



COMMUNITY ROOTS
— HOUSING —

PDA Board Meeting

September 2023

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COMMUNITY ROOTS
— HOUSING —

SECTION 1:
Meeting Keys

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September 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 Dhatt will talk about Omnivorous, September 13th.

The 10-minute Lesson: Michelle House will present on HUD, including PB v Vouchers, HAP Contracts and HUD v CMS.

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

EcoDistrict Accomplishments and Transfer: Founded by Community Roots Housing in 2011, the Capitol Hill EcoDistrict engaged with the community to advance connections, inclusivity, and the enrichment of public spaces. Often serving as a test lab for innovative problem solving, the Capitol Hill EcoDistrict offered expertise in community engagement and development, research, and advocacy. The EcoDistrict Program will be transferred to Urban League Metropolitan of Seattle.

Resolution 2023-26 – EcoDistrict Program Transfer: This resolution serves to formalize the transfer of EcoDistrict Program, a significant initiative of Community Roots Housing, to Urban League Metropolitan of Seattle as a strategic decision in alignment with the primary objectives and core functions of our organization.

Real Estate Development

Resolution 2023-27 – White Center Bond Inducement: The financing of the residential portion of the White Center HUB project is made possible using 4% tax credits which require the use of tax-exempt

bonds. Following the allocation of Washington State Housing Bond Cap to the project by the Washington State Housing Finance Commission, CRH in its capacity as a Public Development Authority, will issue a tax-exempt note (bond) to finance the acquisition, construction, and equipping of the multifamily rental housing project.

Jazz House update: Jason and Donna convened a meeting with JazzEd and Two Schools to deliberate on the project's future. Jason will furnish an update on the discussion and outline potential pathways for advancement with the Board.

Finance and Asset Management

Financial Summary: Michelle Purnell-Hepburn and Leslie will present the regular report and dashboard through July 2023.

Property Dispositions update: Lisa will provide update on the dispositions: Park Hill, Broadway, and Holden Vista.

CEO Review Update. The Board will enter executive session under RCW 42.30.110(g) to review the performance of a public employee.

Upcoming Meetings and Events

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

• September 13	Omnivorous
• October 2	Executive Committee Meeting
• October 9	PDA Board Meeting

Board Packet Sections

1. Meeting Keys, p. 5-6
2. Meeting Agenda, p. 9
3. September 2023 Finance Report, July Statements and Asset Management Report, p. 13-27
4. Resolution 2023-26 – EcoDistrict Project Transfer, p. 31-34
5. Resolution 2023-27 – White Center Bond Inducement, p. 37-44
6. Consent Agenda and Attachments, p. 47-70
 - a. Contracts and Expenditures, p. 47
 - b. August 2023 Board Minutes Draft, p. 48-51
 - c. Fundraising & Communications Memo, p. 52-54
 - d. Resident Services Report, p. 55-58
 - e. Property Development Committee Report, p. 59-63
 - f. Capitol Hill EcoDistrict Report and Minutes, p. 64-66
 - g. September Executive Committee Minutes, p. 67-69
 - h. Joint Board Development Committee Report and Minutes, p. 70



COMMUNITY ROOTS
— HOUSING —

SECTION 2:
Agenda

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COMMUNITY ROOTS HOUSING BOARD

REGULAR MEETING

September 11, 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) – 25 mins total**
- a. Welcome, Introductions, Agenda Review
 - b. Disclosures and Recusals
 - c. Consent Agenda Sec. 6, Page 45
 - d. Omnivorous update (Dhatt)
 - e. The 10-minute Lesson – 10 mins
 - i. HUD (House)
 - a. PB v Vouchers
 - b. HAP Contracts
 - c. HUD v CMS
 - ii. Future item: How to read CRH Financial Report
- 5:55 Public Comment – 10 mins total**
- 6:05 Presentations & Discussion (Moodie) – 25 mins total**
- a. EcoDistrict Accomplishments and Transfer – 15 mins
 - b. Resolution 2023-26 – EcoDistrict Program Transfer – 10 mins Sec. 4, Page 29
- 6:30 Real Estate Activities (McLin, Munchel) – 20 mins total**
- a. Resolutions
 - i. Resolution 2023-27 – White Center Bond Inducement (Munchel) – 10 mins Sec. 5, Page 35
 - b. Projects Update
 - i. Jazz House (McLin) – 10 mins
- 6:50 Finance and Asset Management – 20 mins total**
- a. July Financials (Purnell-Hepburn, Woodworth) – 10 mins Sec. 3, Page 11
 - b. Property Dispositions update (Hagen) – 10 mins
- 7:10 CEO review – 20 mins total**
- 7:30 Adjourn (Porter)**

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COMMUNITY ROOTS
— HOUSING —

SECTION 3:

September 2023 Finance
Report, July Statements and
Asset Management Report

SECTION 3

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JULY 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, Lariah Thompson, Lucas Simons**

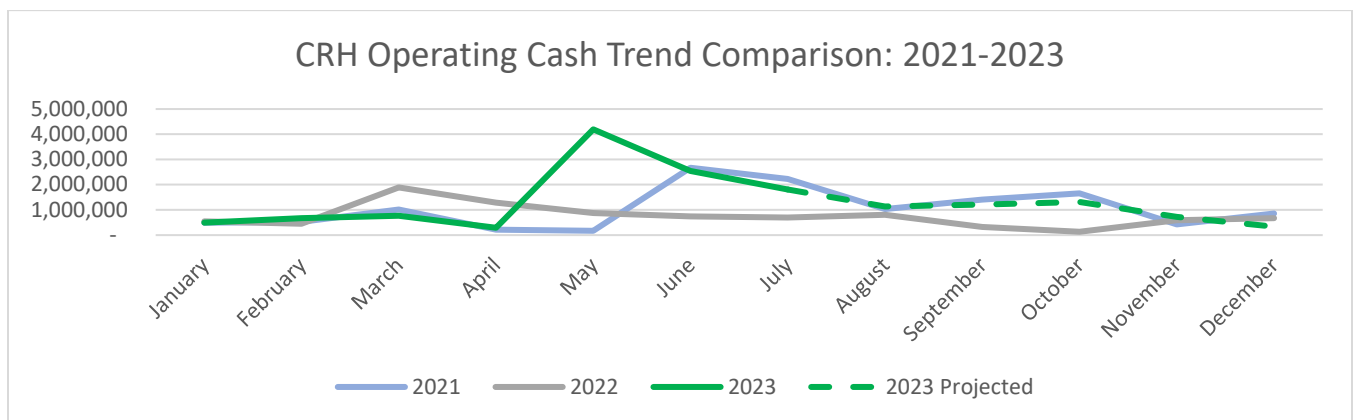
Date, time and location of meeting: September 5, 2023 – 4:00 PM – RingCentral meeting

Financial Position Summary:

BALANCE SHEET

During July unrestricted cash decreased \$736k.

- No significant inflows in July.
- Significant outflows of \$700k for two payrolls.
- Construction activity during the month resulted in a net decrease of \$195k to unrestricted cash, from disbursements in excess of construction draws.

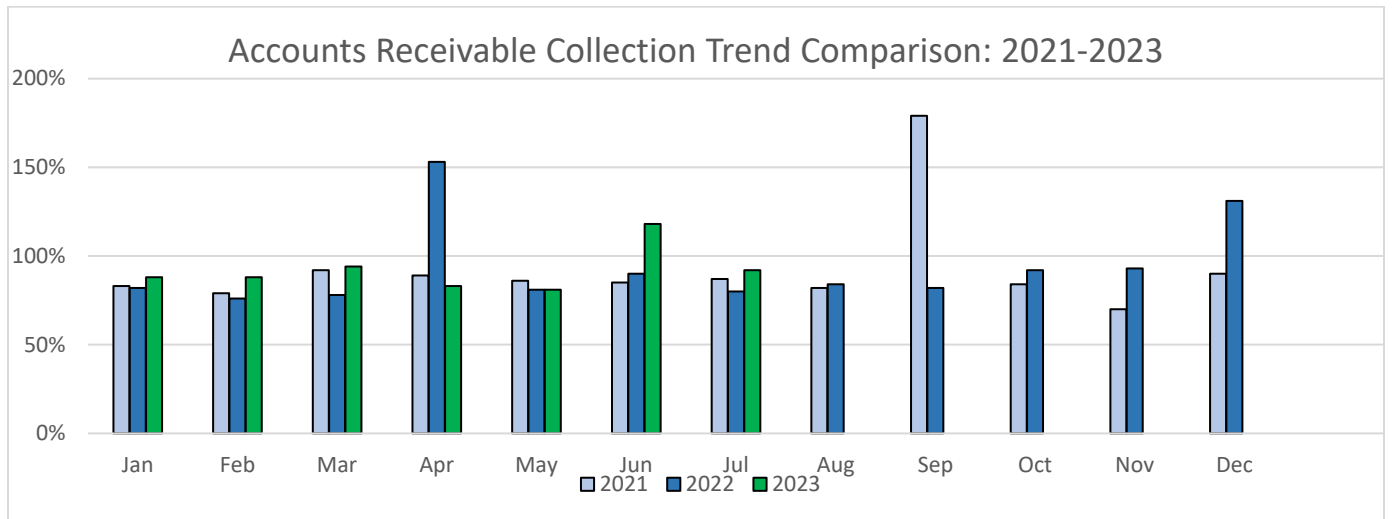


*Cash Flow projection is based on cash inflows that cannot be guaranteed, but CRH management is anticipating receiving

Development activity contributed towards balance sheet changes as follows:

- Cash restricted for development increased \$1.4M related to 4 projects, due to funding draws in excess of spending
- Notes payable increased \$1.3M due to funding from the new HPN pre-development draw. This new loan was utilized to pay off Lucky 7
- Building, improvements, and equipment increased \$200k related to 3 construction projects
- Accounts payable decreased \$351M, related to 4 projects, due to timing difference in billing and payment.

Accounts receivable decreased \$23k, broken out between commercial decreasing \$12k and residential decreasing \$11k. Portfolio-wide residential collections were approximately 91% in July, with total collections at 92%.



**September 2021, April 2022, and June 2023 AR collection significantly impacted by rental assistance grants from City of Seattle Office of Housing. December 2022 significantly impacted by internal rental assistance.*

**April and May 2023 were lower than actual due to a process change as we moved Property Management software. The error was fixed as of June 2023.*

OPERATING STATEMENT

The year-to-date operating statement through July 31, 2023, shows an adjusted operating surplus of \$441k, as compared to a budgeted surplus of \$623k, resulting in a negative variance of \$183k.

Developer fee revenue was \$2.0M lower than budget, due the following:

- Timing differences, expected later in 2023 (\$472k):
 - Jazz House (\$89k) variance
 - Northgate (\$383k) variance
- Timing differences, expected in 2024 (\$1.4M):
 - Africatown (\$218k) variance
 - Yesler/ Big Village (\$284k) variance
 - Heartwood (\$346k) variance
 - White Center (\$292k) variance
 - Devonshire (\$225k) variance
- Cash flow waterfall disbursement over/(under) estimated from budget \$40k:
 - 12AA Housing \$40k Variance
- Due to Cash flow not able to distribute as budgeted (\$248k):
 - Bonanza (\$208k) variance
 - Station House (\$25k)
 - Liberty Bank (\$15k)

Transactional inflows were budgeted in June 2023 to recognize the intended use of cash proceeds from the sale of Fredonia that would not otherwise show up in the operating statement. In May we received \$2.7M for the sale of Fredonia.

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

The committee reviewed the Property Management dashboard report

July figures for the portfolio were as follows:

- Monthly physical vacancy was 4.7%
- Monthly economic vacancy was 4.6%
- 12-month rolling economic vacancy rate was 6.6%

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

- Asset Management updates
- Cash Flow overview
- Introduce finance policy update
- Introduction to 2024 Budget

Community Roots Housing Blended Balance Sheet

	07.31.2023 Unaudited	06.30.2023 Unaudited	Change from prior month		12.31.2022 Internal Presentation	12.31.2021 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	1,805,248	2,541,425	(736,177)	1	670,162	852,951
Blended Partnerships Operating Cash	2,106,435	2,100,309	6,126		3,251,437	2,891,308
General Building Reserves	391,440	391,440	0		366,598	624,761
Total Unrestricted Cash	4,303,123	5,033,174	(730,051)		4,288,197	4,369,020
Accounts Receivable						
Tenant & Commercial AR	1,284,129	1,306,776	(22,647)	2	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	2,647,231	2,566,544	80,687	3	795,482	1,397,700
Total Accounts Receivable	4,950,558	4,892,518	58,040		3,358,457	5,716,718
Board Designated Reserve						
General Board Reserve	1,000,000	1,000,000	0		1,000,000	1,000,000
Opportunity Fund	652,258	644,940	7,318		612,510	285,909
Total Board Designated Reserve	1,652,258	1,644,940	7,318		1,612,510	1,285,909
Restricted Cash						
Portfolio Reserves	7,923,706	7,923,925	(219)		8,251,631	7,667,387
Development	2,343,317	944,679	1,398,638	4	2,509,106	4,082,662
Rental Assistance	44,143	44,143	0		44,143	526,489
Restricted Misc	566,301	629,211	(62,910)	5	575,195	223,355
Total Restricted Cash	10,877,467	9,541,958	1,335,509		11,380,075	12,499,893
Fixed Assets						
Land	24,664,923	24,664,923	0		24,834,923	22,906,927
Buildings, Improvements & Equipment	148,267,008	148,067,027	199,981	6	147,847,211	131,120,506
Accumulated Depreciation	(71,156,048)	(70,787,056)	(368,992)	7	(69,614,902)	(57,978,033)
Lease Receivable	567,455	567,455	0		567,455	602,410
Total Fixed Assets	102,343,338	102,512,349	(169,011)		103,634,687	96,651,810
Other Assets						
Intangible Assets	(89,924)	(83,664)	(6,260)		(73,393)	94,180,245.00
Investment in LPs/LLCs	1,592,156	1,644,081	(51,925)	8	1,588,534	5,291,555.00
Due from Affiliates	18,638,310	18,334,252	304,058	9	16,333,561	5,820,644.00
Notes Receivable from Affiliates	17,355,164	17,355,164	0		18,089,995	522,795.00
Prepays & Other Current Assets	625,777	696,713	(70,936)		191,822	273,170
Total Other Assets	38,121,483	37,946,546	174,937		36,130,519	106,088,409
Total Assets	162,248,227	161,571,485	676,742		160,404,445	226,611,759
LIABILITIES						
Notes Payable	99,863,226.00	98,758,923.00	1,104,303	10	100,583,693.00	86,379,496
Accrued Interest Payable	6,128,575.00	6,128,575.00	0		5,894,987.00	4,828,540
Accounts Payable & Accrued Liabilities	9,402,121.00	9,041,053.00	361,068	11	7,781,783.00	8,362,991
Tenant Security Deposit Liability	491,209	492,700	(1,491)		525,066	499,581
Total Liabilities	115,885,131	114,421,251	1,463,880		114,785,529	100,070,608
Net Position	46,363,096	47,150,234	(787,138)		45,618,916	126,541,151
Total Liabilities and Net Assets	162,248,227	161,571,485	676,742		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:

-No significant inflows outside of regular operations

The following significant cash transactions decreased cash during the period:

-\$700k Payroll for 2 pay cycles

-Approx. \$195k net outflow from development transactions, disbursements in excess of construction draw

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

2) Tenant & Commercial AR: Decr \$23k - Commercial balances decreased \$12k and residential decreased \$11k.

Collected approx 91% of billed residential rents in July, with total collections including commercial tenants at 92%.

3) Accounts Receivable - Other Receivable: Incr \$81k - Due to White Center reimbursing CRH for invoices paid on projects behalf

4) Restricted Cash - Development: Incr. \$1.4M - Cash increased (decreased) for the following, based on timing between disbursements and draws: \$268k White Center, (\$99k) Youth Care, (\$15k) Jazz House, (\$8k) Othello, HPN pre-development loan increase of \$1.25M, and used HPN loan to pay off Lucky 7, which had pre-development cost.

5) Restricted Cash - Restricted Misc: Decr. \$63k - Due to cash restricted for Devonshire paying for Devonshire draw 7

6) Bldg, Impr & Equip: Incr \$200k - Additions to construction in process for projects, including the following: \$63k Youth Care, \$114k White Center, and \$14k Devonshire

7) Accumulated Depreciation: Decr \$369k - Monthly depreciation expense.

8) Other Assets - Investment in LPs/LLCs: Decr. \$52k - Due to Rainier and Genesee paying a return on our investment

9) Other Assets - Due from Affiliates: Incr. \$304k - Due to an increase of \$183k in development project cost paid by CRH, and additional activity consist of normal operating businesses

10) Notes Payable: Incr. \$1.1k - Due to CRH increasing HPN pre-development loan by \$1.25k, Jazz House taking an Impact Capital draw of \$43k, and offset by normal monthly payments.

11) Accounts Payable & Accrued Liabilities: Incr \$361k - Construction costs in accounts payable increased (decreased) for the following: \$9k White Center, \$25k Youth Care, (\$49k) Rainier & Genesee and (\$337k) Pride Place. 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 7/31/2023

	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	7,465,115	7,617,771	(152,656)	(2.00%)	13,069,187	5,604,072
Parking, Laundry & Other	123,302	122,635	667	0.54%	203,643	80,341
Residential Vacancy & Concessions	(624,829)	(469,860)	(154,969)	1 32.98%	(805,695)	(180,866)
Total Residential Tenant Revenue	6,963,588	7,270,546	(306,958)	(4.22%)	12,467,135	5,503,547
Commercial Tenant Revenue						
Commercial Rent Revenue	940,839	889,662	51,177	5.75%	1,570,805	629,966
Triple net revenue	231,310	290,282	(58,972)	2 (20.32%)	485,373	254,063
Commercial vacancy & concessions	(41,712)	(21,240)	(20,472)	3 96.38%	(40,913)	799
Total Commercial Tenant Revenue	1,130,437	1,158,704	(28,267)	-2.44%	2,015,265	884,828
Bad Debt & Collection Loss						
Bad debt	(193,337)	(147,487)	(45,850)	4 31.09%	(252,796)	(59,459)
Total Bad Debt & Collection Loss	(193,337)	(147,487)	(45,850)	31.09%	(252,796)	(59,459)
Grants & Donations						
Grants & Donations	811,688	760,000	51,688	6.80%	1,561,000	749,312
Rental Assistance Awards	0	0	0		0	0
Total Grants & Donations	811,688	760,000	51,688	6.80%	1,561,000	749,312
Other Operating Revenue						
Accounting & Compliance fees	621,797	587,612	34,185	5.82%	1,006,083	384,286
Developer Fees	240,000	2,284,423	(2,044,423)	5 (89.49%)	2,839,196	2,599,196
Cash Distribution from Affiliate	971,279	0	971,279	6	0	(971,279)
Partnership Management Fees	57,031	24,900	32,131	7 129.04%	24,900	(32,131)
Property Management Fees	931,561	928,693	2,868	0.31%	1,587,743	656,182
Interest Income	41,525	7,000	34,525	8 493.21%	12,000	(29,525)
Other Income	10,268	0	10,268		11,410	1,142
Total Other Operating Revenue	2,873,461	3,832,628	(959,167)	(25.03%)	5,481,332	2,607,871
Total Revenue	11,585,837	12,874,391	(1,288,554)	(10.01%)	21,271,936	9,686,099
Expenses						
Operating Expenses						
Accounting, Audit & Legal	628,345	534,167	(94,178)	9 (17.63%)	732,680	104,335
Administration	360,517	443,754	83,237	10 18.76%	732,413	371,896
Technology	205,092	286,022	80,930	11 28.30%	485,858	280,766
Board Expense	211	5,600	5,389	96.23%	10,000	9,789
CRH Occupancy Expense	281,732	282,996	1,264	0.45%	487,806	206,074
Cash Distribution to CRH	876,000	0	(876,000)	12	0	(876,000)
Compliance, Taxes & License	191,120	195,205	4,085	2.09%	341,175	150,055
Consulting	227,210	291,056	63,846	13 21.94%	448,771	221,561
Debt Service	1,402,692	1,490,545	87,853	5.89%	2,506,617	1,103,925
Insurance	492,392	437,544	(54,848)	14 (12.54%)	757,134	264,742
Leasing/Compliance Expense	200,190	219,294	19,104	8.71%	361,103	160,913
Miscellaneous Financial Expense	0	3,500	3,500	100.00%	8,500	8,500
Other Operating Expense	(1,932)	1,105	3,037	274.84%	1,180	3,112
Partnership Mgmt Fee Expense	57,031	20,000	(37,031)	15 (185.16%)	20,000	(37,031)
Payroll, Taxes and Benefits	5,272,209	5,804,825	532,616	9.18%	10,005,805	4,733,596
Property Mgmt Fee Expense	677,858	667,588	(10,270)	(1.54%)	1,120,133	442,275
Repair and Maintenance	1,425,720	1,584,547	158,827	16 10.02%	2,288,687	862,967
Resident activities	7,568	19,250	11,682	60.69%	28,453	20,885
Utilities	1,085,666	1,018,913	(66,753)	(6.55%)	1,716,502	630,836
Total Expenses	13,389,621	13,305,911	(83,710)	(0.63%)	22,052,817	8,663,196
Operating Surplus (Deficit) before Reserves:	(1,803,784)	(431,520)	(1,372,264)	318.01%	(780,881)	1,022,903

Reserve Contributions						
Replacement Reserve	(270,343)	(267,606)	(2,737)	1.02%	(455,762)	(185,419)
Operating Reserve	(19,694)	(19,694)	0	0.00%	(33,047)	(13,353)
Other Reserve	(53,115)	(57,815)	4,700	(8.13%)	(112,852)	(59,737)
Total Reserve Contributions	<u>(343,152)</u>	<u>(345,115)</u>	<u>1,963</u>	<u>(0.57%)</u>	<u>(601,661)</u>	<u>(258,509)</u>
Operating Surplus (Deficit)	(2,146,936)	(776,635)	(1,370,301)	176.44%	(1,382,542)	764,394
Additional Unrestricted Cash Flows						
Transactional Inflows	<u>2,587,602</u>	<u>1,400,000</u>	<u>1,187,602</u>	17	84.83%	1,400,000 (1,187,602)
Adjusted Operating Surplus (Deficit)	<u><u>440,666</u></u>	<u><u>623,365</u></u>	<u><u>(182,699)</u></u>		<u>(29.31%)</u>	<u>17,458</u> (423,208)

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

- 1) Residential vacancy: \$155k 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: \$59k lower - Due to 800 Corp (Walgreens) tenants only being billed annually in December, but being accounted for monthly in the budget.
- 3) Commercial vacancy & concessions: \$21k higher - Due to a \$23k concession for Fredonia tenant to ensure payments to seller are made timely in the first 6 months after sale so we can recoup our \$200k escrow holdback
- 4) Bad Debt: \$46k higher - Due to two tenant move outs in July that caused \$34k in bad debt for accounts uncollectable, due to CRH policy bad debt accrual is assessed at year end and may offset any bad debt that occurs throughout the year, due to already being accrued, but reversing at year end
- 5) Developer Fees: \$2.0M lower - Differences of Budget amounts compared with actual amounts received for 2023 are as follows: (\$89k) Jazz house, (\$218k) Africatown, \$40k 12th Ave Arts Housing 2023 distribution, (\$284k) Yesler/ Big Village, (\$346k) Heartwood, (\$383k) Northgate, (\$292k) White Center, (\$225k) Devonshire, (\$208k) Bonanza, (\$25k) Station House and (\$15k) Liberty Bank.
- 6) Cash Distribution from Affiliate: \$971k higher - 2023 Cash waterfall distributions include: \$480k from Silvian, \$41k from Hazel and \$95k from Bonanza buildings, \$355 12AA commercial
- 7) Partnership Management Fees: \$32k higher - Due to Helen V paying down their partnership management fee.
- 8) Interest Income: \$35k higher - LGIP interest being about \$5k monthly compared to the budgeted amount of \$1k monthly
- 9) Accounting, Audit & Legal: \$94k higher due to the legal needs within CRH being \$134k higher than budgeted, offset due to audit being \$42k lower than budgeted
- 10) Administration: \$83k lower - Due to purposeful reduction in company-wide spending, which led to a decrease in the following categories: (\$35k) advertising and (\$42k) training and education
- 11) Technology: \$81k lower - This budget captures our old property manager software, which is being phased out with new property manager software leading to a reduction of (\$38k) in property manager software cost and a purposeful reduction in other software cost leading to a decrease of (\$58k)
- 12) Cash Distribution to CRH: \$876k higher - due to the following blended buildings making cash distributions to CRH: \$480 Silvian, \$41k Hazel and \$355 12AA commercial
- 13) Consulting: \$64k lower - Due to purposeful reduction in company-wide spending, which led to a reduction of (\$45k) in finance, (\$15k) RETF, (\$14k) in Communications, (\$17k) in Development, (\$13k) Admin, and offset by excess spending of \$42k in Eco district
- 14) Insurance: \$55k higher - Insurance premium was higher than expected for Bremer \$21k, Broadway Crossing \$8k, Fredonia \$5k and several other properties with smaller amounts.
- 15) Partnership Mgmt Fee Expense: \$37k higher - Due to Helen V paying CRH accrued partnership fees
- 16) Repair and Maintenance: \$159k lower - Due to purposeful reduction in company-wide spending, which led to a reduction of (\$50k) at Park Hill, (\$16k) at Union James, (\$31k) at Mary Ruth Manor, (\$14k) at Silvian, and (\$26k) at Gilman
- 17) Transactional Inflows: \$1.2M higher - Due to sale of Fredonia



**Community Roots Housing
Asset Management Dashboard
Year to date as of July 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) ²	Economic Vacancy		
	Occupied	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Variance	Budget Var %		July 2023		July 2023	12 MO Rolling	2022 Vacancy
Berneva	12	0	0.0%	12	\$6,068	0%	\$4,727	10%	\$649	\$524	421%	\$5,476	-7%	4.5%	0.0%	0.9%	6.3%
Burke Gilman Gardens	14	1	6.7%	15	\$8,428	-1%	\$6,273	33%	\$1,922	\$4,526	174%	\$16,515	+4%	7.9%	7.4%	10.0%	8.1%
Boylston Howell	29	1	3.3%	30	\$7,102	0%	\$5,838	-1%	\$87	(\$79)	-48%	\$31,646	+7%	9.4%	1.7%	4.9%	16.6%
Bremer	47	2	4.1%	49	\$5,971	-6%	\$4,230	-16%	\$281	(\$792)	-74%	\$33,132	-13%	6.8%	4.3%	8.4%	20.8%
Brewster	34	1	2.9%	35	\$5,228	-8%	\$5,547	-13%	(\$759)	(\$1,099)	-323%	\$27,097	-42%	8.0%	2.6%	2.3%	9.1%
Broadway																	10.3%
Broadway Crossing	43	1	2.3%	44	\$6,464	-7%	\$6,585	-17%	(\$1,093)	(\$1,311)	-602%	\$12,072	+66%	2.6%	1.6%	-0.6%	7.3%
Byron Wetmore	11	1	8.3%	12	\$6,331	-8%	\$6,540	2%	(\$550)	\$26	5%	\$11,260	+17%	8.7%	0.0%	11.5%	8.6%
Centennial	30	0	0.0%	30	\$6,564	-13%	\$3,955	21%	\$181	\$102	129%	\$32,587	+45%	9.3%	4.7%	8.3%	12.8%
Devonshire																	4.5%
Elizabeth James	58	2	3.3%	60	\$6,331	-4%	\$4,937	-19%	(\$163)	(\$954)	-121%	\$20,234	+2%	3.1%	5.2%	6.5%	8.0%
Fleming	35	1	2.8%	36	\$5,439	-8%	\$5,523	-17%	(\$1,694)	(\$1,258)	-289%	\$29,171	-32%	8.2%	6.9%	5.7%	4.3%
Four Twelve Apartments	10	2	16.7%	12	\$12,592	-18%	\$9,343	3%	(\$769)	(\$2,474)	-145%	\$15,939	+0%	6.1%	15.8%	17.7%	12.8%
Fremont Solstice	18	0	0.0%	18	\$7,390	-2%	\$5,910	-1%	(\$264)	(\$59)	-29%	\$12,787	+28%	5.8%	0.0%	2.3%	7.3%
Gilman Court	25	0	0.0%	25	\$6,701	2%	\$7,082	3%	(\$634)	\$1,081	63%	\$15,421	-46%	5.6%	0.0%	2.0%	5.0%
Harrison at 15th	19	0	0.0%	19	\$12,853	0%	\$8,475	-1%	\$152	(\$100)	-40%	\$18,499	-7%	7.1%	0.0%	4.0%	5.0%
Hazel Plaza	15	1	6.3%	16	\$15,451	-15%	\$9,065	2%	\$1,727	(\$2,537)	-59%	\$16,649	+4%	3.8%	6.3%	10.1%	6.5%
Helen V	36	2	5.3%	38	\$9,531	-21%	\$5,647	-10%	\$309	(\$3,993)	-93%	\$52,108	+10%	8.7%	5.3%	5.6%	5.1%
Holden Vista	15	1	6.3%	16	\$10,095	-18%	\$9,099	-28%	\$742	(\$3,184)	-81%	\$8,462	-8%	2.7%	10.9%	19.9%	14.9%
John Carney	27	0	0.0%	27	\$6,340	-2%	\$6,589	-38%	(\$2,310)	(\$1,981)	-602%	\$16,204	-29%	5.6%	3.5%	9.5%	18.9%
Joe Black Apartments	21	3	12.5%	24	\$7,828	-11%	\$7,268	1%	(\$420)	(\$898)	-188%	\$73,977	+8%	22.9%	14.9%	10.3%	5.6%
Larned	33	0	0.0%	33	\$6,764	-2%	\$5,183	6%	\$1,157	\$198	21%	\$35,313	+46%	15.1%	-32.4%	3.9%	12.0%
Lincoln Court	26	3	10.3%	29	\$5,396	-14%	\$4,513	-7%	(\$1,185)	(\$1,040)	-717%	\$27,409	+13%	10.5%	0.0%	16.1%	17.9%
Maxwell	4	0	0.0%	4	\$7,050	-3%	\$6,011	16%	\$151	\$927	120%	\$0		0.0%	0.0%	0.0%	0.0%
Melrose	26	4	13.3%	30	\$3,999	-26%	\$5,734	-10%	(\$2,441)	(\$1,953)	-401%	\$16,238	+36%	6.8%	17.6%	15.4%	22.0%
Miller Park	12	0	0.0%	12	\$7,245	-12%	\$6,969	-1%	(\$1,321)	(\$1,009)	-324%	\$1,026	+5935%	0.7%	0.0%	9.8%	4.1%
Mary Ruth Manor	17	3	15.0%	20	\$11,929	-22%	\$7,393	13%	(\$1,080)	(\$2,250)	-192%	\$62,166	+6%	14.5%	12.4%	28.1%	12.8%
Oleta	27	7	20.6%	34	\$4,155	-32%	\$4,795	-9%	(\$2,488)	(\$2,448)	-6179%	\$17,299	-48%	5.4%	20.6%	10.9%	9.1%
Pantages	48	1	2.0%	49	\$6,608	-2%	\$5,367	2%	\$163	\$135	484%	\$13,349	-25%	2.5%	2.1%	1.8%	5.6%
Park Hill																	8.6%
Seneca	29	3	9.4%	32	\$5,332	-18%	\$5,528	-6%	(\$1,442)	(\$1,505)	-2371%	\$27,801	+2%	8.5%	9.1%	13.7%	13.4%
Silvian	29	3	9.4%	32	\$8,994	-5%	\$4,437	0%	\$2,697	(\$496)	-16%	\$27,992	+13%	5.5%	9.7%	3.4%	2.5%
Union James	23	1	4.2%	24	\$11,408	1%	\$7,532	2%	\$1,170	\$329	39%	\$106,428	+2%	22.5%	10.3%	5.2%	4.0%
Villa	58	4	6.5%	62	\$7,290	-2%	\$6,261	-23%	(\$1,258)	(\$1,320)	-2109%	\$67,358	+0%	11.7%	7.8%	3.8%	7.5%
Blended Total	831	48	5.5%	879	\$7,223	-9%	\$5,878	-5%	(\$380)	(\$952)	-167%	\$851,616	-2%	8.1%	6.0%	8.2%	9.2%
Twelfth Avenue Arts Housing	86	2	2.3%	88	\$7,596	0%	\$4,399	-1%	(\$2,117)	(\$2,767)	-425%	\$103,825	+31%	9.4%	3.1%	4.2%	2.7%
Eighteenth Avenue	9	0	0.0%	9	\$11,791	-12%	\$7,350	-26%	(\$559)	(\$3,039)	-123%	\$42,773	+5%	21.6%	0.0%	4.7%	0.0%
El Nor	54	1	1.8%	55	\$10,187	-3%	\$4,957	-12%	\$661	(\$707)	-52%	\$30,134	+6%	3.1%	1.8%	2.9%	4.9%
Haines	29	1	3.3%	30	\$9,599	1%	\$4,414	-4%	\$3,351	(\$96)	-3%	\$2,746	-20%	0.6%	3.1%	2.8%	6.8%
Holiday	29	1	3.3%	30	\$6,812	-2%	\$6,187	-18%	(\$1,944)	(\$1,100)	-130%	\$1,168	-92%	0.4%	2.1%	5.8%	8.8%
Jefferson Housing	39	1	2.5%	40	\$8,476	3%	\$5,482	4%	\$55	\$755	108%	\$67,979	+30%	10.7%	-14.7%	0.3%	1.3%
Liberty Bank Building	112	3	2.6%	115	\$6,773	-1%	\$4,462	-11%	(\$327)	(\$505)	-283%	\$192,901	+13%	14.3%	1.9%	3.3%	4.8%
Ponderosa	20	3	13.0%	23	\$9,719	-16%	\$7,431	-41%	(\$2,328)	(\$7,111)	-149%	\$23,871	+13%	5.7%	13.4%	7.5%	3.1%
Station House	105	5	4.5%	110	\$7,917	-5%	\$4,476	-7%	\$507	(\$479)	-49%	\$79,989	+32%	5.3%	4.7%	4.9%	9.9%
Unity Village	29	1	3.3%	30	\$5,156	-14%	\$6,865	-9%	(\$1,943)	(\$1,352)	-229%	\$34,552	+10%	11.3%	5.3%	6.4%	7.7%
Discrete Total	512	18	3.4%	530	\$7,914	-3%	\$4,992	-9%	(\$385)	(\$1,189)	-148%	\$569,937	+15%	7.9%	2.5%	4.0%	5.5%
Portfolio Total	1343	66	4.7%	1409	\$7,483	-7%	\$5,545	-6%	(\$382)	(\$1,041)	-158%	\$1,505,733	+4%	8.0%	4.6%	6.6%	7.8%

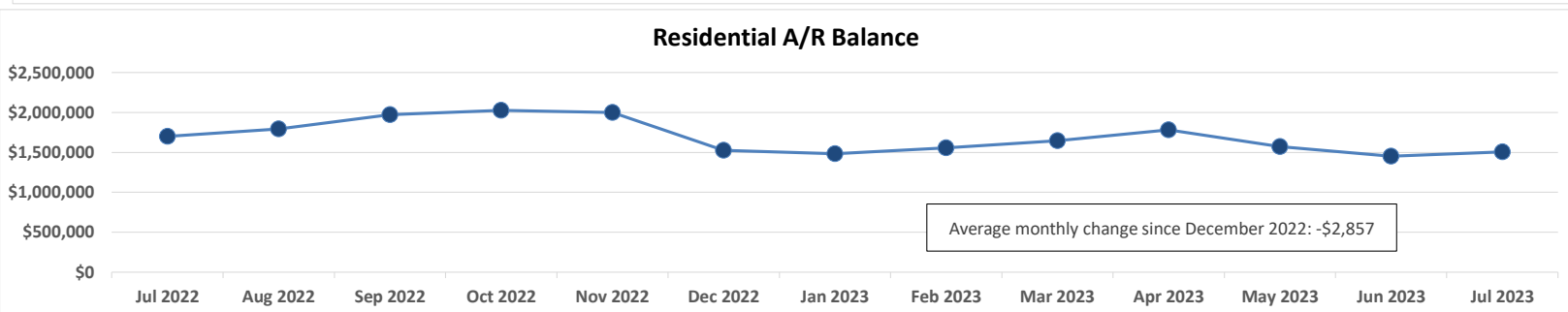
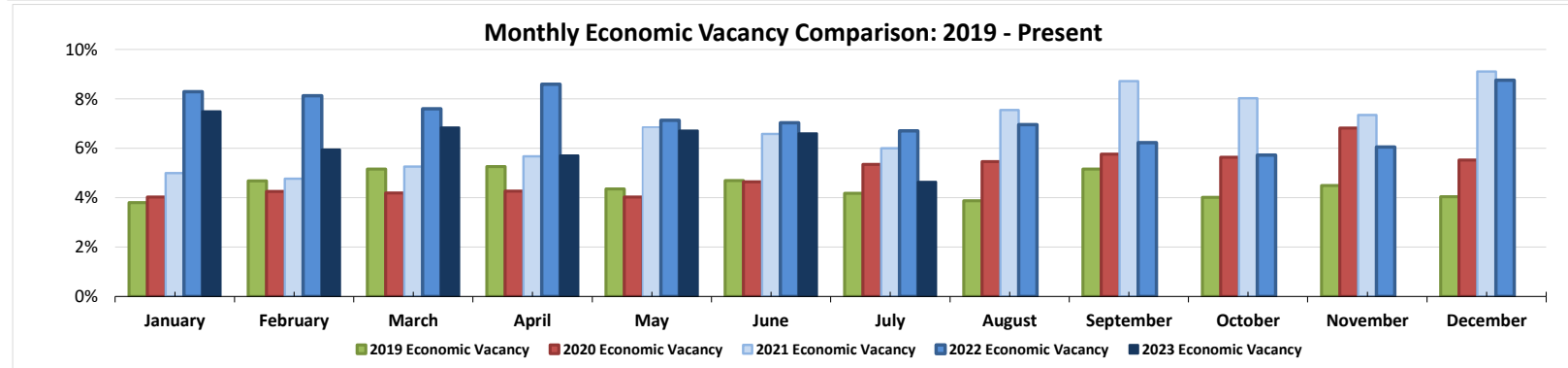
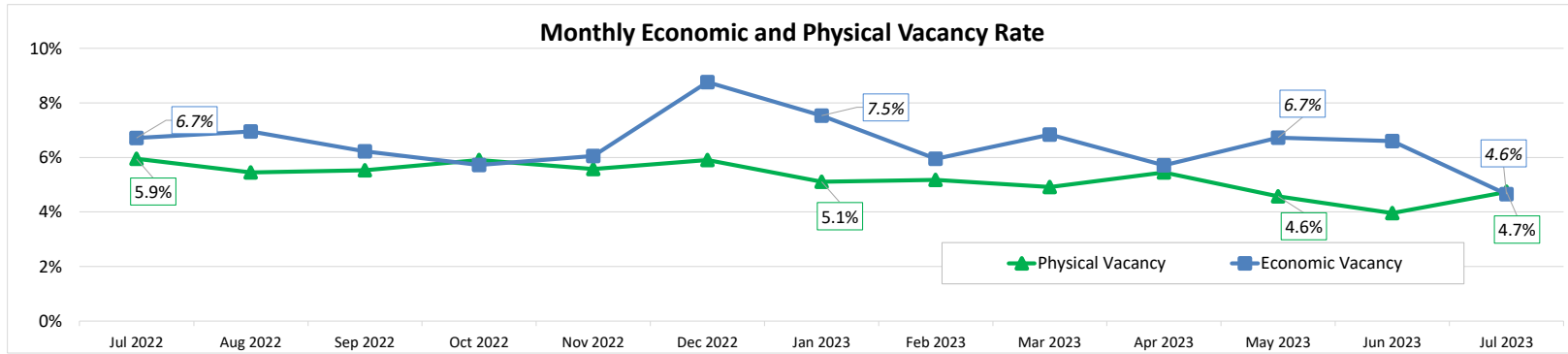
¹ After Debt, Reserve Deposits, and Cash Based Non-Operating Expenses (Deferred Developer Fees, Partnership Management Fees, etc.)

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 Reporting on runtime suspended during RealPage transition due to inability to compile accurate data

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%
Economic Vacancy	<5.0%	5.0% to 8.9%	9.0% or above



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

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	542,901
KeyBank	CRH - Rental Assistance	Restricted Grant	44,143
KeyBank	12th AAA - Restricted	Equipment Reserve	23,400
KeyBank	White Center Hub - Comm Constructio	Construction	805,805
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,863
KeyBank	Capitol Hill Housing	Security Deposit	178,389
Key Bank	Bremer - Resynd	Security Deposit	20,032
KeyBank	Hazel Plaza	Security Deposit	4,011
KeyBank	Larned	Security Deposit	18,012
Key Bank	John Carney - R	Security Deposit	9,389
KeyBank	Byron Wetmore	Security Deposit	8,812
Key Bank	412	Security Deposit	2,501
KeyBank	Holden Vista	Security Deposit	3,628
KeyBank	Mary Ruth Manor	Security Deposit	4,637
KeyBank	EJSH	Security Deposit	11,279
Key Bank	Boylston Howell-R	Security Deposit	10,228
KeyBank	Gilman Court LP	Security Deposit	13,021
KeyBank	Fleming Apts LP	Security Deposit	17,281
KeyBank	Villa Apts LP	Security Deposit	30,673
KeyBank	Harrison	Security Deposit	15,572
KeyBank	Oleta	Security Deposit	14,909
KeyBank	Helen V Apts LLC	Security Deposit	7,898
KeyBank	Pantages Apts LLC	Security Deposit	26,203
KeyBank	Silvian	Security Deposit	5,810
KeyBank	Broadway & Pine	Security Deposit	19,984
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	8,061
KeyBank	Hazel Plaza	Reserves	358,268
KeyBank	Byron Wetmore	Reserves	86,426
KeyBank	Holden Vista	Reserves	27,112
KeyBank	Mary Ruth Manor	Reserves	331,284
KeyBank	Gilman Court LP	Reserves	146,039
KeyBank	Villa Apts LP	Reserves	260,439
KeyBank	Helen V Apts LLC	Reserves	812,051
KeyBank	Broadway & Pine	Reserves	345,057
KeyBank	Woodland Park Ave LLC	Reserves	181,373
KeyBank	12th Avenue Arts Associates LLC	Reserves	42,310
Key Bank	Union James	Reserves	346,764
		Total KeyBank	4,859,275

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

Banner	Berneva	Reserves	16,283
Banner	Seneca	Reserves	170,301
Banner	Seneca	Security Deposit	13,604
		Total Banner	200,188
LGIP	Capitol Hill Housing	Reserves	1,834,629
		Total LGIP	1,834,629
Walker Dunlo	EJSH	Escrow	14,805
Walker Dunlo	EJSH	Reserves	272,853
		Total Oppenheimer	287,658
Chase	Larned	Reserves	221,324
Chase	412	Reserves	178,560
Chase	Harrison	Reserves	207,886
Chase	Oleta	Reserves	84,964
		Total Chase	692,734
US Bank	Pantages Apts LLC	Reserves	530,180
US Bank	Silvian	Reserves	240,859
		Total USBank	771,039
KeyBank	Capitol Hill Housing	EQII	89,910
		Total KeyBank	89,910
KeyBank	Capitol Hill Housing	Lucky 7	166,579
		Total Lucky 7	166,579
KeyBank	Capitol Hill Housing	HPN	1,244,140
		Total HPN	1,244,140
KeyBank	Youth Care Predevelopment	Plymouth	-
		Total Plymouth	-
BofA	Fleming Apts LP	Reserves	105,653
		Total BofA	105,653
Heritage	Bremer - Resyndication	Construction	619
Heritage	Bremer	Reserves	228,260

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

Heritage	John Carney	Construction	32,034
Heritage	John Carney	Reserves	227,459
Heritage	Boylston Howell	Construction	4,231
Heritage	Boylston Howell	Reserves	128,970
Heritage	Union & 24th Commercial	Security Deposit	4,089
		Total Heritage	625,662
		Total Restricted - CHH Blended Components	10,877,467
LGIP	Capitol Hill Housing	Board Designated Res	1,652,258
		Total Designated	1,652,258
Heritage	Union & 24th Commercial	Operating Checking	98,671
		Total Heritage	98,671
KeyBank	Capitol Hill Housing	Gen Building Reserve	391,440
		Total Gen Building Reserve	391,440
KeyBank	Capitol Hill Housing	Operating Checking	1,805,248
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	58,700
KeyBank	Bremer	Operating Checking	120,417
KeyBank	Hazel Plaza	Operating Checking	92,490
KeyBank	Larned	Operating Checking	127,842
KeyBank	John Carney	Operating Checking	32,541
KeyBank	Byron Wetmore	Operating Checking	32,660
KeyBank	412	Operating Checking	74,012
KeyBank	Holden Vista	Operating Checking	168,780
KeyBank	Mary Ruth Manor	Operating Checking	41,506
KeyBank	EJSH	Operating Checking	108,555
KeyBank	Boylston Howell	Operating Checking	55,571
KeyBank	Gilman Court LP	Operating Checking	57,109
KeyBank	Fleming Apts LP	Operating Checking	71,915
KeyBank	Villa Apts LP	Operating Checking	90,016
KeyBank	Harrison	Operating Checking	148,061
KeyBank	Oleta	Operating Checking	32,071
KeyBank	Helen V Apts LLC	Operating Checking	106,164
KeyBank	Pantages Apts LLC	Operating Checking	100,216
KeyBank	Silvian	Operating Checking	125,191

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

KeyBank	Broadway & Pine	Operating Checking	19,244
KeyBank	Woodland Park Ave LLC	Operating Checking	28,226
KeyBank	12th Avenue Arts Associates LLC	Commercial Operatin	212,662
KeyBank	Union James	Operating Checking	27,437
		Total KeyBank	3,740,327
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	9,813
Banner	Seneca	Operating Checking	62,772
		Total Banner	72,585
		Total Unrestricted - CHH Blended Components	4,303,123
		Total All Cash - CHH Blended Components	16,832,848

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	146,716
Chase	AAA	Escrow	5,513
Chase	AAA	Security Deposit	6,086
Chase	AAA	Reserves	285,213
		Total Chase	443,528
KeyBank	Africatown	Project Funds	34,373
KeyBank	Africatown	Construction-Res	5,026
KeyBank	Africatown	Construction	(136,875)
KeyBank	Africatown Commercial	Construction	1,036,430
KeyBank	Jazz House	Construction	17,527
KeyBank	El Nor LP	Security Deposit	12,476
KeyBank	18th Ave Apartments	Security Deposit	2,126
KeyBank	Ponderosa	Security Deposit	3,808
KeyBank	Holiday Apts	Security Deposit	17,984

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

KeyBank	SOPI / Unity Village	Security Deposit	11,477
KeyBank	Jefferson & 12th	Security Deposit	26,995
KeyBank	12th Avenue Arts Housing	Security Deposit	54,970
KeyBank	CH TOD Station House	Security Deposit	37,552
KeyBank	SOPI / Unity Village	Reserves	290,979
KeyBank	Jefferson & 12th	Reserves	394,160
KeyBank	12th Avenue Arts Housing	Reserves	891,371
KeyBank	CH TOD Station House	Reserves	832,225
KeyBank	CH TOD Station House	Escrow	60,083
		Total KeyBank	3,592,687
UnionBank	Holiday	Reserves	235,145
		Total UnionBank	235,145
Heritage	Union & 24th Residential	Security Deposit	36,963
Heritage	Union & 24th Residential	Reserves	381,927
Heritage	Heartwood SPE	Construction	1,382,084
		Total Heritage	1,800,974
Wells Fargo	El Nor	Reserves	668,572
Wells Fargo	18th Ave	Reserves	133,671
Wells Fargo	Ponderosa	Reserves	285,107
Wells Fargo	El Nor	Escrow	20,696
Wells Fargo	18th Ave	Escrow	3,572
Wells Fargo	Ponderosa	Escrow	9,215
		Total Wells Fargo	1,120,834
Bellwether	Union & 24th	Escrow	219,687
		Total Bellwether	219,687
		Total Restricted - Discrete Components	7,412,856
Chase	AAA	Operating Checking	644,004
Chase	Pride Place Commercial	Construction	40,217
Chase	Pride Place	Construction	45
		Total Chase	684,265
KeyBank	El Nor LP	Operating Checking	453,321
KeyBank	18th Ave Apartments	Operating Checking	104,601

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

KeyBank	Ponderosa	Operating Checking	230,876
KeyBank	Holiday Apts	Operating Checking	31,975
KeyBank	SOPI / Unity Village	Operating Checking	16,006
KeyBank	Jefferson & 12th	Operating Checking	92,276
KeyBank	Twelfth Avenue Arts Res	Operating Checking	168,353
KeyBank	CH TOD Station House	Operating Checking	803,682
KeyBank	Pride Place	Operating Checking	75
		Total KeyBank	1,901,089
Heritage	Union & 24th Residential	Operating Checking	295,658
		Total Heritage	295,658
		Total Unrestricted - Discrete Components	2,881,012
		Total All Cash - Discrete Components	10,293,869
		Total All Cash - CHH Blended Components	16,832,848
		Total All Cash	27,126,717

TOTALS BY BANK

Key Bank	\$ 14,574,729
Chase	\$ 1,820,528
Banner	\$ 272,772
US Bank	\$ 771,039
Union Bank	\$ 235,145
Bank of America	\$ 105,653
Heritage	\$ 2,820,965
Bellwether	\$ 219,687
Wells Fargo	\$ 1,120,834
LGIP	\$ 3,486,887
Other and Petty	\$ 1,698,477
TOTAL CASH	\$ 27,126,717

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COMMUNITY ROOTS
— HOUSING —

SECTION 4:
Resolution 2023-26 –
EcoDistrict Program Transfer

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Community Roots Housing PDA Board Resolution 2023-26

Overview: EcoDistrict Program Transfer

Purpose Authorizing and directing staff to transfer the EcoDistrict program to the Urban League of Metropolitan Seattle on or near the date of September 30, 2023.

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?: Executive Committee

Charter or Rules and Regulations Modification:

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

General description and purpose: This resolution serves to formalize the transfer of EcoDistrict Program, a significant initiative of Community Roots Housing, to Urban League Metropolitan of Seattle as a strategic decision in alignment with the primary objectives and core functions of our organization.

Organizational requirements of resolution: Confirm Board approval of EcoDistrict migration from Community Roots Housing to Urban League Metropolitan of Seattle.

Financial cost of the resolution: None.

Pros: Optimize the focus on Affordable Housing Development and Property Management.

Cons: Reduction in community engagement and the ongoing projects.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
If yes, please describe: Please include here whether full Board or Committee needs to take action, and anticipated dates for action.
- **Is further reporting required to the Board or a Board Committee?** Yes No
If yes, please describe:

Author of Resolution Overview: Carolina Rocha



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

September 11, 2023

**Resolution 2023-26
EcoDistrict Program Transfer**

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing and directing staff to transfer the EcoDistrict program to the Urban League of Metropolitan Seattle on or near the date of September 30, 2023.

Recitals:

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.

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.

SMC 3.110.040 (J) and CRH's Charter authorizes CRH to transfer, with or without consideration, any funds, real or personal property, property interests, or services received from the Federal Government, private sources or, if otherwise legal, from a state or any of its political subdivisions or agencies;

In 2011, CRH established the Capitol Hill EcoDistrict program, in consultation with design firm GGLO and funded by the Bullitt Foundation, as an effort to effectuate district energy in parallel with the construction of the Capitol Hill Light Rail Station while leveraging broader sustainability goals throughout the community;

CRH established an unincorporated steering committee of volunteer community leaders and sustainability professionals to provide guidance and advice for the activities of the EcoDistrict program;

CRH hired staff and raised funds to support the activities of the EcoDistrict Program including the Renters Initiative, Pike Pine Pedestrian Streets Pilots, Pike Pine Conservation District Overlay, the Parking Benefits District, Cal Anderson Lighting, Affordable Housing Transit Passes, Capitol Hill Arts District, Green Stormwater, Lowell School-Based Health Center, REVIVAL Market Street, Public Life and many others;

The operating costs of the EcoDistrict Program were never fully covered by grant income and CRH has, over the years, considered rolling off the EcoDistrict Program into a separate, unaffiliated nonprofit organization;

The opportunity arose to transfer the EcoDistrict Program to the Urban League of Metropolitan Seattle whose mission is aligned with the mission of CRH, discussions with the Urban League have been ongoing since early 2023, a memorandum of understanding between the CRH and the Urban League has been executed, and that Urban League is very excited about taking on the EcoDistrict Program and has the capacity to do so;

EcoDistrict positions at CRH will be eliminated and staff will be laid-off and will be given the opportunity to apply for employment with the Urban League;

CRH has consulted with their legal counsel about the potential Program transfer;

The Board of Directors of Community Roots Housing deems it to be in the best interest of CRH and of the EcoDistrict Program to execute the Program transfer;

A quorum of the Board was present at this meeting and that a majority of the Board representing at least one-third of the Board's voting membership voted to approve this resolution;

NOW THEREFORE BE IT RESOLVED:

The CRH Board of Directors hereby finds and determines that it wants to transfer the EcoDistrict Program including related grant funding, grant agreements, program documents, website domains, related files or additional items as negotiated to ensure the ongoing success of the program.

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 Chief Executive Officer of CRH or his duly authorized delegate.

CRH's Executive Director is authorized and directed to:

- 1) Notify related parties of the transfer.
- 2) Release a public statement about the transfer.
- 3) Negotiate all details about the transfer.
- 4) Finalize all aspects of the transfer and report to the Board upon final execution.

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 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 11th day of September 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 11th day of September 2023.

By _____

Its Secretary

Resolution prepared by: Chris Persons



COMMUNITY ROOTS
— HOUSING —

SECTION 5:
Resolution 2023-27 –
White Center
Bond Inducement

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COMMUNITY ROOTS
HOUSING

Community Roots Housing PDA Board Resolution 2023-27

Overview: White Center Bond Inducement

Purpose: This resolution declares Community Roots Housing’s intention to sell bonds in an amount not to exceed \$46,170,000 to provide financing for the acquisition, construction, and equipping of a multifamily rental housing project.

Type of Resolution/Motion:

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

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: The financing of the residential portion of the White Center HUB project is made possible through the use of 4% tax credits which require the use of tax-exempt bonds. Following the allocation of Washington State Housing Bond Cap to the project by the Washington State Housing Finance Commission, CRH in its capacity as a Public Development Authority, will issue a tax-exempt note (bond) to finance the acquisition, construction, and equipping of the multifamily rental housing project.

Organizational requirements of resolution: None

Financial cost of the resolution: The costs of issuance are part of the Project budget and are financed with project sources of funds

Pros: This is a necessary step in the financing of the project

Cons: None

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
If yes, please describe: In a next Board meeting we will present for the Board to review a detailed Bond Finance Resolution that our bond attorneys will prepare that describes in detail the final financing structure of the project. The Board will be asked to approve the Bond Finance Resolution at the that meeting so that project financing can close on construction finance.
- **Is further reporting required to the Board or a Board Committee?** Yes No
If yes, please describe: The status of the White Center HUB project is included in the monthly Property Development report to the PDC and to the Board through the PDC report.

COMMUNITY ROOTS HOUSING

RESOLUTION NO. 2023-27

(WHITE CENTER HUB)

A RESOLUTION of the Board of Directors of Community Roots Housing declaring its intention to sell bonds in an amount not to exceed \$23,500,000 to provide financing to a Washington limited liability limited partnership, to finance the acquisition, construction, and equipping of a multifamily rental housing project in unincorporated King County, authorizing Community Roots Housing to participate in such project outside of the limits of The City of Seattle, and determining related matters.

*This document was prepared by:
FOSTER GARVEY P.C.
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

COMMUNITY ROOTS HOUSING

RESOLUTION NO. 2023-27

(WHITE CENTER HUB)

A RESOLUTION of the Board of Directors of Community Roots Housing declaring its intention to sell bonds in an amount not to exceed \$23,500,000 to provide financing to a Washington limited liability limited partnership, to finance the acquisition, construction, and equipping of a multifamily rental housing project in unincorporated King County, authorizing Community Roots Housing to participate in such project outside of the limits of The City of Seattle, and determining related matters.

WHEREAS, RCW 35.21.730 provides that a city may form a public corporation “in order to improve...the general living conditions in the urban areas of the state...”;

WHEREAS, The City of Seattle (the “City”), acting in accordance with RCW 35.21.730, formed Community Roots Housing (“CRH”), formerly known as Capitol Hill Housing Improvement Program, as a public corporation, for such purposes;

WHEREAS, RCW 35.21.745 provides that a public corporation may issue bonds and other instruments;

WHEREAS, consistent with RCW 35.21.740, Seattle Municipal Code subsection 3.110.170.B, and the CRH Charter, the City and King County (the “County”) entered into an Interlocal Agreement signed on behalf of the City on April 19, 2019, and on behalf of the County on June 17, 2019, pursuant to which the City and the County agreed that CRH would have the same powers, authority, and rights with respect to its activities in unincorporated areas of the County as CRH has within the limits of the City;

WHEREAS, CRH has participated, or expects to participate, in the formation of a Washington limited liability limited partnership (the “Borrower”), for the purpose of acquiring, constructing,

equipping, and operating an approximately 76-unit multifamily rental housing project, together with functionally related and subordinate improvements, to be located in the vicinity of 10821 8th Ave SW, Seattle, Washington, in an unincorporated area of the County, all to provide housing for low-income persons;

WHEREAS, the estimated cost of acquiring, constructing, and equipping of the residential portion of the Project is not expected to exceed \$46,170,000;

WHEREAS, CRH anticipates that the Borrower will request that CRH issue and sell its revenue bonds for the purpose of assisting the Borrower in financing the Project;

WHEREAS, CRH desires to provide such assistance, if certain conditions are met;

WHEREAS, Treasury Regulations Sections 1.103-8(a)(5) and 1.142-4(b) provide that, if an expenditure for an exempt facility is made before the issue date of the bonds issued to provide financing for that facility, in order for such expenditure to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse such expenditure from the proceeds of those bonds, and one of the purposes of this resolution is to satisfy the requirements of such regulations; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF COMMUNITY ROOTS HOUSING, as follows:

Section 1. The Board of Directors of CRH (the “Board”) approves CRH’s participation in the Project located outside the limits of the City, including, without limitation, the planning, financing, acquisition, construction, equipping, operation, and management of the Project.

Section 2. To assist in the financing of the Project, with the public benefits resulting therefrom, CRH declares its intention, subject to the conditions and terms set forth herein, to issue and sell its

revenue bonds or other obligations (the “Bonds”) in a principal amount of not to exceed \$23,500,000, to use the proceeds of the sale of the Bonds to make a loan (the “Loan”) to the Borrower, and to reimburse itself, or to permit the Borrower to reimburse itself, as applicable, from proceeds of the Bonds for expenditures for the Project made by CRH or the Borrower before the issue date of the Bonds.

Section 3. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance, and delivery of the Bonds.

Section 4. The Bonds will be payable from the revenues derived from the Project financed by the Bonds, including, without limitation, amounts received under the terms of any financing document or by reason of any additional security furnished by or on behalf of the Borrower in connection with the financing of the Project, as specified by resolution of the Board. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board.

Section 5. The Bonds shall be issued subject to the conditions that (a) CRH, the Borrower, and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof, and mutually acceptable terms and conditions of the Loan or other agreement for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. The Chief Executive Officer of CRH or the Chief Executive Officer’s designee is authorized to seek an allocation of volume cap for the

Bonds from the Washington State Department of Commerce, or a transfer of volume cap for the Bonds from the Washington State Housing Finance Commission.

Section 6. For purposes of applicable Treasury Regulations, the Borrower is authorized to commence financing of the Project and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. However, the adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that the Project will be financed as described herein. The Board shall have the absolute right to rescind this resolution at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable.

Section 7. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds, for the purposes of Treasury Regulations Sections 1.103-8(a)(5), 1.142-4(b), and 1.150-2.

Section 8. Any actions of CRH or its officers and employees prior to the date hereof and consistent with the terms of this resolution are satisfied and confirmed.

Section 8. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Directors of Community Roots Housing at an open public meeting this 11th day of September, 2023.

COMMUNITY ROOTS HOUSING

By: Chair, Board of Directors

ATTEST:

Secretary

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary of the Board of Directors of Community Roots Housing (“CRH”) and keeper of the records of CRH, CERTIFY:

1. That the attached Resolution No. 2023-27 (the “Resolution”) is a true and correct copy of the resolution of the Board of Directors of CRH (the “Board”) as adopted at a meeting of Board held on September 11, 2023 (the “Meeting”), and duly recorded in the minute books CRH;

2. That the public was notified of access options for remote participation in the Meeting via the CRH’s website;

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

4. Members of the Board voting in the affirmative for the adoption of the Resolution represented one-third of the total voting membership of the Board

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of September, 2023.

George Stagers, Secretary



COMMUNITY ROOTS
— HOUSING —

SECTION 6:
Consent Agenda and
Attachments

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COMMUNITY ROOTS
HOUSING

COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting
September 11, 2023
5:30-7:30 PM
Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

1. August 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. Executive Committee Report and Minutes
7. 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
August 14, 2023

Members present: Derrick Belgarde, Frank F. Alvarado III, Sara Cubillos, Bob Fikso, Chasten Fulbright, Michelle Morlan, M. Michelle Purnell-Hepburn, Saunatina Sanchez, Eric Snow, George Staggers, Kristin Winkel

Members absent: Jill Cronauer, Shaun Frazier, Shalimar Gonzales, Drew Porter

Staff members and board guests present: Toni Ball, Mason Cavell, Kiley Dhatt, Morgan Ford, Lisa Hagen, Michelle House, Jason McLin, Andrew Oommen, Chris Persons, Amy Phian, Hilary Prinz, Carolina Rocha (taking minutes), Jessica Sherwin, Leslie Woodworth

Public: One resident from Harrison building and Sarah Shoemake-Gamble.

The meeting was called to order by Derrick Belgarde at 5:32 p.m.

Disclosures & recusals: none

A motion to approve the **Consent Agenda** was made by M. Michelle Purnell-Hepburn, seconded by Frank F. Alvarado III, and passed unanimously.

Announcements

Omnivorous: The Omnivorous event will happen on September 13th at the Capitol Hill Station Plaza. Jessica reminded the board members to register for it. She presented the restaurants we have so far and asked for the board members to reach out to their network for sponsorships, restaurants, and tickets sale.

10-minute lesson: Drew introduced the August 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.

Andrew presented the Resident Grievance Process. A formal complaint process was outlined, involving site managers, portfolio managers, and directors for reviews. The process is detailed in written form and shared with residents. To simplify the process, a concise version is posted for easy reference. Sensitive information in complaint forms is now managed through a SharePoint solution to safeguard data.

The organization is subject to various oversight layers, including HUD, CMS, fair housing regulations, and civil rights enforcement. Residents can utilize multiple avenues for addressing concerns, including government bodies and private legal actions. Board members were reminded of their role in ensuring consistent and fair treatment of residents, and the importance of referring residents to the appropriate channels for resolution.

Public Comment: none

Presentation and Discussion

Update from All-Staff Meeting: Community Roots Housing had the first ASM in person since 2019. It happened on August 3rd at Century Ballroom. Chris shared pictures and commented about breakout groups and topics discussed. Attendance was high, over 80% of the staff was present and we received great feedback from them. The meeting was a success.

During our discussion at the ASM, we covered several key areas related to our mission and strategic framework. This included emphasizing our mission statement and strategic initiatives, as well as the significance of community roots and our history of name changes. Notably, we incorporated the term "resident" in our mission statement for the first time, underscoring its impact on our approach. Our aim was to align our work with strategic priorities and our mission. Centering our residents was another focal point, with breakout sessions to explore ways to better involve them.

Turning to community sustainability, we discussed the current struggles faced by residents, particularly in properties like Liberty Bank Building due to fentanyl use. We noted challenges across our affordable housing portfolio and the broader market, impacting operations. Gathering data on rent collections revealed a significant unpaid rent total, affecting our operations and capacity. Efforts were being made to secure state-level support, which showed promise through legislative initiatives.

Despite some setbacks, we remain committed to our goals: achieving a robust financial position by the end of 2024, maintaining staff satisfaction, and continuing our focus on equity and residents. Recognizing the evolving industry landscape, we acknowledged the need for a sustainable model, exploring solutions in collaboration with local and national stakeholders.

Real Estate Development

Resolution 2023-21 – Pride Place: Requesting board approval for creating new LLC entity to hold the Pride Place retail condominium unit; reaffirming CRH's assumption of the retail construction loan associated with the retail condo unit; and approving an additional Seattle Office of Housing loan to Broadway LGBTQ Senior LLLP (the housing portion) for project cost increases due to the concrete strike.

A motion to approve the **Resolution 2023-21 – Pride Place** was made by Saunatina Sanchez, seconded by M. Michelle Purnell-Hepburn, and passed unanimously.

Resolution 2023-22 – Rainier and Genesee Acquisition: CRH is under contract to purchase land for the Rainier and Genesee development project. This resolution authorizes the creation of a single purpose entity that will purchase the land. It also authorizes CRH to enter into a land acquisition loan with a combination of Seattle Office of Housing and other gap lenders and to purchase the land. Right now, CRH development staff is evaluating which acquisition loan option would be the most advantageous.

A motion to approve the **Resolution 2023-22 – Rainier and Genesee Acquisition** was made by Chasten Fulbright, seconded by Michelle Morlan, and passed unanimously.

Resolution 2023-23 – Seattle Mennonite Church Project: Funding Applications: The county, state and city require that a board resolution is signed to provide an approval to the organization to apply and prepare funding applications.

A motion to approve the **Resolution 2023-23 – Seattle Mennonite Church Project: Funding Applications** was made by George Staggers, seconded by Saunatina Sanchez, and passed unanimously.

Abu Bakr: Abu Bakr is an Islamic Center based in Tukwila. They have invited Chris and Thea to visit their site and talk about a potential partnership for development. They expressed interest in having 100% ownership of the project so the staff would like to consider doing the project on a fee basis. We have not done this in the past so our team will diligently assess the potential advantages and disadvantages inherent in its execution. We will present the findings to the board if decided to move forward with them.

Jazz House: Jason provided a brief overview of the project and the changes that had occurred since the project's inception. With the exit of JazzEd, we were working to bridge the financial gap included negotiations with lenders, exploring value engineering with the contractor, and potential participation of two schools in the project. The team is in the process of arranging a meeting with JazzEd and Two Schools to deliberate on viable options, aiming to ensure the project's feasibility.

Finance and Asset Management

June Financials: Leslie presented the finances from June, which are included in the board packet.

A motion to approve the **June Finance and Asset Management Report** was made by Chasten Fulbright, second by Bob Fikso, and passed unanimously.

Resolution 2023-19: Broadway Disposition: Consistent with the disposition assessment presented to the board at the July 2023 meeting and the CRH Policy Framework for Use of Physical Assets, CRH staff is seeking authorization to proceed with the disposition of Broadway to support, ongoing operations, including supporting real estate development activities, and Community Roots Housing mission.

A motion to approve the **Resolution 2023-19: Broadway Disposition** was made by Saunatina Sanchez, seconded by M. Michelle Purnell-Hepburn, and passed unanimously.

Resolution 2023-20: Park Hill Disposition: Consistent with the disposition assessment presented to the board at the July 2023 meeting and the CRH Policy Framework for Use of Physical Assets, CRH staff is seeking authorization to proceed with the disposition of Park Hill to support ongoing operations, including supporting real estate development activities, and Community Roots Housing mission.

A motion to approve the **Resolution 2023-20: Park Hill Disposition** was made by M. Michelle Purnell-Hepburn, seconded by George Staggers, and passed unanimously.

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), the board went into executive session.

The Chair announced the session to begin at 7:25pm and estimated to be in executive session for 10 minutes. The Board exited executive session at 7:40pm.

The meeting was adjourned by Derrick Belgarde at 7:40 pm.

Attested,

George Staggers, Secretary
August 14, 2023

DRAFT

September 2023 Fundraising and Communications Memorandum

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

From: Kiley Dhatt

Events

Omnivorous is this week, can you *brie-lieve* it?

We are going into this event with our sponsorship goal exceeded, more booths than ever, AND more servings per booth!

But to make this event *unbeatable*, here is **where we can use your soup-ort**:

- **Recruitment, recruitment, recruitment!** The only way we can make this the biggest AND best Omnivorous yet, is to pack the plaza with folks who care about our mission (and/or food). As of 9/6, we're 100 tickets short of last year at this time.
 - If you have not done so, please [register here now.](#)
 - Reach out to your friends, family, and fellow foodies.
 - For added incentive – Bring more attendees than your fellow board members and get a reserved table AND bubbly at the event.
- **Volunteers are still needed**, so let [Matteo](#) know if you can help us take down lights and tents at the end of the night, or have kids or friends that can volunteer.
 - Our only requirement is that everyone is 21+
 - Volunteers get access to all the food and drink, outside of their shift
 - Shifts are only ~3 hours long

What to *egg-spect*:

- 5:30 – Kick it off with wonderful food, drink, DJing, and the start of our raffle sales.
- 6:30 – A short & sweet program, featuring our emcee, Matt Lorch, the wonderful Donna Moodie, and remarks from a resident.
- 6:45 – Our fundraising appeal including:
 - Raffle drawing for Alaska Airlines tickets
 - Traditional raise the paddle
 - Auctioning off TWO chef's dinners, one from Chef William Belickis from Violet and one from Ethan Stowell's Tavolàta.
 - Paddles all in as the final chance to donate
- 7:30 – Program ends and we go back to enjoying all the lovely food and drink!
- 9:00 – Event wraps up and anyone who helps us close is just the *zest!*

Now, for everyone's favorite part, the restaurant list! Drumroll please... or shall I say cinnamon roll?

A la Mode Pies, Ba Bar, Baiana, Blk Pepper Catering, Bateau/ Boat Bar, Café Avole, Cinnaholic, Communion, Ethan Stowell Restaurants, Fast Penny Spirits, Footprint Wine, Full Tilt, General Porpoise, Gold Coast Ghal Kitchen, Hello Robin, Ma and Pop's, Métier Brewing Company, Pike Brewing Company, Poquitos, Rachel's Ginger Beer, Revolver, Single Shot, Tea Moss Shop, Tjuana Tacos, Tom Douglas & Company, AND Umami Kushi are joining. Where are you going to find a lineup *feta* than that?

Grants & Awards

In the last month:

Grant proposals submitted include:

- Swedish Medical Center – Resident Services - \$10,000
- Umpqua Bank Community Grant – Resident Services - \$10,000
- KeyBank Foundation – Omnivorous stipends - \$10,000
- Microsoft Benevity – Annual Fund - \$20,000

Grant proposals awarded include:

N/A

Grant proposals declined include:

N/A

Grant proposals still pending include:

- Fales Foundation – Resident Services - \$5,000
- Boeing Global Impact grant – EcoDistrict - \$50,000 (Informal/conditional pledge; pass-through - ***\$17,500 of the existing grant for Q4 would move to the Urban League, with Q1-Q3 sitting with CRH***)

Upcoming grant proposals include:

- Nisqually Indian Tribe – Resident Services - \$10,000

Rise Together Capital Campaign

To date, the Rise Together partners have raised \$39,044,323 toward a goal of \$45,000,000 (87%).

Proposals recently won:

- \$500K from Bill & Melinda Gates Foundation to support the WC HUB

Proposals pending:

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

Upcoming strategies:

- Secure campaign bridge loan for \$4.5M to ensure WC HUB can close in Q4

Communications

In August, communications work included the following highlights:

- Omnivorous event marketing, planning, collateral/content creation
- Pride Place leasing marketing, application opening day communications
- Africatown Plaza pre-leasing planning
- Programmatic communications support for Resident Services and the Capitol Hill EcoDistrict

- Monthly Building Beyond Buildings newsletter

August media mentions of Community Roots Housing and related projects:

- [Why the buildings above Capitol Hill Station aren't taller | CHS Capitol Hill Seattle News](#)

2023 Community Roots Housing Foundation Budget and Actuals - AS OF 8.31.2023

2023 Goals v. Actuals - By Donor Type

		SFDC Actuals	Goals	% to Goal
Unrestricted	Corporate	\$ 117,481	\$ 168,375	70%
	Sponsorship & Tickets	\$ 275,118	\$ 301,500	91%
	Foundation	\$ 30,716	\$ 43,900	70%
	Government		\$ -	
	DAF	\$ 82,858	\$ 323,000	N/A
	Individual	\$ 113,793		N/A
	Individual Giving Total	\$ 196,651	\$ 323,000	61%
Subtotal		\$ 619,966	\$ 836,775	74%

		SFDC Actuals	Goals	% to Goal
Restricted	Corporate	\$ 70,100	\$ 159,000	44%
	Government	\$ -	\$ 97,500	0%
	Sponsorship & Tickets	\$ 77,500	\$ 213,025	36%
	Foundation	\$ 64,000	\$ 128,500	50%
	DAF	\$ 400	\$ 125,000	N/A
	Individual	\$ 752		
	Individual Giving Total	\$ 1,152	\$ 125,000	1%
Subtotal		\$ 212,752	\$ 723,025	29%
Total		\$ 832,718	\$ 1,559,800	53%

Community Roots Housing Foundation Profit & Loss Budget vs. Actual January through August 2023

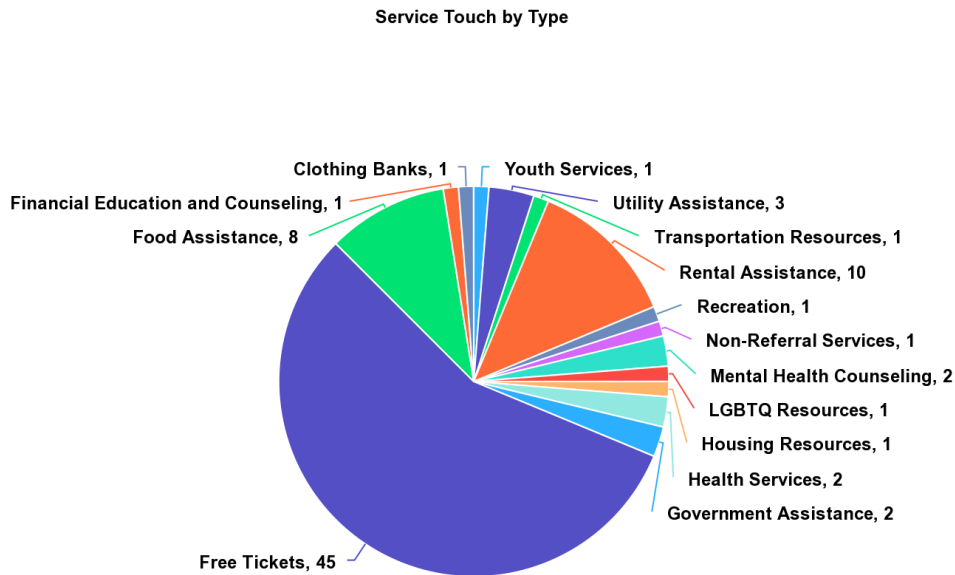
	Jan - Aug 23	Budget	% of Budget
▼ Ordinary Income/Expense			
▶ Income	753,249.97	1,547,300.00	48.7%
Gross Profit	753,249.97	1,547,300.00	48.7%
▼ Expense			
▼ 10000 · Operating Expenses			
▶ 5000 · Contract Services	20,484.99	31,500.00	65%
▶ 6000 · Office Expenses	12,985.25	25,600.00	50.7%
▶ 7000 · Administrative Expenses	5,669.57	5,500.00	103.1%
▼ 7500 · Event Expense			
▼ 7540 · Event Expense			
7542 · Top of the Town	50,946.20	58,200.00	87.5%
7544 · Omnivorous	11,600.00	76,560.00	15.2%
7570 · Groundbreakings & Grandopenin...	0.00	1,500.00	0.0%
7540 · Event Expense - Other	111.81	350.00	31.9%
Total 7540 · Event Expense	62,658.01	136,610.00	45.9%
Total 7500 · Event Expense	62,658.01	136,610.00	45.9%
Total 10000 · Operating Expenses	101,797.82	199,210.00	51.1%
▼ 9000 · Granting			
▼ 9050 · Donations to CHH - Unrestricted			
7744 · Fiscal Umbrella Pass Through	55,800.00		
9050 · Donations to CHH - Unrestricted - O...	424,000.00	600,000.00	70.7%
Total 9050 · Donations to CHH - Unrestricted	479,800.00	600,000.00	80%
9055 · Donations to CHH - Restricted	349,084.38	690,000.00	50.6%
Total 9000 · Granting	828,884.38	1,290,000.00	64.3%
Total Expense	930,682.20	1,489,210.00	62.5%

**Resident Services
Program Report
August 2023**

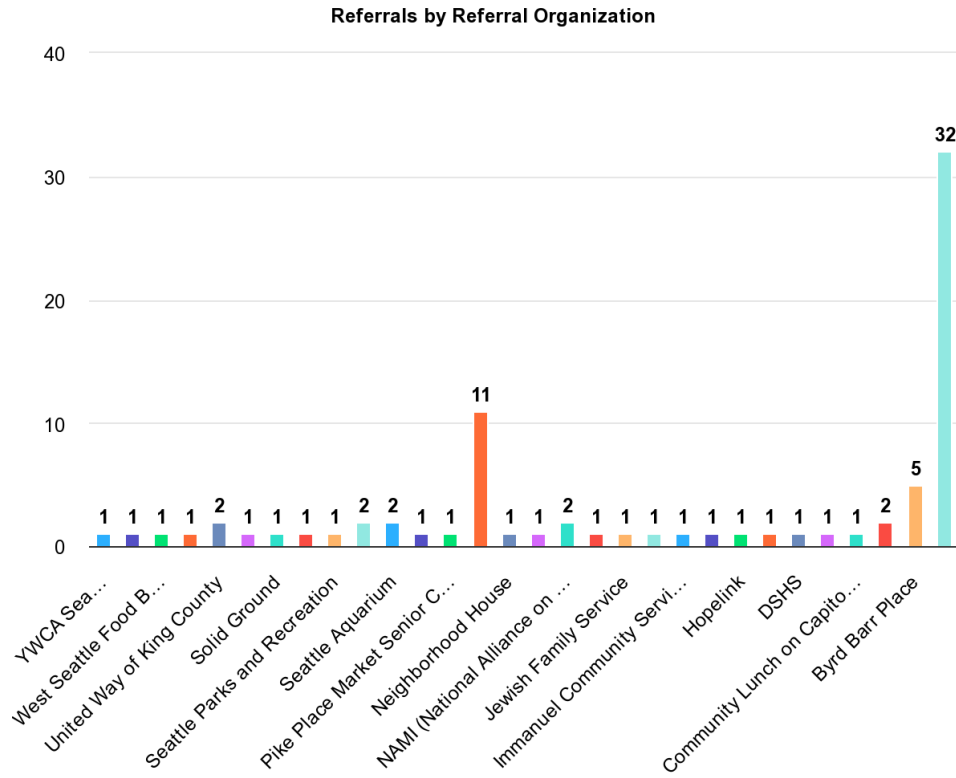
Highlights

- Current Staffing
 - RSC – Aja
 - Community Engagement – Sasha
 - Resident Services Manager – Toni Ball
- Programming
 - Aug 14th- 18th: Back to School Backpack Delivery
 - See below for Back-to-School data.
 - Aug 29th and 31st: King County Metro Pop-up Event
- Department systems work
- Resident Support
 - Maintenance of ticket programs and pursuit of expanding opportunities.
 - Continuing our work in resident meetings/service referrals and building out available resources in areas such as rental assistance, emergency cash, and senior services

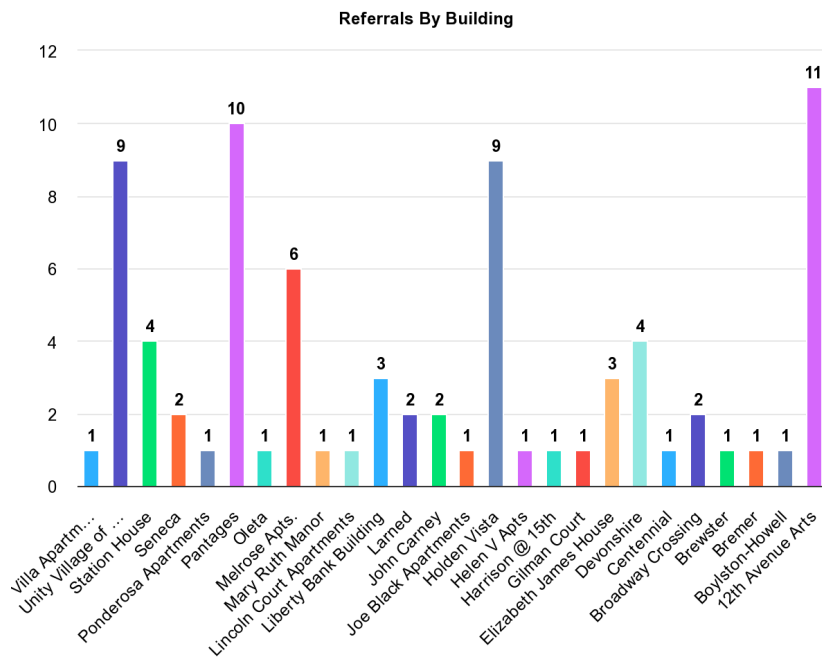
Service Touch by Type



Service by Organization



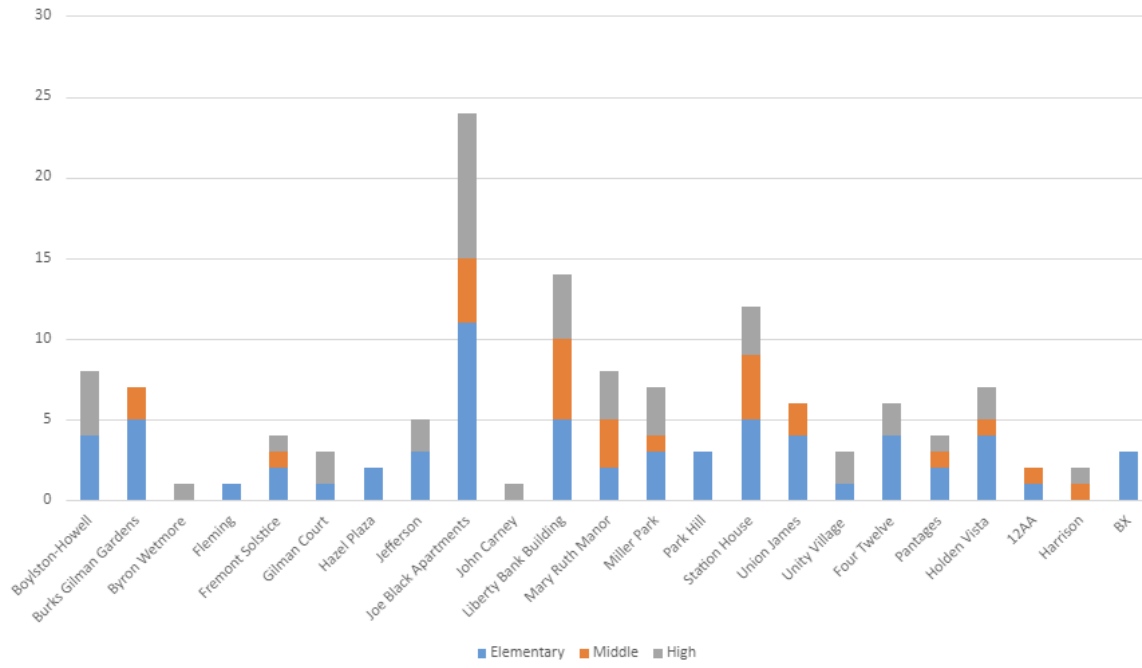
Service by Building



Back to School Data

Building	Total Households	Total Backpacks	Elementary School	Middle School	High School
Boylston-Howell	4	8	4	0	4
Burks Gilman Gardens	3	7	5	2	0
Byron Wetmore	1	1	0	0	1
Fleming	1	1	1	0	0
Fremont Solstice	1	4	2	1	1
Gilman Court	2	3	1	0	2
Hazel Plaza	1	2	2	0	0
Jefferson	2	5	3	0	2
Joe Black Apartments	7	24	11	4	9
John Carney	1	1	0	0	1
Liberty Bank Building	5	14	5	5	4
Mary Ruth Manor	4	8	2	3	3
Miller Park	3	7	3	1	3
Park Hill	1	3	3	0	0
Station House	5	12	5	4	3
Union James	3	6	4	2	0
Unity Village	2	3	1	0	2
Four Twelve	2	6	4	0	2
Pantages	2	4	2	1	1
Holden Vista	1	7	4	1	2
12AA	1	2	1	1	0
Harrison	1	2	0	1	1
BX	1	3	3	0	0
Grand Total	54	133	66	26	41

Backpack orders by Grade and Building





SEPTEMBER 2023 PROPERTY DEVELOPMENT BOARD REPORT

Property Development Committee Members: Liz Dunn, Bob Fikso, Michelle Morlan, George Stagers, Derrick Belgarde, Robin Lien

Staff Liaisons to the Board: Chris Persons, Thea Munchel, Jason McLin, Donna Moodie, Mason Cavell, Thomas Geffner

Date, time and location of meeting: n/a

Date, time and location of next meeting: October 2, 2023 at 4:00PM – 5:00PM via Ring Central teleconference

September 2023 Pipeline Report

List	PM	# Units	2023				2024				2025				2026			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Heartwood	Jason	126	Construction			PIS	Conversion										
2	Pride Place	Mason	118			PIS	Conversion											
3	13th & Fir Family Housing	Josh	156		PIS	Conversion												
4	AT Plaza	Maummar	126				PIS	Conversion										
5	Jazz House	Jason	108			CLOSE	Construction						PIS	Conversion				
6	Devonshire	Thea	62		BOND CAP	CLOSE	Construction			PIS	Conversion							
7	Northgate	Thea	232		BOND CAP	CLOSE	Construction						PIS	Conversion				
8	WC Residential	Mason	76			BOND CAP	CLOSE	Construction						PIS	Conversion			
9	WC HUB	Mason					CLOSE	Construction						PIS	Conversion			
10	Othello	Jason	235					CLOSE?	Construction						PIS	Conversion		
11	Youthcare	Thomas	84				Bond Cap	CLOSE	Construction						PIS	Conversion		
12	SMC	Mason	283			Prefunded	ROUND	Predevelopment					CLOSE	Construction				
13	Centennial	Thomas	57						Prefunded	ROUND	Predevelopment					CLOSE	Construction	
14	R & G	Thomas	139				ROUND						Prefunded	ROUND	Predevelopment			
15	Goodwill	Thomas	200						Prefunded	ROUND	Predevelopment						CLOSE	Constructi
16	W Seattle																	
17	CHP2-5																	
18	Kent																	



September 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	\$ 1,731,164	\$ 258,000.00	Repaid		
	Current Phase: Construction Next Milestone: Building Transition, Lease up Update: Awaiting building to be energized with perm power - Swinerton working on finalizing scheduling with SCL. Blanton Turner will commence full leasing efforts on 9/11/23. Estimated completion date is late October - mid November depending on perm power. Evaluating loan maturity extension and financial impacts											
Jazz House	Jason	108	N/A 3Q 2023	2Q 2025	4Q 2025		Proposed	\$ -	\$ 3,800,000	\$ 3,485,896	\$ 2,400,000	
	Current Phase: Predevelopment Next Milestone: Closing Update: Amazon term sheet executed. Proactive meeting with Two Schools and Seattle JazzED occurred late August 2023 to discuss a potential path forward with all parties and TS' plan to exercise repurchase rights. JazzED re-evaluating options to remain in transaction. All parties will reconvene on 9/19. Meanwhile, capital stack being finalized.											
Othello	Jason	235	N/A 1Q 2024	1Q 2026	3Q 2026		Proposed	\$ -	\$ 500,000	\$ 487,298		
	Current Phase: Feasibility Next Milestone: Approval Update: PPCD on track for late 4Q23 approval. Targeting a late Q1 close in 2024. May need additional spending authority to complete legal PPCD work and misc carry costs.											
4% Bond												
Bremer	Thea	49	9/15/2019	1/7/2021	8/5/2022	1/31/2024	Actual	\$ 250,000	\$ -	Repaid		
	Current Phase: Project Close Out Next Milestone: Update: Received FEMA funding. Sent reimbursement to OH. Working to provide final close out reports to FEMA.											
13th & Fir Family Housing	Josh / Thomas	156	9/15/2019	5/17/2021	5/5/2023	4/30/2024	Actual	\$ 583,947		Repaid		
	Current Phase: Building Transition, Lease up Next Milestone: perm conversion Update: Signed 30 leases through end of August. CRH continues to take more active role in lease up to help achieve lease up goals. CHIP funding documents have been approved by all parties and are waiting on signature from OH. Construction close out expected end of September- still working through punch											
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: Building Transition, Lease up Next Milestone: perm conversion Update: Substantial completion and TCO received 9/5. Retail condo conveyed and Chase retail loan assumed by CRH on 9/1. First lease signings and move-ins scheduled for 9/7. Expecting to close on OH supplementary loan in September. GenPride condo TIs also substantially complete, and GenPride state direct appropriation contracts executed and recorded - expecting reimbursement on funds advanced in mid-September.											
AT Plaza	Muammar	126	9/15/2019	12/23/2021	12/15/2023	7/1/2024	Actual	\$ 1,088,597	\$ -	Repaid		
	Current Phase: Construction Next Milestone: Building Transition, Lease up Update: Project costs have increased \$4.5M based on most recent numbers. Plan to solve includes \$2.4M in city funds, increased perm loan and increased tax credit equity. Muammar is asking for CHIP funding and working with city to finalize request. 50% test looking close, but likely not a major issue at this time. Leasing and marketing in progres; media blitz starting in September. Applications open Oct 2.											
Devonshire	Thea	62	9/15/2022	7/20/2023	7/1/2024	3/1/2025	Proposed	\$ 993,173	\$ 200,000.00	\$ 1,000,000	\$ 613,778	
	Current Phase: Closing Next Milestone: Construction Update: Closing scheduled for 9/8, though still some possibility that the date slides. Timing of HTF documents and building permits could impact scheduled closing date. Working to finalize our legal documents for closing. Phase 1 and Phase 2 host units are lined up and ready to recieve devonshire residents.											



September 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	Thea	235	9/15/2021	10/18/2023	7/18/2025	3/18/2026	Proposed	\$ 2,000,000	\$ 600,000.00	\$ 200,000	\$ 159,766	
Current Phase: Closing Next Milestone: Construction Update: Beginning closing phone calls Working through next steps with the Bond Anticipating coming back to the board for Bond and Omnibus Resolutions in October or November *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	\$ 184,000.00	\$ 3,600,000	\$ 2,883,903	
Current Phase: Funding, Building Permit Next Milestone: Closing Update: Conducting final reviews on debt and equity proposals and expect to execute LOIs in mid-September. Expecting CUP decision on 9/8 and in second round of comments on building permit. Currently negotiating construction contract with Marpac and finalizing hard costs. Expecting to finalize partnership agreement with WCCDA in September and create GP and LP entities in October. Land acquisition scheduled for 10/31. Bond inducement resolution going to PDA board in September. *Predev includes both Res and Com projects												
WC Commercial	Mason		N/A	12/1/2023	9/1/2025	5/1/2026	Proposed	\$ -				
Current Phase: Funding, Building Permit Next Milestone: Closing Update: Awaiting debt proposal from Enterprise and waiting for NMTC awards to be announced in October. Working with King County and WSHFC on capital campaign bridge loan. Negotiating construction contract with Marpac and finalizing GMP pricing. Building permit in second round of comments. Expecting to close in Dec/Jan.												
Youthcare	Thomas	84	9/15/2021	3/1/2024	3/1/2026	11/1/2026	Proposed	\$ 1,890,249		\$ 2,500,000	\$ 1,885,885	\$ 6,500,000
Current Phase: Funding, Building Permit Next Milestone: Closing Update: Building permit comments received, land use is on hold while we work through changes to SDCl rules. Construction / design / MEP coordination ongoing. Construction bid expected November. 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; funders waiting on receipt of bid prior to committing resources to fill gap. 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: Submitting funding applications to OH, KC, and HTF in Septmeber. Working with SMC on church unit design and pricing. Meeting with congregation in October. Working with Build Lake City Together to explore city OED funding for commercial retail space. At construction fin												
Centennial	Thomas	57	9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -			\$ 261,494	
Current Phase: Feasibility Next Milestone: Approval Update: Communicated to the board that this project will go in the 2024 NOFA round Working to keep residents in the loop on timing and next steps to get involved as the project re-engages over the next year. Plan to start design in february 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: Submitted a NOFA for acquisition finance to OH. Waiting for response. LUP negotiating extension to purchase and sale agreement												
Goodwill	Thea		9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -				
Current Phase: Feasibility Next Milestone: Approval Update: No updates												



September 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:			Continue to engage with SFBC and Strada on contours of deal, responding to formal letter issued by Meriwether (broker) in early September and may begin negotiating MOU.								
	Next Milestone:			Update:								
Tukwila - Abu Bakr	Chris							\$	-			
	Current Phase:			Update: Exploring participating in a fee based partnership with Abu Bakr to advance this project. Next meeting scheduled for								
	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:											
Tukwila - Health Point	Chris							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
WPUBC	Thea/Mason							\$	-			
	Current Phase:			Update:								
	Next Milestone:											

STEERING COMMITTEE REPORT SEPTEMBER 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

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 September 30, 2023, the transfer date. The resolution will be presented to the CRH PDA Board on Monday, September 11th, 2023. Donna and Brooke are hoping to arrange 1:1 meetings with Steering Committee members to discuss continuing support and commitment.

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.

PSE is hosting the Southern Unity For Racial Justice and Equity Summit in Memphis (SURJE), and Donna plans to attend and offer a presentation on the Capitol Hill EcoDistrict with a focus on Lowell Elementary.

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 hosted a Masterclass study trip to Copenhagen, funded by the Scan Design Foundation. There will be a debrief with the attendees on September 18th.

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 regularly with Lauren, the acting director of OPCD (due to Rico's medical leave), who joined the Copenhagen MasterClass 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 fall, 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. The final session occurred at the end of August, providing support for disaster preparedness and resident resilience. Donna will suggest that CRH continue involvement with this cohort.

Fundraising

The EcoDistrict has completed notification of funders of its impending move to the Urban League. There has been a pause on fundraising until after the migration to the Urban League to avoid any confusion to funders.

Follow us on social media!

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



SEPTEMBER 2023 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

Executive Committee Members: Frank F. Alvarado III (Vice Chair), **M. Michelle Purnell-Hepburn** (Interim Treasurer), **Shalimar Gonzales** (Immediate Past Chair), **Drew Porter** (Chair), **George Stagers** (Secretary)

Absent Committee Members: Derrick Belgarde

Staff: Chris Persons, **Carolina Rocha** (taking minutes)
(**BOLD** indicates those members in attendance)

Date, time, and location of meeting: Monday, September 4, 2023 – 5-6:30 pm – Belmont Conference Room / RingCentral

Date, time, and location of next meeting: Monday, October 2, 2023 – 5-6:30 pm – Belmont Conference Room / RingCentral

The meeting began at 5:06 p.m.

- 1) Industry crisis and CRH cashflow plan:** The industry crisis continue to raise at a state level. A legislation might pass in January 2024 and WSHFC can gather database of the state of our industry which can influence on granting us some financial help.

Chris highlighted the positive state of our cash flow, partially attributable to our cost-saving initiatives. Our team remains dedicated to achieving a robust financial position by the end of 2024. Donna emphasized the importance of implementing 30/60/90-day employee reviews to mitigate turnover risk.

- 2) Jazz House:** Donna and Jason recently met with JazzEd and Two Schools to discuss the future of the Jazz House project. Various scenarios were explored, with Two Schools taking the matter to their board. The Committee expressed concerns about potential financial implications for CRH. Chris mentioned that our legal counsel is actively assessing the situation.

- 3) German Marshall Fund Conference Agenda:** Chris will attend the German Marshall Fund Conference in Germany. He provided an overview of the event's agenda and activities. It's worth noting that CRH will not incur any expenses related to this trip, as Chris is personally covering any additional costs.

- 4) Resolution 2023-26 – EcoDistrict Program Transfer:** As was brought up to the Board before, the EcoDistrict project will be transferred to Urban League of Metropolitan Seattle. Chris presented the resolution, emphasizing its alignment with our standards and the authority we hold for such transfers. The Committee requested a review of staff-related details, and Shalimar suggested incorporating information from the MOU into the resolution.

A motion to recommend the **Resolution 2023-26 – EcoDistrict Project Transfer** for the full PDA board with amended language around staffing was made by Shalimar Gonzales, seconded by Frank F. Alvarado III, and passed unanimously.

- 5) **Board agenda:** Donna outlined the upcoming Board Meeting agenda, including EcoDistrict achievements and the resolution for the project transfer. Additionally, staff will present a resolution for the White Center Bond Inducement and provide updates on Jazz House, property dispositions, and CRH's July financials. Board members will go into executive session for the CEO review.
- 6) **Board Correspondence:** Carolina informed the Committee that one resident from the Holiday Apartments emailed the board 49 times on the month of August. The content of the email vary from reasonable accommodations and request for inspections.
- 7) **Board site:** Carolina is developing a Board site to provide PDA and Foundation board members access to pertinent documents and information. Suggestions from members regarding essential items to be included are welcome.

The meeting ended at 6:13 p.m.

Board Email Correspondence August 2023

Correspondence Number	1
Date Received	August 1-31 (49 emails)
From	Resident
Topic	Request inspections and reasonable accommodations
Building	Holiday
Status	Staff and lawyer are dealing with this resident.



AUGUST 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: September 27, 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. Board & staff retreat:** The Joint Boards & Staff Leadership Retreat is scheduled for Thursday, October 26th at the 12AA building.
- 2. Foundation board meeting & work:** Omnivorous is getting closer and will happen on September 13th at the Capitol Hill Station Plaza. Matteo mentioned that the Foundation is still looking for sponsorships and restaurants partnerships, preferably savory foods.
- 3. Diversity, Equity & Inclusion Steering Committee kickoff:** Sarah informed the committee that CRH is kicking off a new committee to address the racial equity issues at the organization. The Diversity, Equity & Inclusion Steering Committee have met once so far and are working on future activities.
- 4. PDA Board Emerging Leader Fellow:** The PDA Board continues to search for an Emerging Leader Fellow and Carolina asked the Committee to share the information with their network.
- 5. Quarterly trainings ideas:** Sarah asked the committee for additional training ideas, to either be quarterly training topics or 10 Minutes Lessons during the monthly PDA Board meetings. She followed up with Eric to confirm if his previous idea of "how to read our financials" was addressed in the 10 Minute Lesson last month, which it was not. It will either be a future lesson or a separate training. Sarah will connect with staff to get this training going.
- 6. Next Meeting:** The next Joint Board Development Committee Meeting will be on Wednesday, September 27th from 4:00-5:00 p.m. on Ring Central.
- 7. Anti-racist resources:** The Committee will continue to gather these resources to share with the Boards.