an alternative index. SOFR is the industry standard alternative. This conversion was acknowledged and contemplated prior to closing and has a minimal impact on the project and loan terms.

A motion to approve the **Resolution 2023-14: Modification of Pride Place Financing** was made by Saunatina Sanchez, seconded by Frank Alvarado III, and passed unanimously.

Resolution 2023-16: Supplemental Resolution 13th and Fir Family Housing: The Yesler Family Housing project (Big Village LLLP) has seen cost overruns related to the concrete strike. The project was awarded additional funding through the Department of Commerce's Connecting Housing to Infrastructure Program (CHIP). This resolution allows the project to enter into loan agreements with Seattle Office of Housing and SCIDpda in order to bring this funding into the project.

A motion to approve the Resolution 2023-16: Supplemental Resolution 13th and Fir Family Housing was made by Frank Alvarado III, seconded by Jill Cronauer, and passed unanimously.

Resolution 2023-13: Rainier and Genesee Acquisition: CRH is under contract to purchase land for the Rainier and Genesee development project. This resolution would authorize the creation of a single purpose entity that will purchase the land. It will also allow CRH to enter into a land acquisition loan with a combination of WSHFC, LISC or Impact Capital. Right now, CRH development staff is evaluating which acquisition loan option would be the most advantageous.

The board decided that further clarification and deliberation is necessary before making a final decision, specifically regarding site risk and funding sources. The resolution will be considered at a future date.

Executive session: Per RCW 42.30.110(c) (to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public) and RCW 42.30.110(g) (to review the performance of a public employee), the board went into executive session.

The Chair announced the session to begin at 7:24pm and estimated to be in executive session for 15 minutes. The Board exited executive session at 8:21pm.

The meeting was adjourned by Drew Porter at 8:21 pm.

Attested,

George Stagers, Secretary
July 10, 2023

June 2023 Fundraising and Communications Memorandum

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

From: Kiley Dhatt

Events

Omnivorous, our annual food & drink showcase is returning to the plaza on **Wednesday, September 13th**!

This is our biggest event, surpassing 425 attendees last year, and therefore our best opportunity to introduce new folks to our work. We expanded into the festival street last year and are hoping to make this year even bigger with more restaurants, bars, and fundraising activities!

How you can help right now:

- Restaurant recruitment – Are you a regular anywhere? Do you know folks who work in the industry? Do restaurants operate out of your company’s buildings?
- Sponsorship outreach – We cannot reach fundraising goals without new sponsors; do you have any connections? Can your employer/business sponsor us?

If you have connections for either and are willing to make an ask or introduction, please reach out to Laura at lorella@communityrootshousing.org she will get you all set with the nitty-gritty details, sponsorship & restaurant one-pagers, and even some language you can use to make the ask.

We will let you know when registration opens, then we will be launching our annual Gatherer competition, where we see which board member AND which board can bring the most guests! There are a lot of bragging rights at stake here, as well as a reserved high-top table, bubbly, and the reigning board gets the trophy.

Grants & Awards

In the last month:

Grant proposals submitted include:

N/A

Grant proposals awarded include:

- Windermere Foundation (98122 office)– Resident Services - \$4,000
- JPMorgan Chase – EcoDistrict - \$40,000
- Seattle Foundation – EcoDistrict - \$2,500

Grant proposals declined include:

- Windermere Foundation (98105 office) – Resident Services - \$5,000
- American Family Insurance – Resident Services - \$10,000

Grant proposals still pending include:

- Puget Sound Energy Foundation – Resident Services - \$10,000 (notification July)
- City of Seattle Digital Technology Matching Fund – Broadband Access for Low-Income Communities; devices and technical support for residents in 5 HUD buildings - \$22,900 (notification July)
- Fales Foundation – Resident Services - \$5,000
- Boeing Global Impact grant – EcoDistrict - \$50,000 (notification August)
- Federal appropriations grant – Existing portfolio capital repairs - \$1,825,000 (notification December)

Upcoming grant proposals include:

- Wells Fargo – Annual Fund - \$30,000
- Boeing Employees Community Fund – Annual Fund (facilities) - \$43,000
- Moccasin Lake Foundation – EcoDistrict - \$5,000
- Umpqua Bank Community Grant – Resident Services - \$10,000 (pushed to 9/1 deadline)
- US Bank – Annual Fund - \$10,000

Rise Together Capital Campaign

To date, the Rise Together partners have raised \$38,544,323 toward a goal of \$45,000,000 (86%).

Proposals recently won:

- \$40K from Boeing ECF to support Pride Place – kitchen hood and dishwasher
- \$21K from Boeing ECF to support Pride Place – commercial kitchen equipment

Proposals recently lost:

- \$21K from AARP to support Pride Place

Proposals pending:

- \$500K proposal to Bill & Melinda Gates Foundation to support the whole campaign

- \$1M Best Starts for Kids Capital Funding to support the WC HUB

Upcoming strategies:

- Secure campaign bridge loan for \$5M to ensure WC HUB can close in Q4

Communications

In June, communications work included the following highlights:

- Earned media work focused on 13th & Fir grand opening
- Pride Place leasing marketing, application opening day communications
- Africatown Plaza pre-leasing planning
- Work with IT to finalize a new property website template that will eventually be replicated across the Community Roots' portfolio as part of the RealPage system implementation
- Work with RED and PM to support resident engagement around a DOE grant for upcoming energy efficient retrofit work in several CRH buildings
- Programmatic communications support for Resident Services and the Capitol Hill EcoDistrict
- Monthly Building Beyond Buildings newsletter

June media mentions of Community Roots Housing and related projects:

- [The Liberty Project: Mayor Harrell Announces New Small Business Growth Program with University of Washington, Seattle University and Tabor 100](#)
- [Africatown Community Land Trust's 'Honoring Our Black Wall Streets' Celebrates Local Black Businesses](#)
- [Rising from the Ashes: Mass Timber Helps Resurrect a Fire-Torn Town in Rural California](#)
- [Capitol Hill corner trades for \\$5M](#)
- [Seattle Pride in the Park starts a month of LGBTQIA+ celebration on Capitol Hill | CHS Capitol Hill Seattle News](#)
- [Capacity Building Grant Applications Now Open to Support Food Equity | South Seattle Emerald](#)
- [The Fredonia: Sale means new life for 115-year-old Capitol Hill apartment building with proceeds helping to create 'hundreds of affordable units' in Seattle | CHS Capitol Hill Seattle News](#)
- [Seattleites Want Mid-Rise Social Housing Even More Than Sixplexes, Polls Shows - The Urbanist](#)
- [Sili Savusa is leaving as Executive Director of White Center Community Development Association | The White Center Blog](#)
- [New affordable housing development aims to serve working families in Seattle | king5.com](#)
- [New Affordable Housing in Yesler Terrace, and More | South Seattle Emerald](#)
- [El Centro de la Raza Breaks Ground on Columbia City Housing Development | South Seattle Emerald](#)

- [156 family-oriented units open near Yesler Terrace](#)
 - [A new rainbow landmark on Capitol Hill, application process begins for Pride Place 'affordable, affirming housing for LGBTQIA+ seniors' | CHS Capitol Hill Seattle News](#)
 - [Juneteenth 2023 around the Central District: Africatown Summer of Soul, Juneteenth Skate Party Celebration in Judkins Park, REVIVAL Pop-up Market](#)
-
- [Africatown Plaza's undulating façade takes shape in Central District](#)
 - [Meliora brings 'vibrant Pacific Northwest vibes with a touch of medieval influence' to the old Canterbury space | CHS Capitol Hill Seattle News](#)
 - [Artist's 'floppy' project stores Capitol Hill memories on the walls as new plans for neighborhood's old grocery develop | CHS Capitol Hill Seattle News](#)

2023 Community Roots Housing Foundation Budget and Actuals - AS OF 6.30.2023

		SFDC Actuals	Goals	% to Goal
Unrestricted	Corporate	\$ 116,773	\$ 168,375	69%
	Sponsorship & Tickets	\$ 233,843	\$ 301,500	78%
	Foundation	\$ 5,717	\$ 43,900	13%
	Government		\$ -	
	DAF	\$ 80,804	\$ 323,000	N/A
	Individual	\$ 110,297		N/A
	Individual Giving Total	\$ 191,101	\$ 323,000	59%
Subtotal		\$ 547,433	\$ 836,775	65%

		SFDC Actuals	Goals	% to Goal
Restricted	Corporate	\$ 70,100	\$ 159,000	44%
	Government	\$ -	\$ 97,500	0%
	Sponsorship & Tickets	\$ 40,000	\$ 213,025	19%
	Foundation	\$ 64,000	\$ 128,500	50%
	DAF	\$ 400	\$ 125,000	N/A
	Individual	\$ 260		
		Individual Giving Total	\$ 660	\$ 125,000
Subtotal		\$ 174,760	\$ 723,025	24%
Total		\$ 722,193	\$ 1,559,800	46%

▼ Expense				
▼ 10000 · Operating Expenses				
▶ 5000 · Contract Services		30,224.99	31,500.00	96%
▶ 6000 · Office Expenses		10,802.21	25,600.00	42.2%
▶ 7000 · Administrative Expenses		4,405.95	5,500.00	80.1%
▼ 7500 · Event Expense				
▼ 7540 · Event Expense				
7542 · Top of the Town		50,914.20	58,200.00	87.5%
7544 · Omnivorous		11,515.00	76,560.00	15%
7570 · Groundbreakings & Grandopenin...		0.00	1,500.00	0.0%
7540 · Event Expense - Other		111.81	350.00	31.9%
Total 7540 · Event Expense		62,541.01	136,610.00	45.8%
Total 7500 · Event Expense		62,541.01	136,610.00	45.8%
Total 10000 · Operating Expenses		107,974.16	199,210.00	54.2%
▼ 9000 · Granting				
▼ 9050 · Donations to CHH - Unrestricted				
7744 · Fiscal Umbrella Pass Through		45,800.00		
9050 · Donations to CHH - Unrestricted - O...		424,000.00	600,000.00	70.7%
Total 9050 · Donations to CHH - Unrestricted		469,800.00	600,000.00	78.3%
9055 · Donations to CHH - Restricted		349,084.38	690,000.00	50.6%
Total 9000 · Granting		818,884.38	1,290,000.00	63.5%
Total Expense		926,858.54	1,489,210.00	62.2%

**Resident Services
Program Report
June 2023**

Highlights

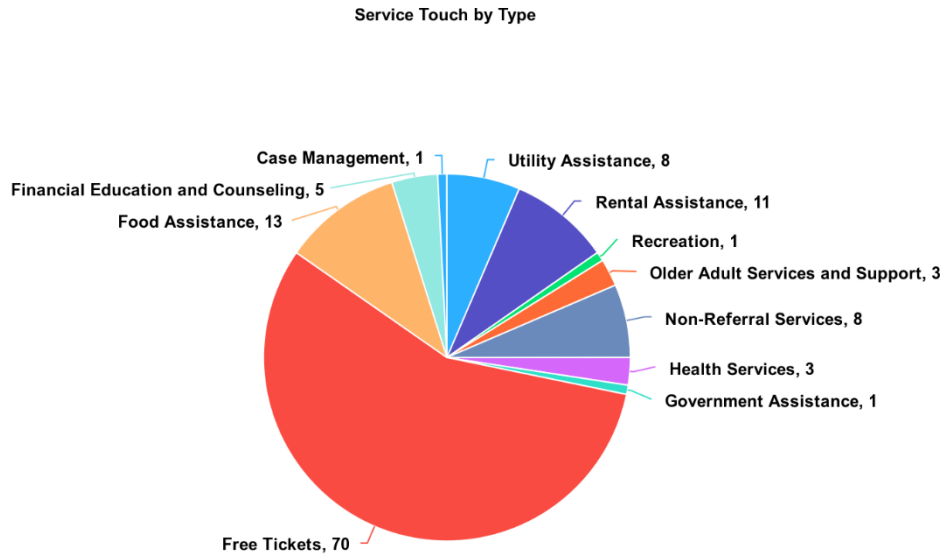
- Current Staffing
 - RSC – Carly
 - RSC – Aja
 - Community Engagement – Sasha
 - Resident Services Manager – Hired. Starting early July.
- Resident Services Partnered Events
 - June 6th: Storm game – all tickets distributed quickly.
 - Planning for future events:
 - Additional Rent Smart workshop events in July.
 - Annual CRH Back to School event – Backpack deliveries
 - Emergency Feeding Program - Grocery Deliveries
 - Hands On Bay Area and Amazon in Communities: Volunteer program
 - YWCA Money Mechanics workshop series
- Data and Tracking system enhancements
 - Continuing updates to internal forms and data tracking tools.
 - Working with IT on additional tools for events and data tracking.
 - Creating process documentation for data tools and programs
- Resident Support
 - Maintenance of ticket programs and pursuit of expanding opportunities.
 - Restocking aquarium tickets
 - 3 Seattle Symphony shows
 - OL Reign games – all tickets were distributed quickly.
 - 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: Process documentation.

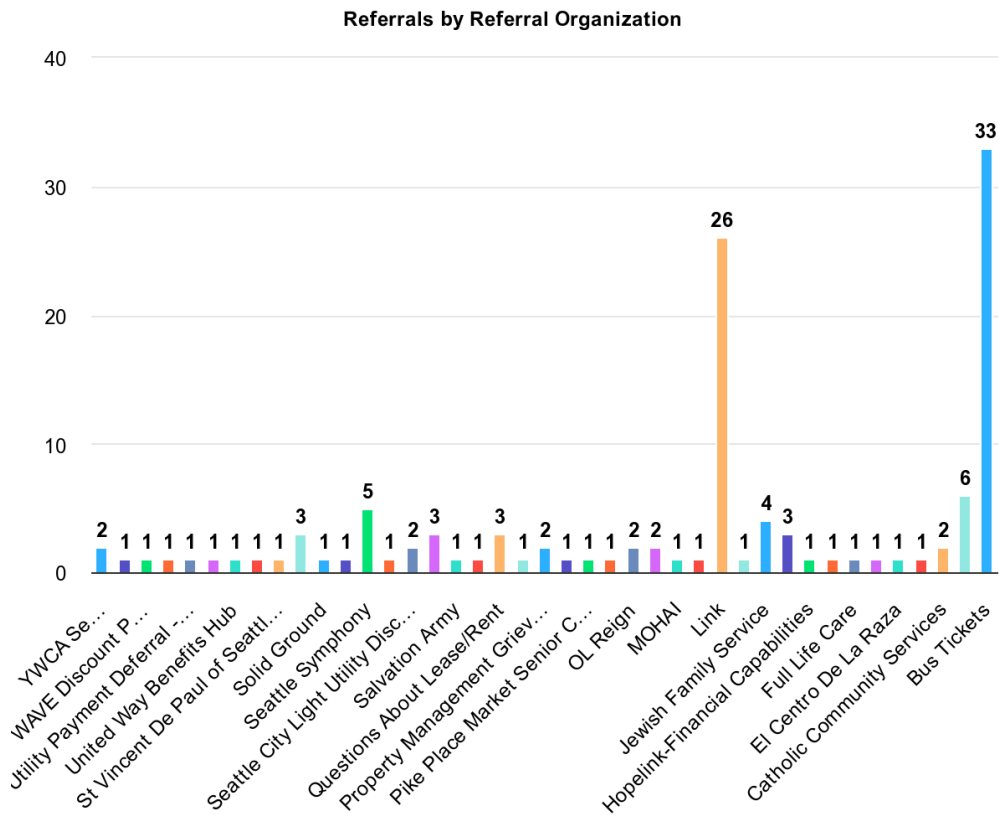
The focus of the department this month has been on planning for our annual Back to School event delivery, aimed to launch in mid-July. With a small staff and a lot of transition, our goal this year is to deliver back packs to residents with more curated options for various age level supplies and set a foundation for future back to school supply orders. Staff have worked to collaborate with both communications and IT to create application and surveying tools that will also make data collection and program implementation smoother for both staff and residents participating.

To advance this, staff have also started working on creating process documentation for all our current programming to help with the addition of a new management position in the department and make reoccurring programs easier to implement in the future. This has included the ticket procurement, distribution, and tracking processes, our intake and referral processes, use of our Apricot database, and all our current Back to School notes and processes. This work will continue with our new Resident Services Manager with the hope of creating an accurate picture of the work we are currently doing to better inform our future goals and programming.

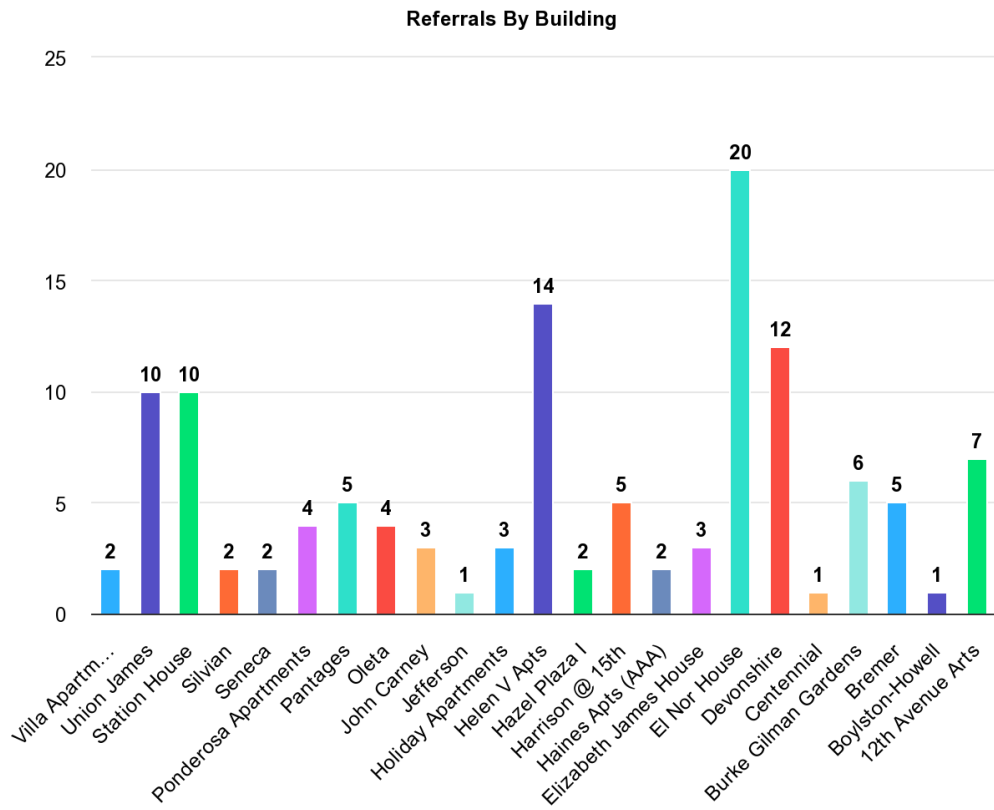
Service Touch by Type



Service by Organization



Service by Building





July 2023 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES

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

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

Date, time and location of meeting: July 5, 2023 at 12:00PM – 1:00PM via Ring Central teleconference

Date, time and location of next meeting: August 7, 2023 at 4:00PM – 5:00PM via Ring Central teleconference

1. Pipeline Updates and Review

- a. Project Updates and Predev Spending Updates attached as June 2023 Pipeline Update Report.

2. Jazz House Review and Update

- a. Amazon approved a revised proposal for a 135 units project without Seattle Jazz Ed
- b. Seattle Jazz Ed come back to us wanting to stay in the project now that there is a viable path forward. Design and construction team believes there may be a path forward to increase building footprint, provide ~9,000 SF of space to Jazz Ed, and maintain 135 units.
- c. Considering bringing WG Clark in as GC
- d. Working toward a September 8 closing date
- e. PDC requested that we consider a reserve account from developer fee to ensure operations can cover expenses until year four when the project hits 1.25 DSCR.

3. Pride Place Retail Presentation

- a. At completion of construction in August 2023, the partnership will convey the retail condo to CRH. Total acquisition price is ~\$2M, financed in part by construction loan assigned to CRH and owner equity.
- b. FAM is bringing equity portion of the acquisition to the board in July, requires ~\$800,000 from Board Opportunity Funds
- c. This amount does not include future TI expenses, leasing commissions or interest payments.
- d. Retail strategy is to lease the 3,500 SF space to 2-4 BIPOC and/or LGBTQ owned businesses at \$42/sf with BIPOC and LGBTQ businesses as our intended tenants. Space could accommodate up to two type 1 hoods.

4. Department Processes and Underwriting Standards

- a. Underwriting Standards V2 circulated to the committee.
- b. Staff will direct all project managers to begin to implement these standards moving forward.
- c. Staff will provide further underwriting standards for Middle Income Housing and Retail.

5. Approvals

- a. FAM resolution – Board Authorized Funds for Pride Place Retail



June 2023 Pipeline Progress Report

Project Name	PM	# Units	Funding Application	Construction Closing	Placed in Service	Perm Conversion	Proposed/Actual	Cash Dev Fee	Cash Fee in 2023	'redev Approved	Predev Spent to Date	Acquisition
Middle Income												
Heartwood	Jason	126	N/A	11/8/2021	10/2/2023	4/2/2024	Actual	\$ 1,553,764	\$ 258,000.00		Repaid	
	Current Phase: Construction		Update: Switchgear arrived on site in June. Current completion date is October 2, 2023. Property management agreement is final and leasing activity will begin mid-July 2023.									
	Next Milestone: Building Transition, Lease up											
Jazz House	Jason	108	N/A 3Q 2023	2Q 2025	4Q 2025		Proposed	\$ 1,900,000		\$ 3,800,000	\$ 3,438,392	\$ 2,400,000
	Current Phase: Predevelopment		Update: In late June 2023, Amazon agreed to financing project with 135 residential units. Currently finalizing ground floor space to evaluate options for JazzED to remain in deal. Targeted closing date is September 8 2023 due to repurchase agreement requirements.									
	Next Milestone: Closing											
Othello	Jason	235	N/A 1Q 2024	1Q 2026	3Q 2026		Proposed	\$ -		\$ 500,000	\$ 479,632	
	Current Phase: Feasibility		Update: Exploring potential partnership with Nitze Stagen.									
	Next Milestone: Approval											
4% Bond												
Bremer	Ufilya	49	9/15/2019	1/7/2021	8/5/2022	1/31/2024	Actual	\$ 250,000	\$ -		Repaid	
	Current Phase: Project Transition		Update: Perm conversion complete. Still waiting for reimbursement from FEMA, when funds come in they will reimburse OH. project hand off and ESDS Binder meeting is scheduled for 7/11.									
	Next Milestone: Perm Conversion											
13th & Fir Family Housing	Josh / Thomas	156	9/15/2019	5/17/2021	5/5/2023	1/30/2024	Actual	\$ 811,414			Repaid	
	Current Phase: Lease up		Update: Signed 15 leases through end of June. SCIDpda increasing staffing to process applications faster - 100+ applications ready for processing.									
	Next Milestone: Project Transition, perm conversion		CHIP funding documents being reviewed by lender and investor, with first comments received. Construction close out expected end of July. SCIDpda preparing operating budget for conversion.									
Pride Place	Mason	118	9/15/2019	10/25/2021	8/31/2023	4/30/2024	Actual	\$ 1,510,957	\$ 151,095.50		Repaid	
	Current Phase: Construction		Update: 6th floor punch begins this week. SDOT may require a new sidewalk ramp at Pike and Broadway, work likely to occur post TCO.									
	Next Milestone: Building Transition, Lease up		Loans successfully converted to SOFR in June. Update underwriting for the retail condo as part of CRH assuming the construction loan, the CRH cash installment, and interest payments moving forward. Retail brokers recommend that we white box the hut, wont address until after TCO and move in. OH has an email commitment to bring in funds to support concrete strike costs and process has begun to modify loan documents. Leasing applications launched June 15 and over 80 appointments have been scheduled. GenPRIDE will continue outreach and additional marketing may be necessary to generate additional applicants and appointments.									
AT Plaza	Muammar	126	9/15/2019	12/23/2021	10/31/2023	7/1/2024	Actual	\$ 1,088,597	\$ 217,765.92		Repaid	
	Current Phase: Construction		Update: Lender's construction inspector reviewing new progress schedule to determine realistic completion date.									
	Next Milestone: Building Transition, Lease up		Construction contingency is fully drawn, with some change orders hanging out there. Looking like ~1M gap. Key Bank is reviewing scenarios proposed by Muammar- options include upsizing perm loan, getting adjuster relief, and asking for additional funding from OH. Lease up kick off happened, and transition task list has been assigned. Next PM/Dev meeting scheduled for 7-5-23.									
Devonshire	Ufilya	62	9/15/2022	7/20/2023	7/1/2024	3/1/2025	Proposed	\$ 1,125,000	\$ 200,000.00	\$ 1,000,000	\$ 427,859	
	Current Phase: Closing		Update: Pushed out our closing date to 7/27/23 to accommodate GMP pricing and plan/cost review, WSFHC OK'd timeline.									
	Next Milestone: Construction		Working through all legal documents Tentative construction schedule with resident relocation beginning mid-September.									



June 2023 Pipeline Progress Report

Project Name	PM	# Units	Funding Application	Construction Closing	Placed in Service	Perm Conversion	Proposed/Actual	Cash Dev Fee	Cash Fee in 2023	'redev Approved	Predev Spent to Date	Acquisition
Northgate	Ufilya	235	9/15/2021	10/18/2023	7/18/2025	3/18/2026	Proposed	\$ 1,912,500	\$ 382,500.00	\$ 200,000	\$ 159,775	
Current Phase: Funding, Building Permit Next Milestone: Closing			Update: Completed first round permit comments. Working through design for child care center. RFP for investors mailed out in the last week of June with a deadline of July 14. We Anticipate closing in Mid-October and begin construction by the end of the year or loose DDA. Continue working to fill funding gap of \$3.5M for non-housing and \$2.4 for housing before closing.				*3,000,000 authorized in Bridge Predev Sources					
WC Residential	Mason	76	9/15/2022	12/1/2023	9/1/2025	5/1/2026	Proposed	\$ 920,093	\$ 336,938.00	\$ 3,600,000	\$ 2,676,396	
Current Phase: Funding, Building Permit Next Milestone: Closing			Update: Continuing to work to find a path forward for the Commercial side of the project and the interconnectedness to the Residential portion. Proposal out there for Microsoft to provide perm debt with low rate and high amortization to allow for KC money committed to the project to move to the commercial side of the project. Had to order switch gear Beginning to get first round permit comments from the County. CUP review has come back with some storm water questions that working through now. RFP for Debt/Equity is expected to be released in early July.				*Predev includes both Res and Com projects					
WC Commercial	Mason		N/A	12/1/2023	9/1/2025	5/1/2026	Proposed	\$ -	\$ 400,000			
Current Phase: Funding, Building Permit Next Milestone: Closing			Update: NMTC commitments were reduced and decision was made to delay closing to after the next round of NMTC allocations are announced. Closing now expected in December/January. Debt package has been circulated to funders. Talks with HealthPoint and additional philanthropic partners is ongoing.									
Youthcare	Thomas	84	9/15/2021	3/1/2024	3/1/2026	11/1/2026	Proposed	\$ 1,519,886		\$ 2,500,000	\$ 1,617,635	\$ 6,500,000
Current Phase: Funding, Building Permit Next Milestone: Closing			Update: Building permit submitted, MUP revisions targeted for 7-7-23. Construction / design / MEP coordination ongoing. Youthcare funding gap to start construction of \$3.5M gap, with large donor likely to fill. Residential funding gap of \$2.5-\$3.5M gap; strategizing plan to approach funders now that Youthcare is close to fully committed. Youthcare engaged in legal structure discussion with CRH and Kantor Taylor									
SMC	Mason	283	9/15/2023	11/1/2024	11/1/2026	7/1/2027	Proposed	\$ -		\$ 500,000	\$ 471,954	\$ 7,750,000
Current Phase: Prefunded Next Milestone: Public Funding			Update: Walsh and SMR reviewed a phase or smaller project as we evaluate what to submit to OH this round. Market study shows ample demand for units in Lake City. Check in with OH on 2023 application strategy				At construction fin					
Centennial	Thomas	57	9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -			\$ 258,461	
Current Phase: Feasibility Next Milestone: Approval			Update: Outreach survey was sent out earlier in 2023, individual outreach has begun to residents who asked for one-on-one conversations. With small OH nofa, funding applications will be deferred until 2024. Schematic design to start in Q1 2024.									
R & G	Thomas	139	9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -		\$ 100,000	\$ 46,163	\$ 5,130,243
Current Phase: Feasibility Next Milestone: Approval			Update: Acquisition closing extended to end of August. Preparing acquisition loan application to Office of Housing. OH funding will likely be paired with private funding source (LISC, Impact).									
Goodwill	Thea		9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -				
Current Phase: Feasibility Next Milestone: Approval			Update: No updates									



June 2023 Pipeline Progress Report

Project Name	PM	# Units	Funding Application	Construction Closing	Placed in Service	Perm Conversion	Proposed/Actual	Cash Dev Fee	Cash Fee in 2023	'redev Approved	Predev Spent to Date	Acquisition
Potential Projects												
Kent	Donna							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
SFBC	Mason							\$	-			
	Current Phase:			Working with Strada and Weinstein to develop initial concept phase massing and proforma. Meeting with SFBC core team this week and presenting overall plan to congregation on June 16.								
	Next Milestone:			Update:								
Tukwila - Health Point	Chris							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
Tukwila - Abu Bakr	Chris							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
W Seattle	Thea							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
CHP2-5	Thea							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
Saint Nicholas School	Chris							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
WPUBC	Thea/Mason							\$	-			
	Current Phase:			Update: Conveyed a no to WPUBC site due to timing and capacity, with a suggestion to come back if they didn't find a development partner								
	Next Milestone:											

STEERING COMMITTEE REPORT JULY 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: September 8, 2022, at 9am, [RingCentral](#)

Organizational updates

Relocating the EcoDistrict

Community Roots Housing has signed an MOU with the Urban League of Metropolitan Seattle and has begun to notify funders and other stakeholders in advance of a tentative September 30, 2023 transfer date.

Restructuring Protocol and Certification

The PSE Advisory Board for Just Communities (formerly EcoDistricts.org) has reviewed and submitted draft edits to Rob Bennet for the Comprehensive Implementation Framework and Certification Standard to Support District and Neighborhood Equitable and Sustainable Development, which will replace the previous certification protocol. While it is not yet available publicly, EcoDistricts who received certification will find the protocol to have high standards, but maintain a level of inclusivity, technical assistance, and thoroughness. The final document will be available for review in the next few weeks.

Program updates

Lowell Elementary Food Security

The Urban League has agreed to serve as leaseholder for the food pantry at Lowell Elementary, permitting the project to move forward on its projected timeline.

Public Life Planning

The EcoDistrict is drafting a public life vision and implementation report and will be hosting a masterclass to Copenhagen with COurban in August 2023, funded by the Scan Design Foundation.

Nature of your neighborhood

The EcoDistrict and Birds Connect Seattle continue to pursue the implementation of a biodiversity corridor along 11th avenue from Volunteer Park to Seattle University and beyond.

REVIVAL

The EcoDistrict hosted a Juneteenth REVIVAL market pop-up on June 18 from 12-5pm at Midtown Plaza with community partner, ARTE NOIR, and nearly 25 vendors. More than \$65,000 was raised in sponsorship, and KEXP served as media sponsor, broadcasting live from 12-6pm in the plaza. Several hundred attended.

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 concluded on June 9.

Community Development Update

Office of the Inspector General's Sentinel Event Review

The OIG proposed to the City and SPD a review program for incidents resulting in civilian death by an SPD officer. The City will work with OIG to review these incidents as they present themselves, and will work with a team of panelists with proxies available. Fortunately, there are no cases for review currently. This program has no end date. Donna will remain on the review panel.

Seattle Foundation

The Seattle Foundation continues to align mission wise with much of the work of the EcoDistrict. Donna is currently working with their recruitment for more Board members, and some of their community program efforts.

Office of Planning and Community Development

Donna continues to meet with some regularity with Rico to discuss Community issues and planning, as well as the work centering on DRB issues.

Ending Homelessness for the Black Community

This group has transitioned to working as Leaders in the Black Community with Marc Dones' resignation as the CEO of the King County Regional Homeless Authority. The group met on June 6th and has agreed to monthly meetings to advance centering Blackness as they work to resolve the issue of homelessness in Seattle / King County.

OED / Small Business Advocacy

Donna continues to work with the OED to support improvements for the Small Business Community. There has been some interest in supporting a deeper investment into creative partnerships with small business startups, developers and the City to assist small businesses getting started in areas where there are multiple vacant ground floor retail spaces, inactivated spaces and minimal engagement with community, pedestrians and workforce.

From a "dream" standpoint, there is also a growing interest in finding ways to create a facility that manufactures Cross Laminated Timber. There will be a trip to TimberLab in Portland this summer, and Susan Jones (Heartwood architect) has suggested they might want to have a "satellite" here in Seattle. This would be a phenomenal job creator.

CPI Study Mission + HPN

Donna attended the Clean and Prosperous Institute Study Mission in Montreal and is pleased to report that it was possible to elevate awareness of the Capitol Hill EcoDistrict's existence. Donna connected with some local and state legislators as well as people actively involved in the Environmental Space. Donna also attended the Housing Partnership Network's biannual Membership meeting. Enterprise sponsored an Environmental Resilience Summit, which Donna attended, and was a presenter / conversation starter for the Community Engagement + Environmental Resilience session.

SURJE

Donna and Brooke submitted a proposal to present on the Lowell Elementary School Project at SURJE, a PSE sponsored conference in Memphis in October.

Fundraising

The EcoDistrict has begun notifying funders of its impending move to the Urban League.

Follow us on social media!

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

JULY 2023 JOINT BOARD DEVELOPMENT COMMITTEE BOARD REPORT AND MINUTES

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

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

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

Date, time, and location of next meeting: July 26, 2023 – 4:00-5:00pm – RingCentral/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. **Board and staff retreat:** Carolina sent a poll to boards and leadership staff members to schedule the retreat, which will take place in late October or early November. The two topics for discussion will be centering residents and the state of the industry. The upcoming Leadership Team meetings and the in-person All Staff Meeting in August will also cover these same topics and lead up to the retreat. Sarah will determine how this Committee can support the prep and work for the retreat. In past years, the committee has helped review and produce retreat agendas.
2. **Board SharePoint Site:** Carolina and other staff continue to work on the SharePoint Board site, hoping to have it complete by the next committee meeting.
3. **Board book gift:** Matteo has worked to distribute this year's book ("Homelessness is a Housing Problem") to all board members, either in-person at meetings or via mail. Staff will keep an eye out for any events that the authors may participate in that we could encourage board and staff members to attend, rather than our normal previous book club events.
4. **PDA Board Emerging Leader Fellow recruitment:** Carolina worked with other staff to finalize the job description and post it on the CRH website [here](#). The position was also shared in the June CRH resident services online newsletter, which is emailed monthly to the list of residents who have opted into the mailing. Staff will share the posting with both boards to distribute more widely.
5. **Board social events:**
 - a. **BBQ at Drew Porter's house:** Carolina is working closely with PDA Board Chair Drew to organize the Joint Board BBQ which will be on Wednesday, August 16th at Drew's house.
 - b. **Building tours:** Staff will work on organizing building tours for board members to attend, and coordinate with Alice to have a happy hour at her house afterwards.
6. **Anti-racist resources:** The Committee will continue to gather these resources to share with the Boards.