



COMMUNITY ROOTS
— HOUSING —



COMMUNITY ROOTS
HOUSING FOUNDATION

PDA & Foundation Joint Board Convening

July 2024

Joint Board Convening - July 2024

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COMMUNITY ROOTS
— HOUSING —

SECTION 1:

Meeting Keys

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July 2024

Community Roots Housing Board Meeting & Joint Board Convening Keys

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

As a reminder, this is the first Joint Board Convening per our pilot structure, as agreed upon at the May 2024 PDA Board Meeting. This means we will have participation from both the PDA and the Foundation Boards. The idea is to foster a stronger sense of connection and collaboration across the two boards, leveraging strengths and skills to support the respective strategic and fundraising work of each board.

Both boards are welcome and encouraged to engage in discussion and ask questions throughout this meeting, while being mindful of sharing airspace and keeping within the time limits of each agenda item. Please note that *only PDA Board members can vote* on resolutions and other items during this convening.

PDA Board members, please be aware that the Foundation is holding a meeting in the same Pike/Pine room from 5:00 – 5:30 pm in order to accomplish necessary business, which this month includes voting on a new board member and accepting the results of our 2023 financial audit. If you arrive to the meeting before 5:30, please don't hesitate to get dinner and join the group as the Foundation is wrapping up their business.

Welcome and Introductions, Agenda Review: Board, staff and guests of the Board will make brief introductions as time permits. The PDA Board Chair, Frank Alvarado, will review the agenda.

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

Consent Agenda: Frank will present the consent agenda. Any PDA Board member may remove an item from the consent agenda for full Board consideration. The consent agenda includes Resolution 2024-14 - Impact Capital Renewal, which was approved by the Finance and Asset Management Committee. The PDA Board will be asked to adopt the consent agenda. Only PDA board members are permitted to vote on this item.

The 10-minute Lesson: We will forgo the 10-minute lesson this month in favor of a joint strategy development session.

Public Comment: We will provide up to 10 minutes for public comment as needed, or members of the public can place comments in the chat.

Real Estate Development

Jazz House Update: VP of Real Estate Development Thea Munchel will provide an update on the negotiations with JazzEd regarding their exit from the development partnership and potential next steps for the project.

Finance and Asset Management

Financial Summary: PDA Board Treasurer Chasten Fulbright and CFO Leslie Woodworth will present the regular report and dashboard through July 2024. Financials were reviewed by the FAM committee.

Resolution 2024-15 – Pride Place WCRA Retail Loan Authorization: Director of Real Estate Development Mason Cavell will provide an update on the lease up and tenant build out of the Pride Place retail along with a Resolution to enter into the permanent loan with WCRA for the Pride Place Retail spaces. Resolution was presented at the FAM committee to bring to the board for a vote. Only PDA board members are permitted to vote on this item.

HUD Portfolio Disposition and Resolution 2024-16 – HUD Portfolio Sale: Director of Asset Management Lisa Hagen will present a summary of the proposed disposition of six HUD buildings in the CRH portfolio and highlights from the HUD Portfolio Sale Resolution. This was brought to the FAM Committee, and it was recommended to bring it to the full board and request a vote. Only PDA board members are permitted to vote on this item.

Fundraising

Fundraising Overview: CRH Foundation Executive Director Kiley Dhatt will give a very brief reminder of the purpose of the Foundation's fundraising work and establish the goals of this section of the agenda during the quarterly joint board convenings moving forward. This is the opportunity for the Foundation Board to share critical updates and top priorities in their work, as well as highlight areas in need of board support and invite collaboration across the boards on fundraising opportunities.

Foundation YTD Budget to Actuals: Foundation Board Treasurer Jon Weil and Sr. Manager of Events & Operations Laura Orella will give a high-level update on the year-to-date Foundation Budget to Actuals, which will give both boards a sense of how we're doing against our fundraising revenue goals as well as our spending.

Omnivorous Goals & Planning: Foundation Board VP and Chair of the Events & Sponsorship Committee Jeff Reibman will share goals around Omnivorous, Community Roots Housing's annual fall fundraiser. This year Omnivorous will be moving back indoors to cut down on staff capacity drain as well as expenses. It will be our first year in Seattle Center's Fisher Pavilion. We are reviving the Omnivorous Committee, which in pre-pandemic years was a group of PDA and Foundation Board members as well as supportive community members that supporting planning and execution of the event. We are in need of PDA board members to join ASAP. In order to meet our ambitious goals, we will need support from both boards in securing restaurants, sponsorships, attendees, and volunteers.

Joint Board Strategy Development

As part of the structure of the pilot joint board convenings, we will have a session on an item of strategic importance to the organization. This month, we will be talking about an opportunity for the boards to collaborate on solutions to the challenges we're experiencing around our Heartwood and YouthCare projects in order to advance our mission and meet one of our strategic goals, to end 2024 in robust financial position.

COO Andrew Oommen will bring both boards up to date on the status of these projects and the roadblocks we face. CEO Chris Persons and Foundation Director Kiley Dhatt will lead the boards in an open conversation to refine our strategy and messaging, as well as map board relationships with City and County elected officials to support these efforts.

Upcoming Meetings and Events

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

- | | |
|--------------|---|
| • August 2 | CRH All-Staff Picnic |
| • August 5 | Executive Committee |
| • August 12 | PDA Board Meeting |
| • October 10 | Omnivorous at Seattle Center's
Fisher Pavilion |
| • October 14 | Next Joint Board Convening |

Board Packet Sections

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 - a. June Board Minutes Draft, p. 50-51
 - b. Fundraising & Communications Memo, p. 52-55
 - c. Resident Services Report, p. 56-58
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COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Agenda

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**COMMUNITY ROOTS HOUSING BOARD
REGULAR MEETING
& JOINT CONVENING WITH COMMUNITY ROOTS HOUSING FOUNDATION BOARD**

July 8, 2024

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 (Alvarado) – 20 mins total

- a. Welcome, Introductions, Agenda Review
- b. Disclosures and Recusals
- c. Consent Agenda Sec. 6, Page 47
 - i. Resolution 2024-14 - Impact Capital Revolving Line of Credit Renewal

5:50 Public Comment – 10 mins total

6:00 Real Estate Activities (Munchel) – 10 mins total

- a. Jazz House Update

6:10 Finance and Asset Management (Cavell, Hagen, Persons, Woodworth) – 35 mins total

- a. July Financials (Fulbright, Woodworth) – 10 mins Sec. 3, Page 13
- b. Resolution 2024-15 - Pride Place WCRA Retail Loan Authorization (Cavell) – 5 mins Sec. 4, Page 31
- c. HUD portfolio disposition (Hagen, Persons) – 20 mins Sec. 5, Page 39
 - i. Resolution 2024-16 – HUD Portfolio Sale

6:45 Fundraising (Dhatt, Orella) – 15 mins total

- a. Fundraising Overview (Dhatt) – 5 mins
- b. YTD budget to Actuals (Orella, Weil) – 5 mins Sec. 6, Page 52
- c. Omnivorous Goals & Planning (Reibman) – 5 mins

7:00 Joint Board Strategy Development (Dhatt, Oommen, Persons) – 30 mins total

7:30 Adjourn (Alvarado)

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COMMUNITY ROOTS
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SECTION 3:
July 2024 Finance Report,
May Statements, and
Asset Management Report

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JULY 2024 FINANCE & ASSET MANAGEMENT BOARD REPORT AND MINUTES

May 2024 reporting

Finance & Asset Management Committee Members: **Chasten Fulbright, Frank Alvarado, Michelle Purnell-Hepburn, Drew Weber** (non-voting)

Staff Liaisons to the Board: **Leslie Woodworth, Lisa Hagen**, Chris Persons, Andrew Oommen, Lariah Thompson, Lucas Simons, Anthony Tuong

Date, time and location of meeting: July 2, 2024 – 4:00 PM – RingCentral meeting

Financial Position Summary:

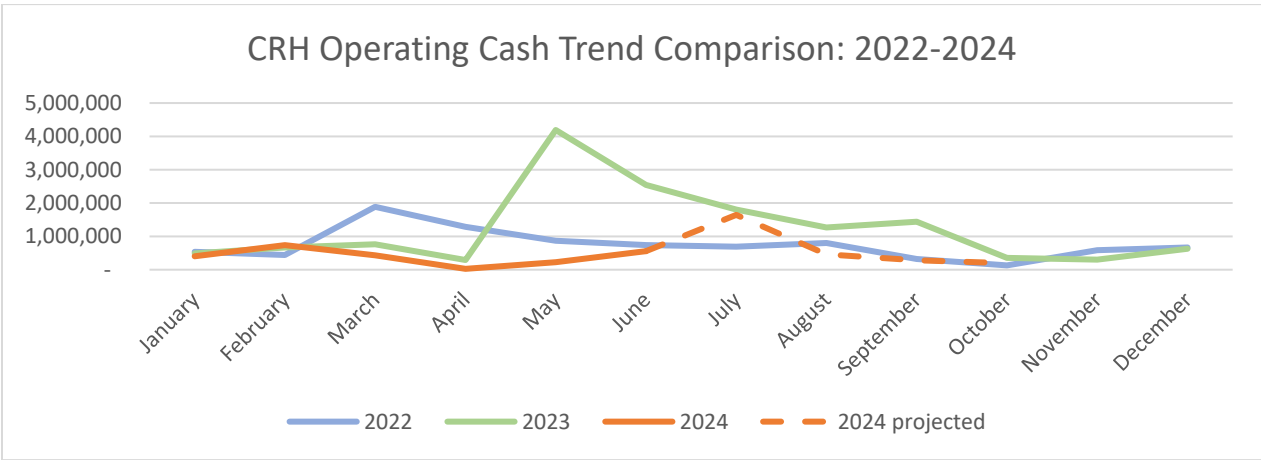
BALANCE SHEET

During May, unrestricted operating cash increased \$77k.

- Significant inflows included \$819k of developer fee received from White Center project closings; distributions of \$250k from two properties, Helen V and Hazel Plaza; and a \$203k contribution from the CRH Foundation.
- Significant outflows included \$791k for two payrolls, \$395k for insurance premium renewals, and \$96k for Heartwood operations.
- Construction activity during the month resulted in a net decrease of \$121k, compared to \$93k in the prior month. The timing differences occur from delays between funding draws and vendor disbursements.

Board designated operating fund was authorized for use in November 2023. As of the July 2, 2024 meeting date, \$500k of these funds were utilized for working capital, and the remaining fund balance is \$500k.

Operating cash projections continue to be lower than historical levels, with sufficient liquid reserves available if needed temporarily. Dispositions planned in 2024 will replenish various reserves and provide additional cushion for operating cash balances and other liquid reserves.



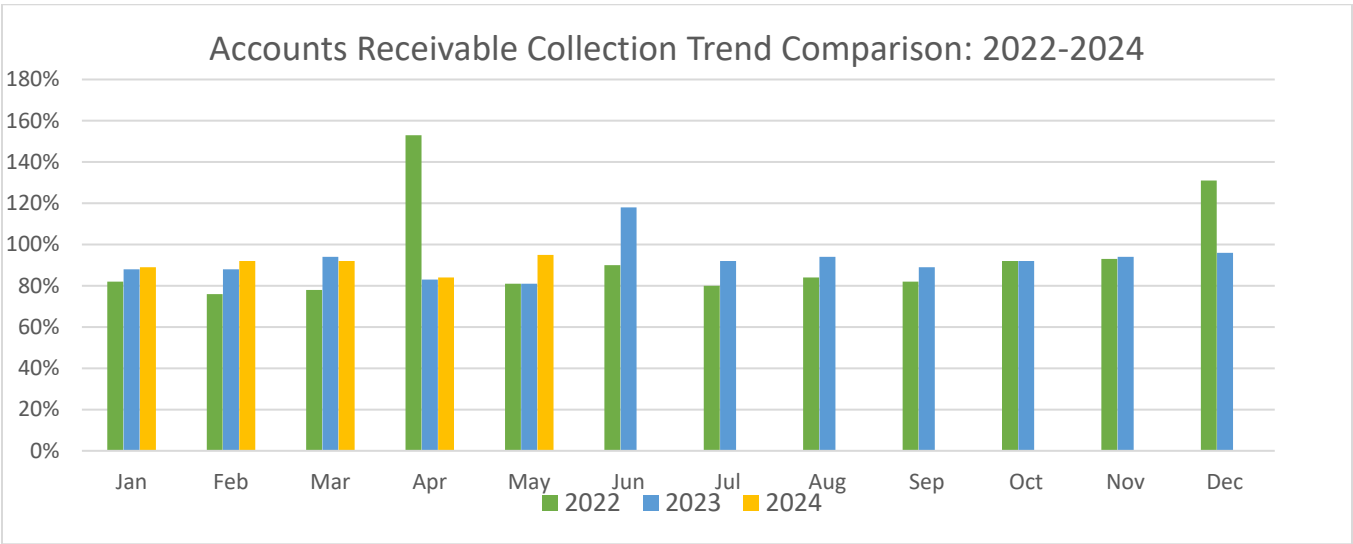
White Center residential and HUB projects closed on construction financing in May and accounted for the following activity:

- Cash restricted for development decreased \$929k, related to cash specifically held for the HUB project
- Land increased \$55k, related to cost reallocations between the HUB and residential, prior to moving remaining HUB balances from CRH blended presentation.
- Buildings, improvements, and equipment decreased \$335k for the HUB and \$1.8m for residential, as the residential entity was moved from blended to discrete presentation.
- Prepays and other current assets increased \$2.8m related to the HUB, cash disbursed to project funding at closing. This will be a placeholder until activity is transferred out of the blended presentation.
- Notes payable decreased \$750k from repayment of the HPN predevelopment line for White Center residential.
- Accounts payable decreased \$1.8m as the residential entity was moved from blended to discrete presentation.

Other predevelopment and construction project activity had minimal impact on the balance sheet during the month of May.

Accounts receivable increased \$106k, compared to a \$91k decrease in the prior month. The activity was split between commercial \$18k and residential \$87k.

Portfolio-wide residential collections were approximately 96% in May, with total collections at 95%.



**Rental assistance awards impacted comparability for September 2021, April 2022, December 2022, and June 2023*

**New property management software implementation impacted accuracy of monthly figures in April through September 2023*

OPERATING STATEMENT

The year-to-date operating statement through May 2024, shows an adjusted operating deficit of \$301k, as compared to a budgeted deficit of \$468k, resulting in a positive variance of \$166k.

Developer fee revenue was \$576k lower than budget due the following:

- Timing difference carried forward from prior year \$151k:
 - Pride Place \$151k cash developer fee installment received in January, expected in December 2023
- Current year timing differences, delayed (\$1m):
 - Africatown (\$85k) expected February, now expected in April
 - YouthCare (\$75k) expected March, now expected in July
 - Station House (\$90k) cash flow installment expected April, pushed out to Q3 after stabilization
 - Pride Place (\$750k) perm conversion installment expected May, pushed out to December for extension
- Difference in amounts received \$219k
 - White Center HUB (\$200k) expected January, received \$369k in May
 - White Center Residential (\$400k) expected February, received \$450k in May
- Received but not budgeted \$54k:
 - Twelfth Avenue Arts cash flow distribution of deferred developer fee \$54k

Bad debt expense exceeded budget by \$249k, due to move-outs of tenants with larger balances accumulated without payment. Tenant balances were allowed to grow during the pandemic and afterwards, as public policy limited evictions and court system scheduling has forced further delays.

Cash distributions from affiliates exceeded budget by \$325k, due to a larger than expected distribution from the Bonanza properties and \$224k from Holden Vista surplus cash.

Overall operating expenses were \$170k below budget. This is due to cost savings from personnel vacancies not yet filled, various intentional cost saving efforts, offset by greater than expected spending on repairs and maintenance.

BUDGET PRESENTATION COMMENTS FOR 2024

Budgeted transactional inflows (net) primarily consist of \$5.5m of expected net proceeds from two property dispositions. This is offset by a revenue contingency, to reflect likelihood of collecting less than 100% of billed revenue, as well as the intention to increase operating cash reserves.

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

May figures for the portfolio were as follows:

- Monthly physical vacancy 6.2%
- Monthly economic vacancy 10.5%
- 12-month rolling economic vacancy 6.0%

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

- Disposition update
- Impact Capital line of credit renewal resolution
- Pride Place commercial condo permanent financing resolution
- Introduce new topics: predevelopment financing renewals and DESIRED grant
- Cash flow overview

Community Roots Housing Blended Balance Sheet

	5.31.2024 Unaudited	4.30.2024 Unaudited	Change from prior month		12.31.2022 Internal Presentation	12.31.2021 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	290,856	213,462	77,394	1	670,162	852,951
Blended Partnerships Operating Cash	1,869,343	2,120,506	(251,163)	2	3,251,437	2,891,308
General Building Reserves	216,598	216,598	0		366,598	624,761
Total Unrestricted Cash	2,376,797	2,550,566	(173,769)		4,288,197	4,369,020
Accounts Receivable						
Tenant & Commercial AR	1,723,103	1,618,769	104,334	3	1,373,910	1,461,615
Grants Receivable	0	0	0		884,521	2,521,123
GAAP Rent Receivable	321,358	321,358	0		304,544	336,280
Other Receivable	582,811	539,959	42,852		795,482	1,397,700
Allowance	(981,109)	(981,109)	0			
Total Accounts Receivable	1,646,163	1,498,977	147,186		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	50,610	45,814	4,796		612,510	285,909
Total Board Designated Reserve	1,050,610	1,045,814	4,796		1,612,510	1,285,909
Restricted Cash						
Portfolio Reserves	7,072,734	7,317,410	(244,676)	4	8,251,631	7,667,387
Development	1,753,572	2,930,628	(1,177,056)	5	2,509,106	4,082,662
Rental Assistance	167,970	167,970	0		44,143	526,489
Restricted Misc	319,714	418,227	(98,513)		575,195	223,355
Total Restricted Cash	9,313,990	10,834,235	(1,520,245)		11,380,075	12,499,893
Fixed Assets						
Land	28,208,598	28,263,681	(55,083)	6	24,834,923	22,906,927
Buildings, Improvements & Equipment	147,133,463	149,351,103	(2,217,640)	7	147,847,211	131,120,506
Accumulated Depreciation	(73,117,009)	(72,758,299)	(358,710)	8	(69,614,902)	(57,978,033)
Lease Receivable	529,685	529,685	0		567,455	602,410
Total Fixed Assets	102,754,737	105,386,170	(2,631,433)		103,634,687	96,651,810
Other Assets						
Intangible Assets	36,445	42,183	(5,738)		(73,393)	94,180,245.00
Investment in LPs/LLCs	1,399,993	1,399,993	0		1,588,534	5,291,555.00
Due from Affiliates	27,114,260	27,018,114	96,146	9	16,333,561	5,820,644.00
Notes Receivable from Affiliates	20,933,013	20,933,013	0		18,089,995	522,795.00
Prepays & Other Current Assets	3,872,575	27,556	3,845,019	10	191,822	273,170
Total Other Assets	53,356,286	49,420,859	3,935,427		36,130,519	106,088,409
Total Assets	170,498,583	170,736,621	(238,038)		160,404,445	226,611,759
LIABILITIES						
Notes Payable	103,654,359	103,402,873	251,486	11	100,583,693.00	86,379,496
Accrued Interest Payable	6,353,917	6,353,662	255		5,894,987.00	4,828,540
Accounts Payable & Accrued Liabilities	9,461,237	10,086,823	(625,586)	12	7,781,783.00	8,155,547
Tenant Security Deposit Liability	452,051	452,684	(633)		525,066	499,581
Total Liabilities	119,921,564	120,296,042	(374,478)		114,785,529	99,863,164
Net Position	50,577,019	50,440,579	136,440		45,618,916	126,748,595
Total Liabilities and Net Assets	170,498,583	170,736,621	(238,038)		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:

- \$819k Developer fees from White Center project closings
- \$250k distributions from two properties
- \$203k contribution from CRH Foundation

The following significant cash transactions decreased cash during the period:

- \$791k paid for 2 payrolls
- \$395k paid for insurance premium renewals
- \$96k paid towards Heartwood project, net

Construction activity:

- \$121k net outflow from development transactions, funding disbursements in excess of draws

Additional activity consists of inflows and outflows from regular operations, such as rent receipts, regular accounts payable disbursements, office rent,

- 2)** Blended Partnership Cash: Decr \$251k - distributions to CRH from two properties
- 3)** Tenant & Commercial AR: Incr \$104k - Commercial balances increased \$18k and residential increased \$87k.
- 4)** Cash Restricted for Portfolio Reserves: Decr \$245k - Release of Union James residual receipts of \$213k.
- 5)** Cash Restricted for Development: Decr \$1.2m - White Center HUB cash decreased \$929k due to project closing in May. Other activity included YouthCare \$45k, Northgate \$46k, and Heartwood (\$314k).
- 6)** Land: Decr \$55k - Related to reallocation between White Center residential and HUB projects at May closing, prior to transferring HUB out of blended presentation.
- 7)** Bldg, Impr & Equip: Decr \$2.2m - Reductions to construction in process for projects due to reimbursement received: YouthCare \$38k, Northgate \$81k, White Center HUB \$335k (prior to transferring out of blended presentation). Transfer of White Center Residential from blended to discrete at closing in May accounted for \$1.8m of additional decrease.
- 8)** Accumulated Depreciation: Decr \$359k - monthly depreciation expense
- 9)** Other Assets - Due from Affiliates: Incr. \$96k - monthly activity due to an increase (decrease) of development project cost paid by CRH: YouthCare (\$28k); the White Center closing paid down \$1.6m of accumulated balance; Additional activity from covering Heartwood operating and loan extension costs \$410k; Insurance renewal added \$1.2m to internal balances owed to CRH.
- 10)** Prepaids & Other Current Assets: Incr \$3.8m - \$2.8m of White Center HUB cash disbursed for project closing in May, sitting in prepaids until activity transferred from blended presentation. Additional \$1m for blended portfolio annual property insurance premiums, new coverage period May to April.
- 11)** Notes Payable: Incr \$251k - Renewed insurance financing for the portfolio added \$1.1m of short term debt. HPN White Center line of credit paid down reducing by \$750k. Addition reductions from regular payments.
- 12)** Accounts Payable & Accrued Liabilities: Decr \$626k - Construction costs in accounts payable increased (decreased) for the following: YouthCare (\$28k). Also, routine fluctuation in accrued payable balances based on timing of payroll and accounts payable check run, and fluctuations in intercompany "Due to CRH" balances. Transfer of White Center Residential project from blended to discrete at closing in May accounted for \$1.8m of additional decrease.

Community Roots Housing
Statement of Revenues and Expenditures - Unaudited
From 1/1/2024 Through 5/31/2024

	Year to Date Actual	Year to Date Budget	Year to Date Budget Variance	Variance Pct	Total Budget	Budget Remaining
Revenue						
Residential Tenant Revenue						
Residential tenant revenue	5,271,592	5,005,175	266,417	5.32%	12,177,775	6,906,183
Parking, Laundry & Other	102,771	64,777	37,994	58.65%	155,464	52,693
Residential Vacancy & Concessions	(482,357)	(226,480)	(255,877) 1	112.98%	(569,270)	(86,913)
Total Residential Tenant Revenue	4,892,006	4,843,472	48,534	1.00%	11,763,969	6,871,963
Commercial Tenant Revenue						
Commercial Rent Revenue	626,926	652,699	(25,773)	(3.95%)	1,603,281	976,355
Triple net revenue	144,836	185,572	(40,736) 2	(21.95%)	464,069	319,233
Commercial vacancy & concessions	(925)	(19,123)	18,198	(95.16%)	(46,944)	(46,019)
Total Commercial Tenant Revenue	770,837	819,148	(48,311)	-5.90%	2,020,406	1,249,569
Bad Debt & Collection Loss						
Bad debt	(391,149)	(141,860)	(249,289) 3	175.73%	(345,180)	45,969
Total Bad Debt & Collection Loss	(391,149)	(141,860)	(249,289)	175.73%	(345,180)	45,969
Grants & Donations						
Grants & Donations	399,774	165,000	234,774 4	142.29%	660,000	260,226
Rental Assistance Awards	0	0	0		0	0
Total Grants & Donations	399,774	165,000	234,774	142.29%	660,000	260,226
Other Operating Revenue						
Accounting & Compliance fees	512,790	560,393	(47,603)	(8.49%)	1,352,740	839,950
Developer Fees	1,211,861	1,788,000	(576,139) 5	(32.22%)	2,563,000	1,351,139
Cash Distribution from Affiliate	1,068,667	390,000	678,667 6		390,000	(678,667)
Partnership Management Fees	0	52,900	(52,900) 7	(100.00%)	52,900	52,900
Property Management Fees	641,166	709,251	(68,085)	(9.60%)	1,723,178	1,082,012
Interest Income	26,689	10,000	16,689	166.89%	49,000	22,311
Other Income	36,944	0	36,944		0	(36,944)
Total Other Operating Revenue	3,498,117	3,510,544	(12,427)	(0.35%)	6,130,818	2,632,701
Total Revenue	9,169,585	9,196,304	(26,719)	(0.29%)	20,230,013	11,060,428
Expenses						
Operating Expenses						
Accounting, Audit & Legal	409,755	472,927	63,172	13.36%	853,011	443,256
Administration	233,993	285,987	51,994	18.18%	593,375	359,382
Technology	149,471	224,733	75,262 8	33.49%	535,771	386,300
Board Expense	320	0	(320)	#DIV/0!	0	(320)
CRH Occupancy Expense	40,258	218,876	178,618 9	81.61%	525,302	485,044
Cash Distribution to CRH	498,272	173,000	(325,272) 10		173,000	(325,272)
Compliance, Taxes & License	184,303	180,086	(4,217)	(2.34%)	366,297	181,994
Consulting	44,038	160,535	116,497 11	72.57%	327,035	282,997
Debt Service	953,285	1,004,528	51,243	5.10%	2,492,956	1,539,671
Insurance	423,800	359,322	(64,478)	(17.94%)	883,646	459,846
Leasing/Compliance Expense	163,662	172,466	8,804	5.10%	410,934	247,272
Miscellaneous Financial Expense	0	2,500	2,500	100.00%	8,500	8,500
Other Operating Expense	(5,363)	2,046	7,409	362.12%	2,046	7,409
Partnership Mgmt Fee Expense	0	48,000	48,000 12	100.00%	48,000	48,000
Payroll, Taxes and Benefits	3,555,934	3,994,288	438,354	10.97%	9,886,873	6,330,939
Property Mgmt Fee Expense	414,129	411,789	(2,340)	(0.57%)	1,001,951	587,822
Repair and Maintenance	1,494,564	994,495	(500,069) 13	(50.28%)	2,209,522	714,958
Resident activities	7,574	11,965	4,391	36.70%	27,570	19,996
Utilities	691,968	739,017	47,049	6.37%	1,795,404	1,103,436
Total Expenses	9,259,963	9,456,560	196,597	2.08%	22,141,193	12,881,230
Operating Surplus (Deficit) before Reserves	(90,378)	(260,256)	169,878	(65.27%)	(1,911,180)	(1,820,802)

Reserve Contributions						
Replacement Reserve	(181,843)	(181,877)	34	(0.02%)	(434,399)	(252,556)
Operating Reserve	(14,103)	(14,103)	0	0.00%	(33,347)	(19,244)
Other Reserve	(15,038)	(43,447)	28,409	(65.39%)	(149,768)	(134,730)
Total Reserve Contributions	(210,984)	(239,427)	28,443	(11.88%)	(617,514)	(406,530)
Operating Surplus (Deficit)	(301,362)	(499,683)	198,321	(39.69%)	(2,528,694)	(2,227,332)
Additional Unrestricted Cash Flows						
Transactional Inflows	0	32,000	(32,000)	(100.00%)	3,603,360	3,603,360
Adjusted Operating Surplus (Deficit)	(301,362)	(467,683)	166,321	(35.56%)	1,074,666	1,376,028

Variance Discussion (Greater than \$40K and 20%) all changes are reference to Budget

- 1) Residential vacancy: \$256k higher - Park Hill vacancy recognized \$120k, which was not budgeted. The building is being intentionally vacated for disposition. Other vacancy spread across portfolio.
- 2) Triple net revenue: \$41k lower - Gilman Court expected \$3.9k year to date, but the new commercial tenant billings have not been set up yet. 12th Avenue Arts Commercial billings are lower than budgeted by \$33k.
- 3) Bad Debt: \$249k higher - Primarily due to continued efforts to move out delinquent tenants with larger balances, with focused attention early in 2024. Noted \$32k for Freming Apartments, \$63k for Centennial, \$46k from Four Twelve, \$70k from Union James. Much of this balance has already been recognized as accrued bad debt expense in the prior year. Also \$86k from Park Hill, as unpaid balances written off when tenants moved out or relocated in preparation for the building sale.
- 4) Grants & Donations: \$235k higher - received early installments from CRH Foundation, and Rise Together staffing contribution
- 5) Developer Fees: \$576k lower - Timing differences in expected installments. Received \$151k for Pride Place in January which was expected in December. \$85k for Africatown expected in February was delayed. \$75k for YouthCare expected in March is delayed and closing expected later in June. \$90k for Station House cash flow distribution delayed until stabilization. \$750k for Pride Place expected in May now expected later in December. Offset by \$53k deferred developer fee distribution from 12th Avenue Arts. Also larger than expected fees for White Center closings received in May: \$369k (vs \$200k) for residential project and \$450k (vs \$400) for community HUB project.
- 6) Cash Distribution from Affiliate: \$679k higher - \$570k from Bonanza, paid down debt and accrued interest; \$224k from Holden Vista, \$24k from Silvan, \$150k Hazel Plaza, \$100k Helen V; These offset budgeted amounts that have not yet been distributed.
- 7) Partnership Management Fees: \$53k Lower - Expected \$48k from Helen V and additional fee from discrete component unit, not yet distributed.
- 8) Technology: \$75k lower - intentional cost saving efforts, and limited capacity for new projects in early part of the year. Other costs are able to be billed to building reserves. Most of cost savings in equipment purchase category.
- 9) CRH Occupancy: \$179k lower - Febraury-May billing not recognized yet for office rent
- 10) Cash Distribution to CRH - \$325k higher - See note 6, the actual distribution includes \$224k from Holden Vista and \$24k from Silvan, \$150k Hazel Plaza, and \$100k Helen V; offset by budgeted amounts that have not yet been distributed.
- 11) Consulting: \$117k lower - Due to cost savings from departments, spending postponed or canceled: Admin \$20k, IT \$10k, Communicaitons \$23k, Property Development \$77k,
- 12) Partnership Mgmt Fee Expense: \$48k lower - See note 7, not yet recorded
- 13) Repairs & Maintenance: \$500k higher - Timing of repair and maintenance costs can be difficult to predict, costs picked up in Febraury due to some needed repairs related to frozen pipes. March and April costs included unit turns and inspection repairs. May had multiple high unit turn costs and repairs that will be reimbursed by insurance proceeds. Also incurred more security costs.



Community Roots Housing
Asset Management Dashboard
Year to date as of May 31, 2024

Property	Physical Vacancy (at month end)				Op Rev Per Unit YTD		Op Exp Per Unit YTD		Cash Flow Per Unit ¹ YTD			A/R Resident Portion	Monthly Change	Residential AR/(Billed Rent) ₃	Economic Vacancy		
	Occupied	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Variance	Budget Var %	May 2024			May 2024	12 MO Rolling	2023 Vacancy
Bremer	45	4	8.2%	49	\$4,170	-10%	\$3,739	-17%	(\$616)	\$207	25%	\$75,920	+10%	13.3%	12.0%	6.6%	6.3%
Broadway Crossing	43	1	2.3%	44	\$3,640	-24%	\$4,916	-5%	(\$1,972)	(\$1,375)	-230%	\$27,040	-17%	6.5%	9.5%	11.5%	0.4%
Eighteenth Avenue	9	0	0.0%	9	\$6,796	-28%	\$5,573	-6%	(\$2,348)	(\$4,180)	-228%	\$50,185	+4%	28.3%	0.0%	6.1%	7.4%
El Nor	55	0	0.0%	55	\$7,774	7%	\$3,457	6%	\$1,053	(\$1,268)	-55%	\$96,958	+27%	9.7%	0.0%	0.4%	2.2%
Fleming	31	5	13.9%	36	\$3,370	-21%	\$6,129	-78%	(\$3,896)	(\$3,568)	-1088%	\$35,583	+66%	10.1%	19.5%	9.4%	5.1%
Holden Vista	14	2	12.5%	16	\$12,208	36%	\$6,957	-14%	\$5,070	\$3,377	199%	\$35,540	+4%	8.9%	0.0%	8.3%	13.2%
Holiday	29	1	3.3%	30	\$4,027	-20%	\$4,835	-37%	(\$2,796)	(\$2,445)	-696%	\$73,639	+9%	22.5%	3.3%	3.9%	3.6%
John Carney	27	0	0.0%	27	\$5,421	9%	\$3,785	-4%	\$358	\$443	518%	\$38,452	+12%	11.6%	0.0%	1.1%	3.7%
Larned	32	1	3.0%	33	\$4,828	-3%	\$5,175	-21%	(\$624)	(\$1,034)	-252%	\$16,197	-35%	6.7%	2.8%	4.6%	3.4%
Melrose	27	3	10.0%	30	\$3,356	-4%	\$5,546	-10%	(\$2,694)	(\$663)	-33%	\$23,397	+18%	9.3%	13.2%	7.7%	12.9%
Mary Ruth Manor	17	3	15.0%	20	\$10,914	-3%	\$5,139	-9%	\$1,766	(\$743)	-30%	\$173,715	+18%	34.5%	15.7%	11.2%	22.0%
Ponderosa	22	1	4.3%	23	\$7,326	-4%	\$4,457	4%	(\$429)	(\$3,985)	-112%	\$42,959	-10%	10.5%	4.5%	7.0%	10.0%
Station House	105	5	4.5%	110	\$5,360	-9%	\$3,320	-6%	(\$538)	(\$915)	-242%	\$141,363	+4%	9.1%	8.3%	5.4%	3.5%
Union James	22	2	8.3%	24	\$5,612	-26%	\$6,894	-21%	(\$3,216)	(\$3,127)	-3527%	\$120,119	+2%	24.5%	21.2%	5.7%	4.7%
Unity Village	29	1	3.3%	30	\$3,994	-10%	\$4,657	-1%	(\$829)	(\$320)	-63%	\$50,676	-5%	15.3%	3.5%	2.8%	4.9%
David Total	507	29	5.4%	536	\$5,462	-7%	\$4,537	-13%	(\$841)	(\$1,193)	-339%	\$1,001,743	+7%	13.8%	8.8%	5.8%	6.3%
Burke Gilman Gardens	14	1	6.7%	15	\$5,738	-6%	\$6,575	-17%	(\$1,004)	\$212	17%	\$21,457	+17%	10.4%	12.2%	8.1%	5.3%
Boylston Howell	29	1	3.3%	30	\$5,087	2%	\$5,041	-15%	(\$799)	\$233	23%	\$32,194	+0%	9.1%	8.1%	4.2%	1.8%
Brewster	34	1	2.9%	35	\$3,956	-4%	\$3,311	11%	\$546	\$284	109%	\$21,923	+10%	6.4%	4.4%	4.0%	3.7%
Byron Wetmore	12	0	0.0%	12	\$5,184	2%	\$4,505	21%	\$436	\$1,717	134%	\$8,998	-24%	6.5%	0.0%	7.6%	11.9%
Elizabeth James	53	7	11.7%	60	\$4,673	-4%	\$4,073	-16%	(\$519)	(\$714)	-367%	\$58,538	+12%	8.5%	11.7%	5.2%	5.2%
Four Twelve Apartments	10	2	16.7%	12	\$7,205	-36%	\$7,523	-12%	(\$3,189)	(\$4,797)	-298%	\$708	-43%	0.2%	23.6% ⁵	7.4%	10.4%
Hazel Plaza	15	1	6.3%	16	\$13,033	10%	\$4,083	-18%	\$5,623	\$5,226	1317%	\$46,939	+7%	10.0%	4.9%	4.0%	8.2%
Joe Black Apartments	22	2	8.3%	24	\$6,156	0%	\$5,071	4%	\$385	\$224	139%	\$55,738	+2%	16.2%	13.9%	10.3%	11.5%
Lincoln Court	26	3	10.3%	29	\$4,182	-2%	\$3,621	-18%	(\$917)	(\$568)	-163%	\$33,906	+10%	11.2%	11.8%	6.9%	10.7%
Miller Park	12	0	0.0%	12	\$6,456	10%	\$5,602	-21%	(\$286)	(\$385)	-388%	\$124	+18%	0.1%	0.0%	3.5%	8.7%
Pantages	48	1	2.0%	49	\$4,878	0%	\$4,594	-13%	(\$492)	(\$709)	-326%	\$10,352	+114%	1.9%	2.7%	2.8%	3.1%
Park Hill																	12.6%
Lesley Total	275	19	6.5%	294	\$5,443	-3%	\$4,554	-9%	(\$133)	(\$90)	-212%	\$290,877	+9%	8.9%	9.2%	5.5%	7.3%
Twelfth Avenue Arts Housing	88	0	0.0%	88	\$5,745	3%	\$3,002	1%	\$896	\$216	32%	\$141,314	+2%	12.0%	2.2%	2.0%	3.7%
Berneva	12	0	0.0%	12	\$4,346	3%	\$4,253	2%	(\$403)	\$217	35%	\$4,695	+35%	3.7%	1.7%	1.5%	0.8%
Broadway																	10.1%
Centennial	29	1	3.3%	30	\$3,183	-41%	\$5,247	-37%	(\$3,798)	(\$3,612)	-1951%	\$35,343	+8%	9.3%	7.2%	4.3%	4.5%
Devonshire																	N/A
Fremont Solstice	17	1	5.6%	18	\$3,909	-27%	\$5,249	-12%	(\$2,747)	(\$1,597)	-139%	\$11,851	-9%	5.7%	5.7%	1.7%	0.0%
Gilman Court	25	0	0.0%	25	\$5,011	5%	\$6,094	-32%	(\$1,310)	(\$1,234)	-1618%	\$30,872	+21%	10.8%	0.0%	1.3%	0.9%
Haines	28	2	6.7%	30	\$6,854	-4%	\$5,074	-35%	\$419	(\$1,620)	-79%	\$6,096	+13%	1.2%	10.0%	5.8%	3.3%
Harrison at 15th	18	1	5.3%	19	\$8,686	-3%	\$7,375	-18%	(\$1,519)	(\$1,296)	-580%	\$37,211	+8%	14.1%	6.7%	4.2%	3.6%
Helen V	33	5	13.2%	38	\$6,955	-5%	\$4,381	-29%	\$1,092	(\$72)	-6%	\$97,780	+12%	15.2%	19.0%	8.1%	5.7%
Jefferson Housing	38	2	5.0%	40	\$5,332	-14%	\$4,360	-5%	(\$1,134)	(\$932)	-460%	\$48,015	-29%	8.8%	8.9%	3.9%	2.9%
Liberty Bank Building	102	13	11.3%	115	\$3,996	-24%	\$3,647	-20%	(\$1,540)	(\$1,851)	-594%	\$298,109	+7%	21.9%	24.5%	10.2%	4.1%
Maxwell	4	0	0.0%	4	\$5,096	3%	\$4,403	8%	\$60	\$546	112%	(\$786)	-2556%	-1.6%	1.2%	1.0%	0.5%
Oleta	31	3	8.8%	34	\$4,078	-4%	\$4,256	-21%	(\$1,458)	(\$914)	-168%	\$17,899	+25%	5.4%	12.9%	13.3%	11.9%
Seneca	28	4	12.5%	32	\$4,310	-8%	\$5,202	-30%	(\$1,784)	(\$1,591)	-826%	\$20,409	-7%	5.3%	17.2%	5.7%	5.5%
Silvian	30	2	6.3%	32	\$7,242	15%	\$3,732	-7%	\$2,182	\$724	50%	\$21,272	+0%	4.0%	9.2%	9.0%	7.1%
Villa	56	6	9.7%	62	\$5,104	-6%	\$5,636	-37%	(\$2,179)	(\$1,876)	-618%	\$108,465	+7%	18.5%	17.7%	7.2%	5.2%
Nelda Total	539	40	6.9%	579	\$5,184	-9%	\$4,438	-20%	(\$848)	(\$1,115)	-418%	\$878,545	+1%	9.8%	12.7%	6.3%	4.5%
Portfolio Total	1321	88	6.2%	1409	\$5,344	-7%	\$4,500	-15%	(\$696)	(\$931)	-397%	\$2,171,164	+6%	11.7%	10.5%	6.0%	5.8%

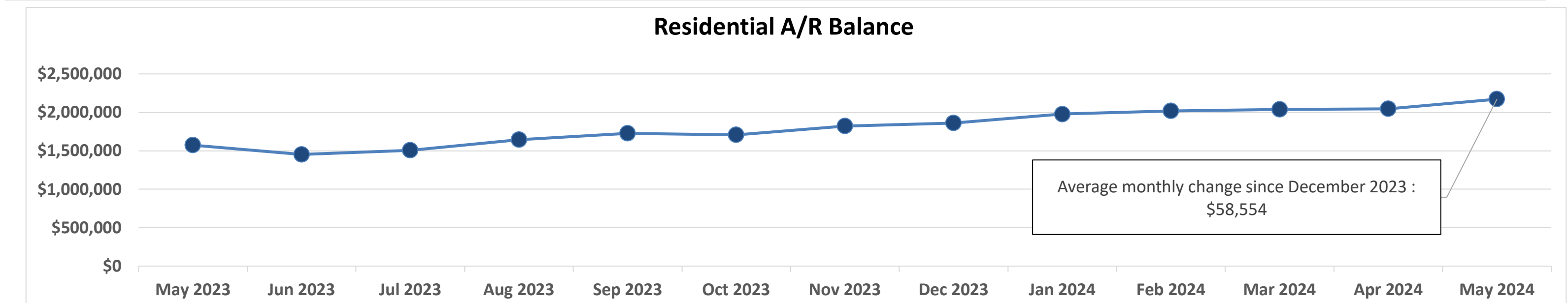
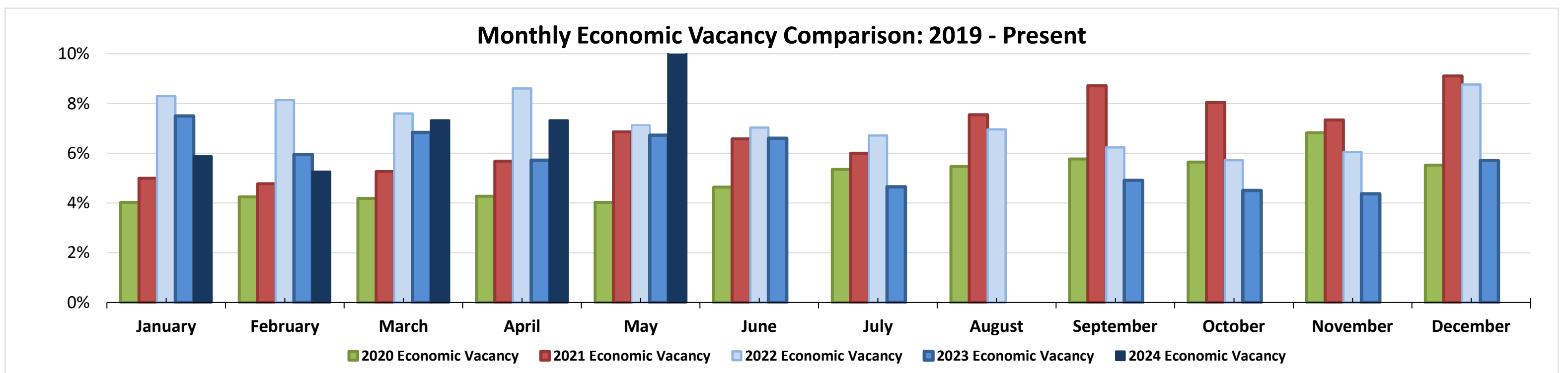
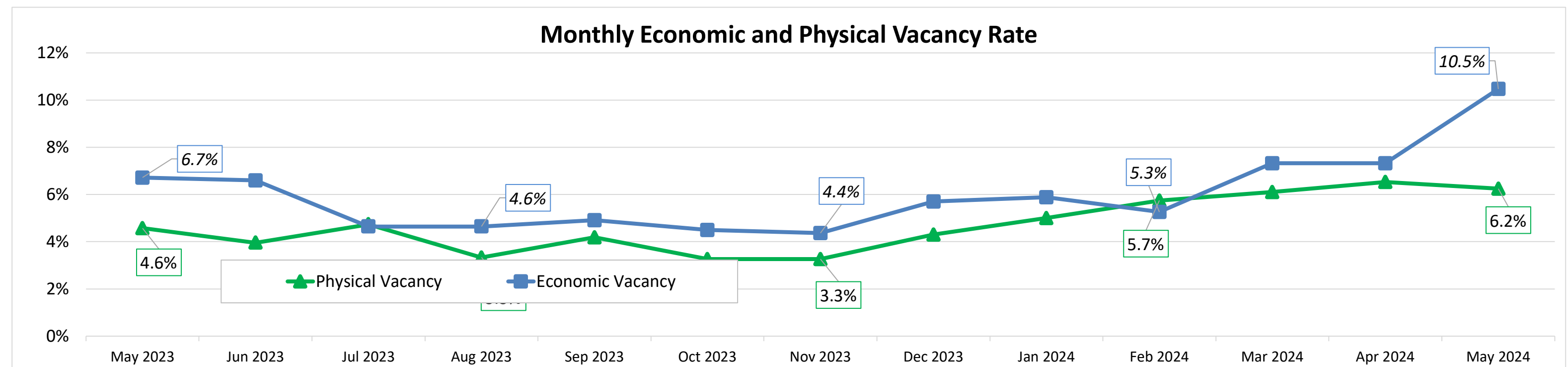
¹ After Debt, Reserve Deposits, and Cash Based Non-Operating Expenses (Deferred Developer Fees, Partnership Management Fees, etc.)

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 Recievable % is calculated as resident A/R balance divided by billed rent, inclusive of subsidy income.

⁴ Reporting on turnttime suspdended 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: May 2024**

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	295,114
KeyBank	CRH - Rental Assistance	Restricted Grant	167,970
KeyBank	12th AAA - Restricted	Equipment Reserve	24,600
KeyBank	White Center Hub - Comm Constructio	Construction	657,746
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,876
KeyBank	Capitol Hill Housing	Security Deposit	104,861
Key Bank	Bremer - Resynd	Security Deposit	18,723
KeyBank	Hazel Plaza	Security Deposit	4,545
KeyBank	Larned	Security Deposit	17,330
Key Bank	John Carney - R	Security Deposit	11,205
KeyBank	Byron Wetmore	Security Deposit	8,912
Key Bank	412	Security Deposit	2,222
KeyBank	Holden Vista	Security Deposit	3,859
KeyBank	Mary Ruth Manor	Security Deposit	4,555
KeyBank	EJSH	Security Deposit	12,576
Key Bank	Boylston Howell-R	Security Deposit	11,832
KeyBank	Gilman Court LP	Security Deposit	13,196
KeyBank	Fleming Apts LP	Security Deposit	15,816
KeyBank	Villa Apts LP	Security Deposit	38,298
KeyBank	Harrison	Security Deposit	14,297
KeyBank	Oleta	Security Deposit	14,797
KeyBank	Helen V Apts LLC	Security Deposit	6,943
KeyBank	Pantages Apts LLC	Security Deposit	25,529
KeyBank	Silvian	Security Deposit	5,059
KeyBank	Broadway & Pine	Security Deposit	18,597
KeyBank	Woodland Park Ave LLC	Security Deposit	8,226
KeyBank	12th Avenue Arts Associates LLC	Security Deposit	62,971
Key Bank	Union James	Security Deposit	7,262
KeyBank	Hazel Plaza	Reserves	374,607
KeyBank	Byron Wetmore	Reserves	82,979
KeyBank	Holden Vista	Reserves	32,912
KeyBank	Mary Ruth Manor	Reserves	314,187
KeyBank	Gilman Court LP	Reserves	158,859
KeyBank	Villa Apts LP	Reserves	230,654
KeyBank	Helen V Apts LLC	Reserves	803,091
KeyBank	Broadway & Pine	Reserves	363,956
KeyBank	12th Avenue Arts Associates LLC	Reserves	45,553
Key Bank	Union James	Reserves	80,625
		Total KeyBank	4,068,340

**CRH
CASH IN BANK
FOR THE MONTH ENDING: May 2024**

Banner	Berneva	Reserves	12,284
Banner	Seneca	Reserves	179,030
Banner	Seneca	Security Deposit	13,833
		Total Banner	205,147
LGIP	Capitol Hill Housing	Reserves	1,329,570
		Total LGIP	1,329,570
Walker Dunlo	EJSH	Escrow	65,183
Walker Dunlo	EJSH	Reserves	305,948
		Total Oppenheimer	371,132
Chase	Larned	Reserves	241,483
Chase	412	Reserves	194,992
Chase	Harrison	Reserves	218,854
Chase	Oleta	Reserves	67,632
Chase	Woodland Park Ave LLC	Reserves	100,243
		Total Chase	823,204
US Bank	Pantages Apts LLC	Reserves	554,153
US Bank	Silvian	Reserves	254,472
		Total USBank	808,624
KeyBank	Capitol Hill Housing	EQII	-
		Total KeyBank	-
KeyBank	Capitol Hill Housing	Lucky 7	130,498
		Total Lucky 7	130,498
KeyBank	Capitol Hill Housing	HPN	951,272
		Total HPN	951,272
KeyBank	Youth Care Predevelopment	Plymouth	-
		Total Plymouth	-
BofA	Fleming Apts LP	Reserves	90,961
		Total BofA	90,961

CRH
CASH IN BANK
FOR THE MONTH ENDING: May 2024

Heritage	Bremer - Resyndication	Construction	611
Heritage	Bremer	Reserves	242,859
Heritage	John Carney	Construction	9,214
Heritage	John Carney	Reserves	136,260
Heritage	Boylston Howell	Construction	4,232
Heritage	Boylston Howell	Reserves	137,979
Heritage	Union & 24th Commercial	Security Deposit	4,090
		Total Heritage	535,242
	Total Restricted - CHH Blended Components		9,313,990
LGIP	Capitol Hill Housing	Board Designated Res	1,050,610
		Total Designated	1,050,610
Heritage	Union & 24th Commercial	Operating Checking	34,054
		Total Heritage	34,054
KeyBank	Capitol Hill Housing	Gen Building Reserve	216,598
		Total Gen Building Reserve	216,598
KeyBank	Capitol Hill Housing	Operating Checking	290,856
KeyBank	Capitol Hill Dev. Assoc	Operating Checking	2,720
KeyBank	Capitol Hill Housing	Operating Sweep	-
KeyBank	Capitol Hill Real Estate Mgmt Services	Operating Checking	-
KeyBank	Liberty Bank Commercial	Designated for TI	92,400
KeyBank	Bremer	Operating Checking	43,924
KeyBank	Hazel Plaza	Operating Checking	78,587
KeyBank	Larned	Operating Checking	58,832
KeyBank	John Carney	Operating Checking	22,425
KeyBank	Byron Wetmore	Operating Checking	27,126
KeyBank	412	Operating Checking	68,404
KeyBank	Holden Vista	Operating Checking	45,835
KeyBank	Mary Ruth Manor	Operating Checking	3,845
KeyBank	EJSH	Operating Checking	29,619
KeyBank	Boylston Howell	Operating Checking	39,621
KeyBank	Gilman Court LP	Operating Checking	25,962
KeyBank	Fleming Apts LP	Operating Checking	22,999
KeyBank	Villa Apts LP	Operating Checking	74,025

**CRH
CASH IN BANK
FOR THE MONTH ENDING: May 2024**

KeyBank	Harrison	Operating Checking	102,172
KeyBank	Oleta	Operating Checking	31,523
KeyBank	Helen V Apts LLC	Operating Checking	80,799
KeyBank	Pantages Apts LLC	Operating Checking	129,760
KeyBank	Silvian	Operating Checking	91,792
KeyBank	Broadway & Pine	Operating Checking	84,999
KeyBank	Woodland Park Ave LLC	Operating Checking	98,718
KeyBank	12th Avenue Arts Associates LLC	Commercial Operating	419,514
KeyBank	Union James	Operating Checking	135,509
		Total KeyBank	2,101,968
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	5,024
Banner	Seneca	Operating Checking	19,053
		Total Banner	24,077
	Total Unrestricted - CHH Blended Components		2,376,797
	Total All Cash - CHH Blended Components		12,741,397

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	169,362
Chase	AAA	Escrow	(18,429)
Chase	AAA	Security Deposit	6,283
Chase	AAA	Reserves	303,590
		Total Chase	460,806
KeyBank	Africatown	Project Funds	28,219
KeyBank	Africatown	Construction-Res	5,048
KeyBank	Africatown	Construction	124,573
KeyBank	Africatown Commercial	Construction	1,042,075
KeyBank	Jazz House	Construction	20,456
KeyBank	Devonshire (rehab)	Security Deposit	22,551
KeyBank	El Nor LP	Security Deposit	12,775
KeyBank	18th Ave Apartments	Security Deposit	1,371
KeyBank	Ponderosa	Security Deposit	4,709
KeyBank	Holiday Apts	Security Deposit	16,618
KeyBank	SOPI / Unity Village	Security Deposit	11,944

CRH
CASH IN BANK
FOR THE MONTH ENDING: May 2024

KeyBank	Jefferson & 12th	Security Deposit	25,673
KeyBank	12th Avenue Arts Housing	Security Deposit	56,374
KeyBank	CH TOD Station House	Security Deposit	37,072
KeyBank	Pride Place	Security Deposit	14,515
KeyBank	SOPI / Unity Village	Reserves	278,431
KeyBank	Jefferson & 12th	Reserves	411,391
KeyBank	12th Avenue Arts Housing	Reserves	932,962
KeyBank	CH TOD Station House	Reserves	867,008
KeyBank	CH TOD Station House	Escrow	137,317
		Total KeyBank	4,051,081
UnionBank	Holiday	Reserves	207,590
		Total UnionBank	207,590
Heritage	Union & 24th Residential	Reserves	920,587
Heritage	Devonshire Construction	Construction	9,079
Heritage	Heartwood SPE	Security Deposit	16,056
Heritage	Heartwood SPE	Construction	1,487
		Total Heritage	947,210
Wells Fargo	El Nor	Reserves	681,528
Wells Fargo	18th Ave	Reserves	142,809
Wells Fargo	Ponderosa	Reserves	297,579
Wells Fargo	El Nor	Escrow	68,746
Wells Fargo	18th Ave	Escrow	10,724
Wells Fargo	Ponderosa	Escrow	28,048
		Total Wells Fargo	1,229,434
Bellwether	Union & 24th	Escrow	211,353
		Total Bellwether	211,353
	Total Restricted - Discrete Components		7,107,473
Chase	AAA	Operating Checking	474,552
Chase	Pride Place Commercial	Construction	66,518
Chase	Pride Place	Construction	45
		Total Chase	541,115

**CRH
CASH IN BANK
FOR THE MONTH ENDING: May 2024**

KeyBank	El Nor LP	Operating Checking	66,855
KeyBank	18th Ave Apartments	Operating Checking	28,153
KeyBank	Ponderosa	Operating Checking	59,613
KeyBank	Holiday Apts	Operating Checking	22,702
KeyBank	SOPI / Unity Village	Operating Checking	37,168
KeyBank	Jefferson & 12th	Operating Checking	61,013
KeyBank	Twelfth Avenue Arts Res	Operating Checking	56,179
KeyBank	CH TOD Station House	Operating Checking	597,471
KeyBank	Pride Place	Operating Checking	214,534
KeyBank	Devonshire	Operating Checking	-
		Total KeyBank	1,143,689
Heritage	Union & 24th Residential	Operating Checking	202,308
Heritage	Heartwood	Operating Checking	98,539
		Total Heritage	300,846
Total Unrestricted - Discrete Components			1,985,651
Total All Cash - Discrete Components			9,093,124
Total All Cash - CHH Blended Components			12,741,397
Total All Cash			21,834,521

TOTALS BY BANK

Key Bank	\$ 11,581,676
Chase	\$ 1,825,125
Banner	\$ 229,224
US Bank	\$ 808,624
Union Bank	\$ 207,590
Bank of America	\$ 90,961
Heritage	\$ 1,817,352
Bellwether	\$ 211,353
Wells Fargo	\$ 1,229,434
LGIP	\$ 2,380,180
Other and Petty	\$ 1,453,002
TOTAL CASH	\$ 21,834,521

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COMMUNITY ROOTS
— HOUSING —

SECTION 4:
Resolution 2024-15 –
Pride Place WCRA Retail
Loan Authorization

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Community Roots Housing PDA Board Resolution 2024-15

Overview: Pride Place WCRA Commercial Condo Loan

Purpose: Requesting board approval to negotiate and close on a permanent commercial loan from WCRA for the Pride Place retail condo unit owned by CRH.

Type of Resolution/Motion:

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☒ Yes ☐ No
- **Has this resolution been presented to a Board Committee?:** ☒ Yes ☐ No
If so, which committee or committees?: Finance and Asset Management 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: CRH is the borrower on an existing construction loan from JP Morgan Chase for the commercial condo unit at Pride Place. WCRA provided a forward loan commitment for a permanent commercial mortgage to take out the construction loan in March 2023. CRH is currently in due diligence and underwriting to close on the WCRA loan in July 2024.

Organizational requirements of resolution: n/a

Financial cost of the resolution: This resolution will authorize us to pay off the existing construction loan with the WCRA permanent commercial loan. Debt service will be approximately \$9,000/month (subject to final underwriting) and will be serviced with commercial rental income.

Pros: Enables CRH to operate and manage the commercial retail asset with opportunity for positive cash flow from operations.

Cons: High upfront equity requirement; risk of vacancy

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: Please include here whether full Board or Committee requires reporting, and anticipated dates for reporting.

Author of Resolution Overview: Mason Cavell



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

RESOLUTION NO. 2024-15

PRIDE PLACE WCRA RETAIL LOAN

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing and directing the staff to execute permanent financing for the Pride Place Commercial LLC condominium.

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 CRH 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 Boards of Directors of CH Development Association, a Washington nonprofit corporation ("CHDA"), and CRH previously adopted certain Resolutions (collectively, the "Previous Resolutions") in connection with the development, financing, construction, equipping and leasing of an eight-story building in Seattle, Washington consisting of (i) an affordable housing development condominium unit (the "Housing Unit"); (ii) ground-floor commercial condominium unit (the "Commercial Unit"); and (iii) ground-floor community services condominium unit (the "Community Services Unit" and, together with the Housing Development and Commercial Unit, the "Project").

The Boards of Directors of CHDA and CRH previously committed to purchasing, through a subsidiary of CHDA, the Commercial Unit at Pride Place (Unit 2) with a combination of debt and equity, with a cash investment requirement of approximately \$800,000 from the Board Designated Opportunity Fund approved in Resolution #2023-18.

Per Resolution 2023-21 adopted in August 2023, CRH assumed a taxable construction loan from JP Morgan Chase in the amount of \$1,288,163 from Broadway LGBTQ Senior LLLP (the "Housing Unit Owner") as

payment for a portion of the purchase price for the Commercial Unit. That resolution also ratified the creation of Pride Place Commercial LLC (the “Commercial Unit Owner”), a single purpose entity formed with CHDA as sole member and CRH as manager.

The Commercial Unit was conveyed to the Commercial Unit Owner by means of a Bargain and Sale Deed recorded on September 1, 2023, in the records of King County, Washington as instrument number 20230901000786.

CRH obtained a forward loan commitment from the Washington Community Reinvestment Association (WCRA) in March 2023 for a permanent commercial loan (the “Loan”) to pay down the JP Morgan Chase construction loan. The committed loan amount is up to \$1,288,163 (or such higher or lower amount as an Authorized Representative (defined below) deems reasonably necessary or advisable).

The loan terms proposed are as follows (as such terms may be modified during underwriting and approved by an Authorized Representative):

Borrower: Community Roots Housing, a public corporation organized as a political subdivision of the State of Washington and whose liabilities shall be satisfied exclusively from the assets and properties of the corporation; and Pride Place Commercial LLC, a single purpose entity managed by CRH

Term: Twenty years

Amount: Approximately \$1,288,163

Collateral: Deed of Trust on Condo Unit 2

Guarantors: CRH

Loan Fee: 0.50 percent of the amount of the loan

Interest Rate: 20-year Treasury (nominal) plus 250 bps

Payments: Principal and interest due monthly

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

- (1) Further Resolved that Community Roots Housing's Board hereby finds that approving this Loan will further Community Roots Housing's efforts to promote the development of quality affordable housing in the Seattle region.
- (2) Further Resolved that CRH, for itself and on behalf of the Commercial Unit Owner, desires to obtain and close on the Loan.
- (3) Further Resolved that CRH, having determined it to be in the best interests of, and directly or indirectly beneficial to, itself, the Commercial Unit Owner and the Project, desires to guarantee, in its individual capacity and in its capacity as manager of Commercial Unit Owner, certain obligations of the Commercial Unit Owner in connection with the Loan, all as may be reasonably required or advisable to advance the Project and close on the Loan.
- (4) CRH, in its own capacity and as manager of the Commercial Unit Owner, desires to take any and all such steps as are reasonably necessary or advisable to (i) close on the Loan, including the negotiation, execution and delivery of documents, such documents

including, but not limited to term sheets, loan commitments, promissory notes, deeds of trust, loan agreements, subordination agreements, reserve agreements, security agreements, pledge agreements, contracts, covenants, certificates, indemnities, assignments, guaranties, UCC-1 financing statements, and any and all such other documents as are required or deemed advisable in the opinion of an Authorized Representative in connection with the foregoing; and (ii) ratify and affirm its prior actions taken in connection with the predevelopment, development and financing of the Project.

- (5) Further Resolved that any and all documents hereby authorized to be executed on behalf of CRH or the Commercial Unit Owner, as applicable, in furtherance of the foregoing are authorized to be executed or taken by any one of the following individuals or their duly appointed successors (each, acting alone, an “Authorized Representatives”)

Name:	Title:
Frank F. Alvarado III	Chair
Derrick Belgarde	Vice Chair
Chasten Fulbright	Treasurer
Michelle Morlan	Secretary
Christopher Persons	Chief Executive Officer
Andrew Oommen	Chief Operating Officer

- (6) Further Resolved that any one Authorized Representative, acting alone, is authorized, empowered and directed to take such further action on behalf of CRH, on its own behalf and in its capacity as Manager of the Commercial Unit Owner, as applicable, as the Authorized Representative may deem necessary to effectuate the foregoing.
- (7) 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, Michelle Morlan, certify that I am the Secretary of Community Roots Housing and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of Community Roots Housing held on the 8th day of July 2024, in accordance with the Charter and Rules and Regulations of Community Roots Housing upon proper notice and at which time a quorum was present.

DATED the 8th day of July 2024

By _____

Its Secretary

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COMMUNITY ROOTS
— HOUSING —

SECTION 5:

Resolution 2024-16 – HUD Portfolio Sale

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Community Roots Housing PDA Board Resolution 2024-16

Overview: HUD Portfolio Disposition

Purpose: Seeking board approval to proceed with sale process for a portfolio of six HUD properties

Type of Resolution/Motion:

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☒ Yes ☐ No
- **Has this resolution been presented to a Board Committee?:** ☒ Yes ☐ No
If so, which committee or committees?: Finance and Asset Management

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: Consistent with the disposition assessment presented to the board in the executive session of the June 2023 meeting and the CRH Policy Framework for Use of Physical Assets, CRH staff is seeking authorization to proceed with the disposition of six CRH HUD properties, listed below, to build up cash reserves and support strengthening our business model amid extraordinary and persistent operational challenges chiefly resulting from the ongoing impacts of the Covid-19 Pandemic. The properties are Elizabeth James, Four Twelve, Hazel Plaza, Mary Ruth Manor, Silvian, and Union James.

Organizational requirements of resolution: Formal resolution

Financial cost of the resolution: Cost of this resolution includes legal fees, loan repayment, broker commissions, and closing costs. Costs will be funded from sale proceeds.

Pros: Disposition will provide proceeds to CRH to support portfolio stability amid extraordinary challenges that help CRH deliver on organization's mission. Affordability will be maintained at the properties post-closing, no resident relocation will be required, and tenants remain protected from rent increases beyond those tied to changes in their reported income.

Cons: Dispositions, especially a multi-property portfolio sale, require extensive staff time. The timeline between passage of the resolution and closing is difficult to predict and is largely driven by items identified during the due diligence process and negotiations with buyers.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** ☐ Yes ☒ No
If yes, please describe:
- **Is further reporting required to the Board or a Board Committee?** ☐ Yes ☒ No
If yes, please describe:

Author of Resolution Overview: Lucas Simons



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

July 8th, 2024

**Resolution No. 2024-16
HUD Portfolio Disposition**

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing and directing staff to further the sale of a portfolio of CRH HUD properties which includes Elizabeth James House, Four Twelve Apartments, Hazel Plaza, Mary Ruth Manor, Silvian, and Union James.

Recitals:

Community Roots Housing, formerly known as Capitol Hill Housing Improvement Program, a Washington public corporation ("CRH"), is organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755 and Seattle Municipal Code Ch. 3.110; and

The purpose of CRH 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; and

In furtherance of its purpose, CRH acquired Elizabeth James, a 60 unit property at 109 23rd Ave E, in 1995; Hazel Plaza, a 16 unit property at 2021 E John St, in 1990; Mary Ruth Manor, a 20 unit property at 100 30th Ave E, in 1994; Silvian, a 32 unit property at 9140 E Harrison St, in 2004, and Union James, a 24 unit property at 2101 E James St, in 2016; and

CRH has managed the buildings as affordable housing in accordance with the City of Seattle regulatory agreements, a Washington State Housing Finance Commission Bond Regulatory agreement, and the Housing Assistance Program [HAP] contracts with the Department of Housing and Urban Development renewed in various years; and

The properties all have amortizing bank notes/bonds and all except for Elizabeth James have City of Seattle soft debt; and

The restrictions from the various regulatory agreements and active HAP contracts require affordability to remain in place for the coming years, specific remaining years varies by property; and

CRH has considered its available options related to the buildings, including continued operation of the properties as is, and disposition of the buildings on the private market; and

CRH has been dealing with persistent and extraordinary operational challenges across the CRH portfolio, resulting in significant unfavorable impacts on CRH's financials and cash position; and

CRH operations have endured significant overall expense inflation related to operating, insuring, maintaining, and repairing an aging portfolio of properties; and

CRH specifically notes severe impacts due to the softening of the local rental market, diminished rent collections, unprecedented levels of bad debt written off as uncollectable, and the increased need to provide private security and video surveillance across the portfolio; and.

CRH notes that these challenges largely initiated during the COVID-19 pandemic and have persisted with limited improvement for several years, ultimately steering leadership to propose the sale of this portfolio of HUD properties to build up cash reserves and support strengthening our business model; and

CRH's Policy Framework for Use of Physical Assets identifies disposition as a strategy in cases where "capital is needed to support other business plan goals such as protecting the overall stability of the Portfolio"; and

In June 2024 CRH Staff introduced to the full Board the concept of a potential disposition in the executive session **in order to discuss the minimum price at which we would accept a sale**; and

CRH staff disclosed our intent to notify the residents of CRH's intention to sell the properties with the HAP contract in place and begin the City of Seattle's Notice of Intent to sell process, and

CRH has also considered the impact on the existing residents;

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

- (1) The CRH Board of Directors hereby finds and determines that it wants to maximize CRH flexibility in determining the future use of the assets known as Elziabeth James, Hazel Plaza, Mary Ruth Manor, Silvian, and Union James.
- (2) The CRH Board of Directors determines that these sales will support its mission and is consistent with organizational policies.
- (3) The CRH Board of Directors further finds that the best use of these properties at this time is to sell them **at the highest price** to an affordable housing operator that would operate the properties under the exiting HAP contracts.
- (4) The CRH Board of Directors, therefore, finds and determines that sale of these buildings to support ongoing operations, and the CRH mission will increase the financial stability of the organization and is therefore within the power and authority granted to CRH by its Charter.
- (5) CRH's Executive Director is authorized and directed to:
 - (a) Follow all applicable local, state, and federal laws governing the sale of affordable multifamily apartment buildings;
 - (b) Enter into a Listing Agreement with an appropriate agent for the sale of the building;

- (c) Review any offers for the purchase of the building in consultation with the CRH Leadership Team and Executive Committee of the Board of Directors, negotiate appropriate conditions, and enter into a Purchase and Sale Agreement under the most advantageous terms for CRH and the current residents;
 - (d) Prepare and execute any additional documents for CRH related to the closing of the sale of the properties;
 - (e) Utilize the proceeds from the sale of the properties to (1) pay the balance of any remaining debt that is not assumed, and (2) pay any other related costs of the sale; and
 - (f) Utilize net proceeds to support ongoing operations and the Community Roots Housing mission.
- (6) If this process is not complete by July 31st, 2025, the Executive Director will consult with the board for direction.

CERTIFICATION

I Michelle Morlan, certify that I am the Board Secretary of Community Roots Housing ("CRH") and that the foregoing Resolutions were duly adopted at a meeting of the Board of Directors of CRH held on the 8th day of July 2024, in accordance with the Charter and Rules and Regulations of CRH upon proper notice and at which time a quorum was present.

DATED the 8th day of July, 2024.

By _____

Its Secretary

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COMMUNITY ROOTS
— HOUSING —

SECTION 6:

Consent Agenda and Attachments

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COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting

July 8, 2024

5:30-7:30 PM

Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

1. June Board Meeting Minutes
2. Fundraising & Communications Memo
3. Resident Services Report
4. Property Development Committee Report and Minutes
5. Executive Committee Report and Minutes
6. Resolution 2024-14 – Impact Capital Revolving Line of Credit Renewal

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

none



REGULAR BOARD MEETING MINUTES
Pike-Pine Conference Room/ RingCentral
June 10, 2024

PDA Board Members present in person: Frank F. Alvarado III, Jill Cronauer, Bob Fikso, Chasten Fulbright, Ann Melone, Drew Porter

PDA Members present virtually: Derrick Belgarde, Shalimar Gonzales, Michelle Purnell-Hepburn, Saunatina Sanchez, Drew Weber

PDA Board Members absent: Sara Cubillos, Shaun Frazier, Michelle Morlan, Kristin Winkel

Staff members and board guests present: Erin Arnold, Sondra Cardin (taking minutes), Valencia Chambers Manora, Lisa Hagen, Cheri Heng, Scott McEachran, Thea Munchel, Andrew Oommen, Chris Persons, Amy Phian, Carolina Rocha, Leslie Woodworth

Public: one resident.

The meeting was called to order by Frank F. Alvarado III at 5:30 p.m.

Disclosures & recusals: None

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

Public Comment: A resident from the Centennial expressed concerns of air quality and ventilation and other residents have shared experience with headaches. CRH will investigate and follow-up with appropriate steps.

Presentation and Discussion

Kent Update: Chris shared that the City of Kent has expressed interest in working on new developments in downtown Kent with CRH. Thea reviewed development details, spoke to the necessary authorizations for working in Kent, and the 'Grow America' grant breakdown. She gave an overview of partnership with Centro Rendu and their mission.

Drew asked if CRH would manage this property indefinitely and add this to CRH's portfolio. Thea mentioned that this has not been discussed yet but CRH will likely move forward with ownership. She emphasized how funding is shifting and becoming more competitive within the city of Seattle. CRH is looking to strengthen our pipeline by having some projects that will not be competing in those spaces and looking to King County and neighboring jurisdictions to support the pipeline so CRH can continue to have projects advancing regardless.

Abu Bakr: Thea shared an update regarding our potential partnership with Abu Bakr located in Tukwila and gave a high level overview of the property and development details. They are looking to provide a

number of developments within this geography to support their mission. Chris mentioned that they approached CRH a few years ago and they are eager to move forward with project partnership which CRH is exploring thoughtfully.

Finance and Asset Management

Resolution 2024-12: Berneva Bank Loan Refinance: The permanent bank loan on our Berneva property matured in April. Banner granted a six-month extension of current loan terms and presented a term sheet outlining terms for a new loan on the property. The current loan had a balloon payment due at maturity. Refinancing will avoid the property having to pay the balloon payment. The new loan will mature in five years with the balance being due at maturity.

A motion to approve the Resolution **2024-12 Berneva Bank Loan Refinance** was made by Chasten Fulbright, second by Michelle Purnell-Hepburn, and passed unanimously.

Resolution 2024-13: Seneca Bank Loan Refinance: The permanent bank loan on our Seneca Apartments property matured in April. Banner granted a six-month extension of current loan terms and presented a term sheet outlining terms for a new loan on the property. The current loan had a balloon payment due at maturity. Refinancing will avoid the property having to pay the balloon payment. The new loan will mature in five years with the balance being due at maturity. Excess funds from loan proceeds are to be deposited into the properties replacement reserve account.

A motion to approve the Resolution **2024-13 Seneca Bank Loan Refinance** was made by Jill Cronauer, second by Michelle Purnell-Hepburn, and passed unanimously.

April Financials: Chasten presented the finance report from April, which is included in the board packet.

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

Executive session: Per RCW 42.30.110, the Board went into executive session. The session began at 6:19 pm and they expected it to last 60 minutes. The Executive Committee exited the executive session at 7:14 pm.

The meeting was adjourned by Frank F. Alvarado III at 7:14 pm.

Attested,

Michelle Morlan, Secretary
July 8, 2024

July 2024 Fundraising and Communications Memorandum

To: Community Roots Housing Board of Directors

CC: Christopher Persons

From: Kiley Dhatt

Events

Omnivorous Committee: We are reviving the Omnivorous committee, a body that helps plan and execute our fall fundraiser. We invite and encourage PDA Board members and external community members to join us! Having more input from folks within the food & beverage industry is key as we plan this food festival.

We anticipate committee members spending around five hours a month on this work, July through October. If you are interested or have connections with folks that would be interested, please reach out to Laura Orella at lorella@communityrootshousing.org for more information.

Flash Sale: Omnivorous registration will be kicking off with a flash sale! We will be selling tickets for one week at \$65—a \$20 discount! This is a great moment to reach out to your friends and family and invite them before their calendar fills up.

Sponsorship: We are \$26,000 behind on our sponsorship goal for Omnivorous, so we need your help! Please reach out to Laura Orella at lorella@communityrootshousing.org with any potential sponsor ideas or for materials to use in your outreach.

As an added benefit this year, sponsors at the \$2,500 level and above will have reserved high-top tables at the event. More information about sponsorship opportunities can be found [here](#).

Individual Giving

COMING SOON: This summer, Community Roots will be debuting its new monthly giving program, *Community Cultivators*. More information about the program will be available on our website in the coming weeks. Keep an eye out for additional details on how you can support a successful launch!

Grants & Awards

In the last month:

Awarded grant proposals include:

- City of Seattle Office of Housing – Annual Fund, \$660,000 (being contracted directly with PDA)
- Seattle Foundation – Annual Fund, \$60,000

Submitted grant proposals & LOIs include:

- Bank of America—Annual Fund, \$50,000
- Multicare Community Fund—Housing Stabilization, \$10,000

Pending grant proposals include:

- PSE Foundation—Housing Stabilization, \$10,000
- Office of Congressman Adam Smith – After reconciliation with the House Appropriations Committee, our request to support the rehab of the Byron Wetmore and Joe Black apartments has been included in the draft budget at \$850,000 (from an original \$1.4MM request). This funding will not be fully committed until it is passed along with the FY2025 omnibus congressional budget, which may not happen until Q1-2 2025.

Upcoming grant proposals & LOIs include:

- Hearst Foundation – Annual Fund, \$100,000
- Norcliffe Foundation—Annual Fund, \$100,000
- U.S. Bank Foundation—Annual Fund, TBD
- Windermere Foundation – Resident Services, \$5,000
- Murdock Family Trust – Annual Fund, \$100,000

Rise Together Capital Campaign

To date, the Rise Together partners have raised \$39,732,143 toward a goal of \$45,000,000 (88%). In the last month:

Proposals submitted:

- Full proposal to JPMorgan Chase for \$300,000, expanding on the LOI

Proposals declined:

- \$2MM request to Senator Patty Murray’s office for a congressionally directed spending (earmark) award to support the WC HUB

Communications

In June, communications work included the following highlights:

- Content creation to facilitate Pride Place outreach at June Pride month events
- Promotion of \$995/month studio rent update to build interest in Pride Place leasing
- Coordination of Sound Transit and graduate study coverage/interviews of Pride Place concept and execution
- Launch of marketing work with external vendor Conversion Logix for Pride Place lease up
- Integration of new Pride Place staged unit photos and virtual 3D tours into website, updated marketing materials
- Cross-departmental collaboration on resident communications regarding upcoming management changes, including stakeholder communications, FAQ, and talking point drafts
- Monthly Building Beyond Buildings and resident newsletters
- Onboarding and training of new Communications Specialist!

June's media mentions of Community Roots Housing and related projects:

- [Community Corner—GenPride - Human Interests \(seattle.gov\)](#)
- [White Center HUB breaks ground](#)
- [With summer groundbreaking, The Constellation Center will rise with job training plus eight stories of affordable housing at Broadway and Pine](#)
- [At Capitol Hill's Pride Place, LGBTQIA+ seniors can continue to thrive in the close-knit community they helped create](#)
- [Capital One provides \\$47M for White Center project](#)
- [Affordable Housing Developer Gets Financing for Project Near Seattle](#)
- [Embracing Inclusivity: Pride Place and the LGBTQ+ Senior Community](#)
- [White Center affordable housing project secures construction financing](#)
- ['Juneteenth isn't just an Independence Day for Black people': A look behind the holiday](#)
- [\\$46.6M financing boosts affordable housing at new White Center HUB](#)
- [Capital One provides \\$46.6 Million financing package for affordable housing in unincorporated White Center](#)
- [LGBTQ+ elder housing in Seattle gives residents a place to truly be themselves](#)
- [Senior Center Celebrates LGBTQIA+ Community](#)
- [KUOW - Casual Pride-Day with Jas Keimig and Vivian McCall](#)

2024 Community Roots Housing Foundation Budget and Actuals - AS OF 6.26.2024

Income:

		2024 YTD Actuals	2024 Goals	2024 YTD % to Goal
Unrestricted	Corporate	\$ 7,471	\$ 75,875	10%
	Sponsorship & Tickets	\$ 195,226	\$ 309,500	63%
	Foundation	\$ 122,000	\$ 109,320	112%
	Government	\$ -	\$ -	
	DAF	\$ 31,368		
	Individual	\$ 107,609	\$ 343,000	N/A
	Individual Giving Total	\$ 138,977	\$ 343,000	41%
	Subtotal	\$ 463,674	\$ 837,695	55%

		2024 YTD Actuals	2024 Goals	2024 YTD % to Goal
Restricted (EcoDisrict removed)	Corporate	\$ 19,500	\$ 14,950	130%
	Sponsorship & Tickets	\$ -	\$ 12,500	0%
	Foundation	\$ 10,000	\$ 69,550	14%
	Government	\$ 10,000	\$ 100,500	14%
	DAF		\$ 75,000	N/A
	Individual	\$ 6,754		
	Individual Giving Total	\$ 6,754	\$ 75,000	9%
Subtotal	Subtotal	\$ 46,254	\$ 272,500	17%

		2024 YTD Actuals	2024 Goals	2024 YTD % to Goal
Combined	Corporate	\$ 26,971	\$ 90,825	30%
	Sponsorship & Tickets	\$ 195,226	\$ 322,000	61%
	Foundation	\$ 132,000	\$ 178,870	74%
	Government	\$ 10,000	\$ 100,500	10%
	DAF	\$ 31,368		
	Individual	\$ 114,363	\$ 418,000	N/A
	Individual Giving Total	\$ 145,731	\$ 418,000	35%
Total	Total	\$ 509,928	\$ 1,110,195	46%

Expenses:

	2024		2023	
	YTD Actuals	Budget	YTD Actuals	Budget
Contract Services	\$ 20,400	\$ 34,800	\$ 20,485	\$ 31,500
Office Expenses	\$ 16,122	\$ 29,330	\$ 11,930	\$ 25,600
Administrative Expenses	\$ 9,080	\$ 26,450	\$ 4,658	\$ 5,500
External Sponsorships	\$ 2,818	\$ 15,000		
Events	\$ 54,692	\$ 151,010	\$ 62,792	\$ 136,610
Grants to the PDA	\$ 425,726	\$ 810,000	\$ 761,654	\$ 1,290,000
Total	\$ 528,838	\$ 1,066,590	\$ 861,519	\$ 1,489,210

Resident Services Board Report

JUNE 2024

Your RS Team Members

Dept. Position	Team Member	Assigned Buildings
RSC	Sasha Ife	Haines & LBB
	Christian	Broadway Crossing & El Nor
	Deborah	EJ
RSM	Toni	

Service Request

Total Residents Served	Top 3 Service Category Request	Total Buildings Served	Portfolio Utilization of Services
30	Health & Wellness/Rental Assistance/Advocacy	13	27%

Onsite Programming Activities

BUILDING	EVENT	SERVICE CATEGORIES	ENGAGEMENT (Total Building %)
LBB	Summer Kick-off/Bingo	Youth & Family	MISSING
Haines	Pride Event @ Pride Place	Cultural Connection/Senior & Disabilities Services/ Recreation & Leisure	Canceled
EJ	Pride Event @ Pride Place	Cultural Connection/Senior & Disabilities Services/ Recreation & Leisure	Canceled
Pantages	Community Conversation	Advocacy/Home Care/Safety & Security/Education	Canceled
Broadway Crossing	NWJP Tenants Rights Presentation	Advocacy/Education/Legal/Employment\Home care/Youth & Family	3.9%

El Nor	Pride Event @ Pride Place	Cultural Connection/Senior & Disabilities Services/ Recreation & Leisure	Canceled
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Portfolio Programming: The RS team partnered with Valley Cities to bring the CRH residents an all-day virtual Mental Health First Aid workshop on Saturday, June 29th. A lack of communication channels available to the RS dept. to promote events/activities to residents required the RS team to post a hard-copy flyer to each resident's door. Due to a lack of participation from registered participants, the workshop was cancelled. The RS dept. partnered with Pride Place to host a resident pride celebration on June 15th. The residents of El Nor, EJH, and Haines were invited to join the fun. Due to rain, the outdoor event had to be cancelled.

Department Activities:

- Fifth RAC Planning Committee meeting: Membership.
- RSC 3rd QTR. Workplans.

Narrative: Several of our June programs was cancelled due to inclement weather, lack of seating to host a meeting, and staff outages. Despite these programming setbacks, our team hosted some incredible June onsite programming for the LBB and Broadway Crossing. Onsite resident engagement is not where we would like to see it. Moving into the 3rd quarter we have set a goal to achieve 10% engagement in our onsite buildings. In regards to our portfolio engagement, it seems to be increasing. Rental assistance is the number 1 resource requested each month. While there are limited funds available within the community, CRH has stated we will no longer accept funding resources which will require a portion of accrued rental arrears to be forgiven.

As of June, the RS department will no longer provide onsite services to the Pantages. Several reasons were considered in making this decision. The two critical factors were staff safety and consistently low resident engagement. Leadership would like to transition onsite services to Pride Place. Prior to making this transition, the RS and PM departments will meet to develop a workplan for future onsite activities. We would like to see a full transition completed by August.

In June, our team implemented a weekly Reflective Journal. The RSC team completes one journal for each of their assigned buildings. The journals outline their onsite activities, Property Management collaboration, resident engagement, relevant

community resources, professional development activities, work plan progress, and a narrative summarizing their activities. The journal serves several purposes for the department. First, the journal can serve as a prompt for RSC work activity guidance. Secondly, the journal provides insight into onsite activities and captures quantifiable data regarding those activities. Providing leadership with a peak into the amazing work our RS team is completing onsite. Thirdly, we will utilize the data to evaluate our efforts.

JULY 2024 PROPERTY DEVELOPMENT BOARD REPORT AND MINUTES

Property Development Committee Members: **Bob Fikso**, Derrick Belgarde, Robin Lien, **Anne Melone**
(**BOLD** indicates those members in attendance)

Staff Liaisons to the Board: Chris Persons, **Thea Munchel**, Mason Cavell, **Andrew Oommen**
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: June 27, 2024, at 3:30 PM – 4:30 PM via Ring Central teleconference

Date, time and location of next meeting: July 25, 2024, at 3:30 PM – 4:30 PM via Ring Central teleconference

1. Project Updates
 - a. Heartwood – Operations team has secured a construction loan extension with Heritage Bank and is continuing to ramp up leasing and to explore permanent sources to right size the project permanent sources. Team met with King County and the Office of Housing to explore a path forward with public funding support where it was communicated that the only way to secure funding is to go through the typical funding route and to apply to the NOFA or to work with City and County Council to secure Council level funding support.
 - b. YouthCare – OH and KC have linked the Heartwood to the YouthCare project and are looking to CRH to provide additional clarity on our path forward with the Heartwood before completing their underwriting and approval for the YouthCare closing. This is currently looking like a 60 day delay to closing.
 - c. Africatown Plaza – Completed commercial condo conveyance to ACLT. Working to complete TCO and close on supplemental loans. TCO anticipated any day now.
 - d. See attached report for additional updates.
2. Approvals/Resolutions
 - a. No resolutions this month.
3. Future Pipeline Updates
 - a. No updates

Meeting adjourned at 4:34 PM.

List	Project	PM	Assoc	# Units	2024				2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Heartwood	Andrew		126				Conversion												
2	Pride Place	Mason	Brenda	118				Conversion												
3	13th & Fir Family Housing	Thomas	Brenda	156		Conversion														
4	AT Plaza	Thomas	Brenda	126	PIS				Conversion											
5	Devonshire	Jordan	Michael	62				PIS	Conversion											
6	Northgate	Jordan	Michael	235	Construction							PIS	Conversion							
7	WC Residential	Mason	Brenda	76		CLOSE	Construction					PIS	Conversion							
8	WC HUB	Mason	Brenda			CLOSE	Construction					Conversion								
9	Youthcare	Thomas	Brenda	84			CLOSE	Construction							PIS	Conversion				
10	Jazz House	Thea	Brenda	134		CLOSE	Construction						PIS	Conversion						
11	SMC	Jordan	Brenda	200			Prefunded	ROUND	Predevelopment					CLOSE	Construction					

Project Name	PM	# Units	Funding Application	Construction Closing	Placed in Service	Perm Conversion	Proposed/Actual	Cash Dev Fee	Cash Fee in 2024	Predev Approved	Predev Spent to Date	Acquisition
Middle Income												
Heartwood	Andrew	126	N/A	11/8/2021	11/22/2023	5/22/2024	Actual	\$ 1,731,164			Repaid	
Current Phase: Lease Up		Update: Working through extension of cosntruction loan and forward commitment										
Next Milestone: perm conversion		Lease up has gained some traction										
		Additional marketing efforts underway with 52 leased units.										
Jazz House	Thea/Holly	134	N/A	1Q 2024	4Q 2025	2Q 2026	Proposed	\$ -	\$ 4,300,000	\$ 3,966,555	\$ 2,400,000	
Current Phase: Closing		Update: Working with project partners to determine if there is a path forward for this project as a 4% bond										
Next Milestone: Construction		deal. If so, then we would like to advance for financial closing asap.										
Othello	Thea	235	N/A	TBD	TBD	TBD	Proposed	\$ -	\$ 600,000	\$ 516,562		
Current Phase: Feasibility		Update: No updates										
Next Milestone: Approval												
4% Bond												
13th & Fir Family Housing	Josh / Thomas	156	9/15/2019	5/17/2021	5/5/2023	6/7/2024	Actual	\$ 583,947			Repaid	
Current Phase: perm conversion		Update: Conversion achieved on 6/7/2024. Cash portion of development fee withheld by Hudson until one										
Next Milestone: Operations		more month of breakeven operations can be demonstrated.										
Pride Place	Mason	118	9/15/2019	10/25/2021	9/5/2023	6/30/2024	Actual	\$ 1,510,957	\$ 151,095.50		Repaid	
Current Phase: Lease up		Update: Lease up continues to be slow, working with marketing team on a new direction, including lowering										
Next Milestone: perm conversion		rents for the 50% studio units, sharpening our targeted social media and online marketing, and										
		reengaging with GenPride on direct outreach and affirmative marketing.										
		Working with lenders and investors to extend construction loan and push out perm conversion.										
		Pride Place Retail, all three retail spaces have either a lease or an LOI. Looking to begin landlord										
		work and advance toward perm conversion of the commercial loan.										
AT Plaza	Muammar/Thomas	126	9/15/2019	12/23/2021	6/28/2024	1/28/2025	Actual	\$ 1,088,597	\$ 872,259.20		Repaid	
Current Phase: Construction		Update: Back punch completed.										
Next Milestone: Building Transition, Lease up		Commercial condo conveyed to ACLT.										
		Additional funding with Key Bank and the City and County is expected to close July 2.										
		Final Fire inspection delayed, likely pushing TCO into July.										
		Target date for ribbon cutting 8/17										
Devonshire	Jordan	62	9/15/2022	9/19/2023	9/1/2024	5/1/2025	Actual	\$ 1,582,857	\$ 474,857.10		Repaid	\$ -
Current Phase: Construction		Update: 45-50% Construction Complete. Current Activities are drywall and MEP rough-in. Team has received										
Next Milestone: Building Transition, Lease up		2 bids from sewer repair contractors. Team is still working to identify funding sources, and timing of										
		side sewer repair as it relates to current construction and projected move-backs. Move backs are										
		still scheduled to begin 9/18. The team has a regularly scheduled Transition to Ops meeting to work										
		through move-back coordination and project stabilization/conversion.										
Northgate	Jordan	235	9/15/2021	12/21/2023	10/31/2025	12/18/2026	Actual	\$ 2,417,701	\$0	\$ 200,000	\$ 189,841	
Current Phase: Construction		Update: 25% Construction Complete. Primary construction activities are framing and MEP rough-in. Project										
Next Milestone: Building Transition, Lease up		team is working through VE log. Anticipated savings is ~\$700k, up from the previous estimate of										
		~\$500k.										
		Continuing to work with Bridge for reimbursement of predevelopment spending.										
		Child Care project received verbal affirmation of construction loan financing from Enterprise with										
		the expectation that a term sheet should arrive late- June										
		Continuing to work with KT and King County to advance ground lease bifurcation.										

Project Name	PM	# Units	Funding Application	Construction Closing	Placed in Service	Perm Conversion	Proposed/Actual	Cash Dev Fee	Cash Fee in 2024	Predev Approved	Predev Spent to Date	Acquisition
WC Residential	Mason	76	9/15/2022	5/13/2024	9/1/2025	5/1/2026	Proposed	\$ 1,085,955	\$ 369,205.20	Repaid	\$ -	
Current Phase: Construction			Update: Project closed construction finance on 5/13/2024									
Next Milestone: Construction completion			Project is under construction with demo complete and foundation excavation underway. First pay app from Marpac has been received for work done May & June. CRH team and WCCDA are working through the pay app and draw allocation by project (between resi, site, and comm) project) Marpac has noted that rebar delivery timing is proving difficult to pin down which will release foundation FRP work.									
WC Commercial	Mason		N/A	5/10/2024	9/1/2025	n/a	Proposed	\$ 900,000	\$ 450,000			
Current Phase: Closing			Update: Project closed construction finance on 5/10/2024 - construction underway in sync with residential project									
Next Milestone: Construction												
YouthCare	Thomas	84	9/15/2021	7/28/2024	7/28/2026	3/28/2027	Proposed	\$ 2,177,923	\$ 632,106.00	\$ 2,600,000	\$ 2,540,381	\$ 6,500,000
Current Phase: Funding, Building Permit			Update: Working toward a late July construction finance close, though not clear if we will hit that target.									
Next Milestone: Closing			Public funders (City and County) currently working through underwriting and seeking resolution on Heartwood prior to approving transation. Youthcare parcel conveyed to CRH, and condo has been declared. CRH now owns all units and will convey Youthcare unit closer to closing. NEF and Chase targeting final approvals by 7-8									
SMC	Mason	200	9/15/2024	6/1/2026	6/1/2028	2/1/2029	Proposed	\$ 2,863,346		\$ 500,000	\$ 482,934	\$ 7,750,000
Current Phase: Prefunded			Update: Held meetings with SMC and Walsh/design team to reorient towards a 2024 funding round application. Planning to reduce building size by approximately 30 units, explore income averaging approach to AMI levels, and renegotiate purchase agreement with SMC.									
Next Milestone: Public Funding												
Centennial	Thomas	57	9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -			\$ 280,345	
Current Phase: Feasibility			Update: Uncertain funding path given current Seattle Office of Housing's pipeline. Reviewing how to better elevate the project priority.									
Next Milestone: Approval												
R & G	Thomas	139	9/15/2024	12/1/2025	12/1/2027	8/1/2028	Proposed	\$ -		\$ 100,000	\$ 66,114	\$ 5,130,243
Current Phase: Acquisition			Update: No updates									
Next Milestone: PreFunded												
Potential Projects												
Kent	Thea							\$ -				
Current Phase:			Update: Working with Build America to secure a \$100,000 predevelopment grant to pursue predevelopment									
Next Milestone:			on this site.									
SFBC	Mason							\$ -				
Current Phase:			Update: No updates									
Next Milestone:												
Tukwila - Abu Bakr	Jordan							\$ -				
Current Phase:			Update: Continuing to working through MOU outlining partnership roles and responsibilities.									
Next Milestone:												
CHP2-5	Thea							\$ -				
Current Phase:			Update: No updates									
Next Milestone:												
Goodwill	Thea	TBD	TBD	TBD	TBD		Proposed	\$ -				
Current Phase: Feasibility			Update: No updates									
Next Milestone: Approval												



JULY 2024 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

Executive Committee Members: Derrick Belgarde (Vice Chair), Frank F. Alvarado III (Chair), Chasten Fulbright (Treasurer),

Absent Committee Members: Michelle Morlan, Drew Porter

Staff: Sondra Cardin (taking minutes), **Kiley Dhatt, Andrew Oommen**, Chris Persons, **Carolina Rocha, Leslie Woodworth**
(**BOLD** indicates those members in attendance)

Date, time, and location of meeting: Monday, July 1, 2024 – 5-6:30 pm – Belmont Conference Room / RingCentral

Date, time, and location of next meeting: Monday, August 5, 2024 – 5-6:30 pm – Belmont Conference Room / RingCentral

The meeting began at 5:03 p.m.

1. Heartwood Review

- i. **Swinerton Settlement:** The settlement agreement is still being negotiated. Our team met with attorneys from Stoel Rives and received good feedback and recommended revisions on the agreement. Once executed, a lien free endorsement will be issued by title, the remaining construction retainer will be released, and title will record the lien release until after the final payment is made, at which time they will record the documents.
- ii. **Public Funders:** Andrew, Kiley, Leslie, and Thea attended a meeting with King County and City of Seattle staff last Thursday. Feedback received suggested pursuing direct budget allocation from the respective councils to fund Heartwood, as this project may not be competitive with other projects.

Kiley highlighted the need to secure a clear pathway to Heartwood before proceeding with the Youth Care project, and if the project was delayed, CRH may need to go back for additional funds. Next steps include seeking clarity on loan modification terms from Heritage and engaging with relevant stakeholders to move forward on goals for both projects.

Executive Committee also discussed Holden Vista buyer update. Lisa will give further updates at FAM meeting. Kiley shared CRH did receive OH award and reimbursements should be received quickly.

2. **Review Board Agenda and Resolutions:** The Executive Committee reviewed July Joint PDA-Foundation Board meeting agenda and resolutions.

A Pride Place Retail Loan will be added to the agenda, with Mason preparing the necessary materials. The 10-minute lesson will be skipped due to time constraints, with Frank suggested to bring a topic of interest for the Foundation board on the next joint meeting so they will have an opportunity to better understand our work. Lisa will provide an in-depth update on the HUD portfolio at the meeting.

Fundraising was discussed, focusing on presenting high-level budget updates and seeking board involvement, particularly the Omnivorous event. Frank emphasized inclusion and participation, acknowledging restrictions on voting for PDA items.

The Committee discussed the other topics on the agenda and considered to bring a big group discussion aiming to clarify messages for council and stakeholder engagement.

3. **Board Correspondence:** The CRH Board received correspondence from one resident of the Holiday in June regarding ongoing public record requests and the completion of an online training.
4. **Committee Assignments:** Chasten asked about updates on Committee Assignments. Carolina shared that Chris plans to meet with multiple board members to have further discussions. Kiley shared the Foundation Board is also interested in recruiting new members.

The meeting ended at 6:21 p.m.

Board Email Correspondence June 2024

Correspondence Number	1
Date Received	June 1-31, 2024 (15 emails)
From	Resident
Topic	PRRs/ Online Training First Aid
Building	Holiday
Status	Staff is addressing the PRR



Community Roots Housing PDA Board 2024-14

Overview: Authorization to renew \$2,500,000 Impact Line of Credit

Purpose: To approve CRH to renew Impact Line of Credit, \$2.5M for predevelopment financing

Type of Resolution/Motion:

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☐ Yes ☒ No
- **Has this resolution been presented to a Board Committee?:** ☒ Yes ☐ No
If so, which committee or committees?: Finance and Asset Management (FAM)

Charter or Rules and Regulations Modification:

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

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

Organizational requirements of resolution: Authorization to renew the existing \$2,500,000 Line of Credit.

Financial cost of the resolution: The revolving line of credit will be up to \$2,500,000 and usage of loan will be requested as draws. The loan term will be 12 months. The interest rate will be 7.0% fixed. Financing costs include legal fee, estimated at \$3,500 and a loan fee of 1% or \$25,000.

Pros: CRH will be able to support the expanding pipeline with rising cost of construction. This is a revolving line, which can be drawn upon or paid down without penalty.

Cons: There are cost associated with borrowing, but these costs will be paid by the housing projects. Interest rate increased 0.5% from prior year.

Further Board Action or Reporting:

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

Author of Resolution Overview: Leslie Woodworth, CFO

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

July 8, 2024

Resolution 2024-14

Impact Capital revolving line of credit renewal for \$2,500,000 for Predevelopment Funding

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing and directing staff to renew the Impact revolving line of credit for \$2,500,000 for the sole purpose of investing in the pre-development activities of Community Roots Housing real estate development projects.

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.

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

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

The City of Seattle (SMC 3.110.010 A) authorizes the establishment and chartering of one or more public corporations as an independent legal entity to: improve governmental efficiency and services and general living conditions within the City; administer and execute federal grants and programs; receive and administer federal funds; perform all manner and type of community services; provide and implement such municipal services and functions as the City Council may direct; and allow a character of community participation in appropriate municipal projects and activities that are, in practical effect, restricted by the organizational structure of City government, all as authorized by RCW 35.21.730 through 35.21.755.

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

Community Roots Housing deems it necessary and advisable and in the best interest of Community Roots to renew and increase the revolving line of credit with Impact Capital to support the predevelopment activities for the real estate pipeline, and

Impact Capital has offered the revolving line of credit and Community Roots agrees to accept the following terms:

Term:	12 months, 8/1/2024-7/31/2025
Amount:	Up to \$2,500,000 to be allocated to specific projects via draws
Collateral:	None
Guarantors:	None
Loan Fee:	1%; \$25,000
Legal Fee:	Approximately \$3,500
Interest Rate:	Fixed 7.0% per annum
Payments:	Monthly interest only payments throughout the term of the Loan. Principal due at loan maturity.
Intended Use:	To support Community Roots Housing's real estate development business, including short-term capacity building and predevelopment expenditures.

All spending will be within CRH Board approved budgets for project predevelopment expenses.

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

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

Name:	Title:
Frank Alvarado, III	Chair
Derrick Belgarde	Vice Chair
Chasten Fulbright	Treasurer
Michelle Morlan	Secretary
Christopher Persons	Chief Executive Officer

- (3) Further Resolved that any one Authorized Representative, acting alone, is authorized, empowered and directed to take such further action on behalf of CRH, as the Authorized Representative may deem necessary to effectuate the foregoing.
- (4) 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, Michelle Morlan, certify that I am the Secretary of Community Roots Housing and that the foregoing Resolutions were duly adopted at an open public meeting of the Board of Directors of Community Roots Housing held on the 8th day of July 2024, in accordance with the law and with the Charter and Rules and Regulations of Community Roots Housing upon proper public notice and to which options for remote participation were readily available and at which time a quorum was present.

DATED the 8th day of July 2024.

By_____

Its: Secretary