



COMMUNITY ROOTS
— HOUSING —

PDA Board Meeting

November 2024

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COMMUNITY ROOTS
— HOUSING —

SECTION 1:

Meeting Keys

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November 2024

Community Roots Housing Board Meeting Keys and Agenda

The Meeting will start at 5:30 PM. Please try to arrive a little early so we can start on time.

Please note that we anticipate the meeting will run until 7:45 and it will be followed by a CHDA board meeting. 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.

Meeting

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

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

Consent Agenda: Derrick will present the consent agenda. Any Board member may remove an item from the consent agenda for full Board consideration. The Board will be asked to adopt the consent agenda. This month's consent agenda includes a brief memorandum regarding Sara Cubillos' resignation from the PDA Board.

David and Feng, a remembrance: We have unexpectedly lost two dear colleagues in a matter of a few short weeks. The team is deeply saddened by the loss. Andrew will share a memory and moment of silence.

Foundation Year End Campaign: Kiley will introduce our end of year fund raising campaign and encourage Board participation.

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.

Resident Services

Resolution 2024-23: Resident Advisory Council: This resolution seeks to formally recognize the Resident Advisory Council, an advisory body comprised solely of residents of Community Roots Housing properties which is established to work collaboratively with the Community Roots Board, staff and leadership to improve residents' quality of life and to create a positive living environment. The resolution is forwarded by the Executive Committee.

Finance and Asset Management

Financial Summary: Leslie and Chasten will present the regular report and dashboard through September 2024. Financials were reviewed by the FAM committee.

Budget Introduction: Andrew will present the draft budget which will be brought to the Board in December for adoption. The budget is being reviewed through the FAM committee. The current draft shows a drop in revenue as well as a drop in expenses and a projected operating deficit. The deficit is

driven by portfolio revenue loss due to nonpayment of rent and vacancies. It will be covered by transaction proceeds.

Mini portfolio & Dispositions: Lisa Hagen will update on the sales of the Broadway, Holden Vista and mini portfolio. Broadway and Holden Vista are under contract. Broadway, we expect to close before the end of the year. Holden Vista buyer is waiting on King County and City funding sources and is not likely to close until mid-2025. Mini portfolio we anticipate getting under contract within a couple weeks. We are in discussions with the City about shared appreciation. We have targeted closing in August.

Real Estate Development

Resolution 2024-24: Broadway Center for Youth Supplemental: This resolution updates previous financing resolutions to admit SCIDPDA as a member of the General Partnership entity and provides for modest increased cost, up to 10%, due to project delay. We anticipate that the SCIDPDA board will adopt a similar resolution at their Board meeting on November 19. These are the final pieces. We are targeting a closing date of December 19 and start of construction in January.

Resolution 2024-25: Broadway Center for Youth Restated Bond: The Board adopted a bond resolution in May for the Youth Care project. This resolution rescinds and updates it, adding \$250,000 to bond authorization.

Both resolutions we drafted by legal counsel.

Critical Path Items

Chris and others will summarize current status of the many critical items we are managing.

Presentations and Discussion

Heartwood Discussion: We will enter executive session under RCW 42.30.110 (c). Staff have been meeting with the Capital Investments Committee weekly and working closely with our attorney and Heartwood advisor on negotiated solutions for the project. Staff have been in continual contact with project partners and lender about proposed solutions and have presented the lender with a written proposal, pending Board and partner approval.

Resolution 2024-26: Heartwood: The Heartwood resolution will authorize staff to move forward with the sale of the property or with a longer-term work-out strategy.

Upcoming Meetings and Events

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

- November 28 & 29 Thanksgiving (CRH office closed)
- December 2 Executive Committee Meeting
- December 3-6 HPN Conference – Austin, TX
- December 9 PDA Board Meeting

Board Packet Sections

1. Meeting Keys, p. 5-7
2. Meeting Agenda, p. 11
3. November 2024 Finance Report, September Statements and Asset Management Report, p. 15-29
4. Resolution 2024-23 – Recognizing the Resident Advisory Council, p. 33-35
5. Resolution 2024-24 – Broadway Center for Youth Supplemental, p. 39-43
6. Resolution 2024-25 – Broadway Center for Youth Restated Bond, p. 47-59
7. Resolution 2024-26 – Heartwood, p. 63-67
8. Consent Agenda and Attachments, p. 71-93
 - a. Contracts and Expenditures, p. 71
 - b. October 2024 Board Minutes Draft, p. 72-74
 - c. Fundraising & Communications Memo, p. 75-78
 - d. Resident and Property Success Committee, p. 79-80
 - e. Resident Services Report, p. 81-83
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COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Agenda

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**COMMUNITY ROOTS HOUSING BOARD
REGULAR MEETING**

November 18, 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 (Belgarde) – 10 mins total**
- a. Welcome, Introductions, Agenda Review
 - b. Disclosures and Recusals
 - c. Consent Agenda Sec. 8, Page 69
 - i. Memorandum – Sara Cubillos PDA Board Member Resignation
 - d. David and Feng, a remembrance (Oommen)
- 5:40 Foundation Year End Campaign (Dhatt) – 10 mins total**
- 5:50 Public Comment – 10 mins total**
- 6:00 Resident Services (Chambers Manora) – 10 mins total**
- a. Resolution 2024-23: Resident Advisory Council Resolution – 10 mins Sec. 4, Page 31
- 6:10 Finance and Asset Management – 20 mins total**
- a. September Financials (Woodworth, Fulbright) – 5 mins Sec. 3, Page 13
 - b. Budget Introduction (Oommen) – 10 mins
 - c. Mini portfolio and dispositions (Hagen) – 5 mins
- 6:30 Real Estate Activities (Munchel, Cavell) – 15 mins total**
- a. Resolution 2024-24: Broadway Center for Youth Supplemental Sec. 5, Page 37
 - b. Resolution 2024-25: Broadway Center for Youth Restated Bond Sec. 6, Page 45
- 6:45 Critical Path Update (Persons, Woodworth, Oommen) – 5 mins**
- 6:50 Presentations & Discussion (Persons, Woodworth, Oommen, Munchel) – 55 mins total**
- a. Heartwood Discussion (Persons, Munchel, Oommen) – 50 mins .
Executive Session per RCW 42.30.110 (c)
 - b. Resolution 2024-26: Heartwood – 5 mins Sec. 7, Page 61
- 7:45 Adjourn (Belgarde)**

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COMMUNITY ROOTS
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**SECTION 3: November
2024 Finance Report,
September Statements,
and Asset Management
Report**

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NOVEMBER 2024 FINANCE & ASSET MANAGEMENT BOARD REPORT AND MINUTES

September 2024 reporting

Finance & Asset Management Committee Members: Chasten Fulbright, **Michelle Purnell-Hepburn**, **Drew Weber**, Kristen Winkel

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: November 5, 2024 – 4:00 PM – RingCentral meeting

Financial Position Summary:

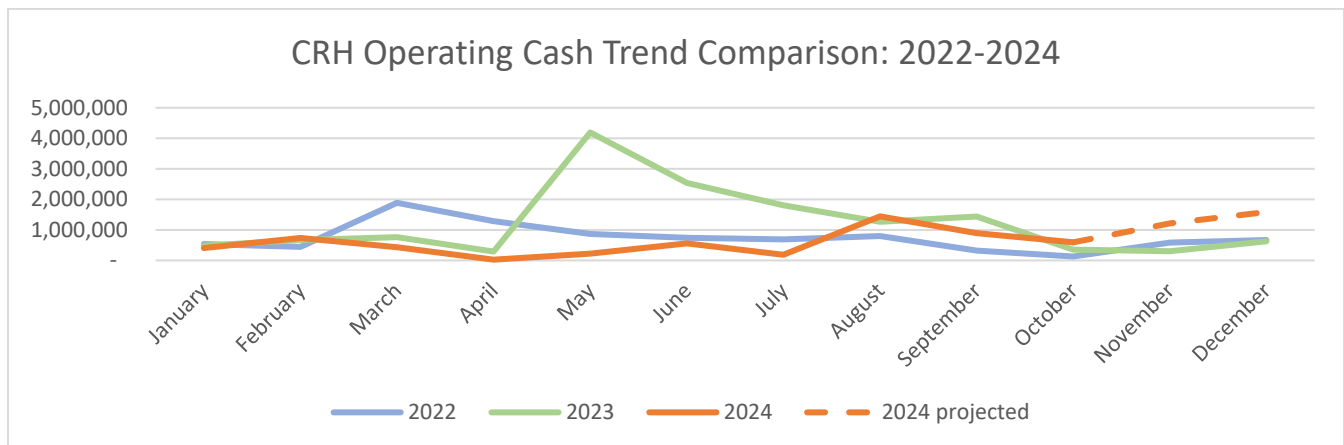
BALANCE SHEET

During September, unrestricted operating cash increased \$214k.

- Significant inflows included \$660k from City of Seattle Office of Housing Stabilization Grant, \$221k from other grants and contributions.
- Significant outflows included \$762k for two payrolls, and \$32k for Heartwood operations.
- Construction activity during the month resulted in a net increase of \$30k, compared to a net decrease of \$172k in the prior month. The timing differences occur from delays between funding draws and vendor disbursements.

The board designated operating fund balance remains at \$1m. The board’s goal is to replenish designated funds to \$3m (\$2m operating fund, \$1m opportunity fund).

Liquid cash has been replenished from recent disposition proceeds, however careful cash management is still necessary. There are anticipated delays in receipt of cash developer fees due to longer timelines needed to achieve project milestones.

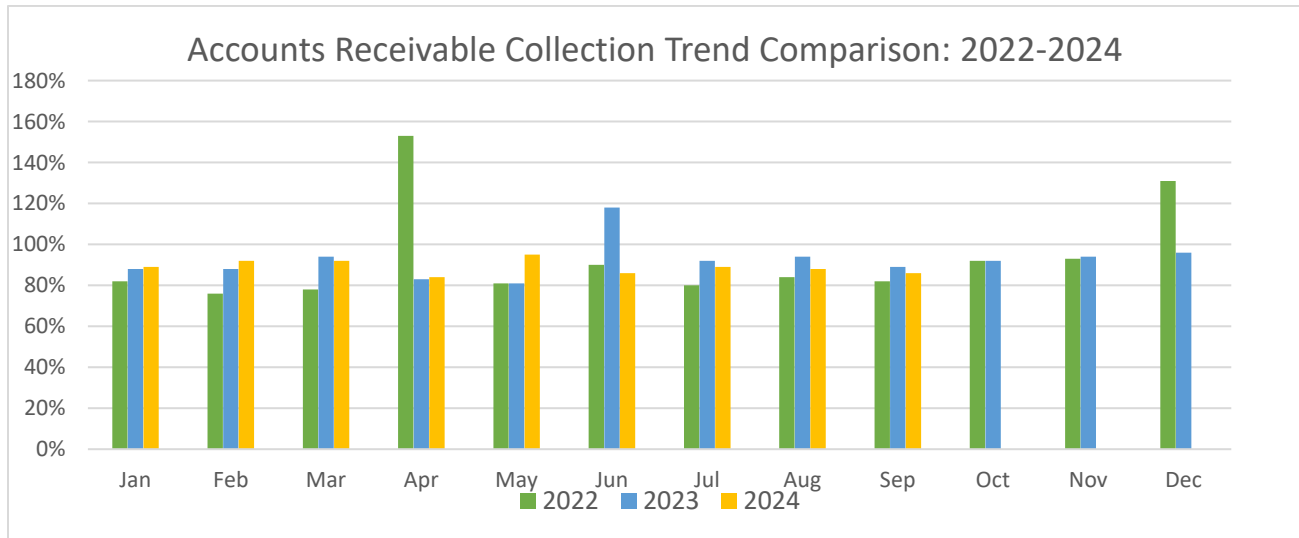


Predevelopment and construction project activity accounted for the following:

- Cash Restricted for Development decreased \$438k related to 3 projects
- Buildings, Improvements & Equipment increased \$49k related to 1 project
- The balance Due from Affiliates decreased \$2.34m related to 5 projects
- Accounts Payable decreased \$2.96m from 5 projects

Tenant accounts receivable increased \$141k, compared to a \$87k increase in the prior month. The activity was split between commercial \$53k and residential \$88k.

Portfolio-wide residential collections were approximately 87% in September, with total collections at 86%. Noted that compared to the prior month, total billing increased \$8k, while total collections decreased \$48k.



*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 September 2024, shows an adjusted operating surplus of \$1.2m, as compared to a budgeted surplus of \$82k, resulting in a positive variance of \$1.1m.

The budget included expectation of \$2.2m of disposition proceeds from the sale of the Park Hill Apartments to be freed up for operating use (noted as transactional inflows in the budget). The sale finalized in July. The net proceeds deemed to be available for operations of \$1.6m is reduced from the expectation due to an additional \$600k of seller holdback, which we hope to recover before the end of 2024.

Developer fee revenue was \$296k lower than budget due the following (*with no changes during September*):

- Timing difference carried forward from prior year \$151k:
 - Pride Place \$151k cash developer fee received in January, expected in December 2023
- Current year timing differences, delayed (\$1m):
 - Africatown (\$85k) expected February, now expected in December
 - YouthCare (\$75k) expected March, now expected in December
 - Station House (\$90k) cash flow installment expected April, now expected in November
 - Pride Place (\$750k) perm conversion installment expected May, pushed out to Q1 2025
- 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
 - 13th & Fir \$280k received for permanent conversion in July, which was not budgeted due to uncertainty over amount

Bad debt expense exceeded budget by \$239k, 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 \$844k, due to a larger than expected distribution from the Bonanza properties, \$224k from Holden Vista surplus cash, and \$166k from Haines.

Overall operating expenses were \$662k 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

September figures for the portfolio were as follows:

- Monthly physical vacancy 7.8%

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

- Disposition updates
- Resolution – Operating Line of Credit Renewal
- 2025 Operating Budget
- A/R and Cash Flow overview

Community Roots Housing Blended Balance Sheet

	9.30.2024 Unaudited	8.31.2024 Unaudited	Change from prior month		12.31.2023 Internal Presentation	12.31.2022 Internal Presentation
ASSETS						
Unrestricted Cash						
CRH Operating Cash	1,668,136	1,454,332	213,804	1	652,327	670,162
Blended Partnerships Operating Cash	1,606,784	1,707,582	(100,798)		2,425,961	3,251,437
General Building Reserves	216,598	216,598	0		366,598	366,598
Total Unrestricted Cash	3,491,518	3,378,512	113,006		3,444,886	4,288,197
Accounts Receivable						
Tenant & Commercial AR	2,106,520	1,965,052	141,468	2	1,454,825	1,373,910
Grants Receivable	0	0	0		0	884,521
GAAP Rent Receivable	321,358	321,358	0		321,358	304,544
Other Receivable	2,028,806	1,969,732	59,074		2,751,772	795,482
Allowance	(981,109)	(981,109)	0		(981,109)	
Total Accounts Receivable	3,475,575	3,275,033	200,542		3,546,846	3,358,457
Board Designated Reserve						
General Board Reserve	1,000,000	1,000,000	0		1,000,000	1,000,000
Opportunity Fund	56,910	56,666	244		27,267	612,510
Total Board Designated Reserve	1,056,910	1,056,666	244		1,027,267	1,612,510
Restricted Cash						
Portfolio Reserves	6,928,088	6,879,389	48,699		7,317,625	8,251,631
Development	796,096	1,239,077	(442,981)	3	1,595,365	2,509,106
Rental Assistance	168,020	167,970	50		155,269	44,143
Restricted Misc	972,124	1,141,788	(169,664)	4	585,661	575,195
Total Restricted Cash	8,864,328	9,428,224	(563,896)		9,653,920	11,380,075
Fixed Assets						
Land	27,998,681	27,998,681	0		24,383,681	24,834,923
Buildings, Improvements & Equipment	143,336,835	143,260,800	76,035	5	148,436,976	147,847,211
Accumulated Depreciation	(73,233,752)	(72,884,224)	(349,528)	6	(71,305,223)	(69,614,902)
Lease Receivable	504,685	504,685	0		529,685	567,455
Total Fixed Assets	98,606,449	98,879,942	(273,493)		102,045,119	103,634,687
Other Assets						
Intangible Assets	39,033	32,001	7,032		52,366	(73,393)
Investment in LPs/LLCs	1,399,993	1,399,993	0		1,399,993	1,588,534
Due from Affiliates	29,539,255	31,555,003	(2,015,748)	7	26,303,761	16,333,561
Notes Receivable from Affiliates	20,933,013	20,933,013	0		21,503,408	18,089,995
Prepays & Other Current Assets	780,201	903,346	(123,145)		213,349	191,822
Total Other Assets	52,691,495	54,823,356	(2,131,861)		49,472,877	36,130,519
Total Assets	168,186,275	170,841,733	(2,655,458)		169,190,915	160,404,445
LIABILITIES						
Notes Payable	102,102,249	102,292,659	(190,410)	8	98,889,271.00	100,583,693.00
Accrued Interest Payable	6,178,463	6,170,570	7,893		6,362,084.00	5,894,987.00
Accounts Payable & Accrued Liabilities	8,004,777	10,566,978	(2,562,201)	9	11,386,110.00	7,781,783.00
Tenant Security Deposit Liability	449,661	447,115	2,546		459,392	525,066
Total Liabilities	116,735,150	119,477,322	(2,742,172)		117,096,857	114,785,529
Net Position	51,451,125	51,364,411	86,714		52,094,058	45,618,916
Total Liabilities and Net Assets	168,186,275	170,841,733	(2,655,458)		169,190,915	160,404,445

Community Roots Housing Blended Balance Sheet

Significant balance sheet changes from prior month

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

- \$660k OH Stabilization Grant for properties (able to apply towards CRH expense reimbursement)
- \$221k Other grant funds for RS program and general operating

The following significant cash transactions decreased cash during the period:

- \$762k paid for 2 payrolls
- \$32k towards Heartwood operations (significantly reduced from prior periods)

Construction activity:

- \$30k net inflow from development transactions, funding draws in excess of disbursements

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

- 2)** Tenant & Commercial AR: Incr \$141k - Commercial balances increased \$53k and residential increased \$88k.
- 3)** Cash Restricted for Development: Decr \$443k - Project activity included White Center HUB (\$350k), YouthCare (\$64k), Jazz House (\$24k)
- 4)** Cash Restricted Misc: Decr \$170k - Deducted September interest payment of \$166k from Heartwood interest reserve
- 5)** Buildings, Improvements & Equipment: Incr \$76k - Addition of \$49k of project costs for YouthCare
- 6)** Accumulated Depreciation: Incr \$350k - Monthly depreciation expense.
- 7)** Other Assets - Due from Affiliates: Decr \$2.0m - monthly activity due to an increase (decrease) of development project cost paid/accrued by CRH: White Center Residential (\$2.0m), White Center HUB \$350k, Heartwood (\$791k), YouthCare \$65k, Jazz House \$38k.
- 8)** Notes Payable: Decr \$190k - Reductions from regular payments, offset by quarterly amortization of debt issuance costs
- 9)** Accounts Payable & Accrued Liabilities: Decr \$2.6m - Construction costs in accounts payable increased (decreased) for the following: White Center Residential (\$1.9m), White Center HUB (\$407k), Heartwood (\$792k), YouthCare \$112k, Jazz House \$25k. 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.

Community Roots Housing
Statement of Revenues and Expenditures - Unaudited
From 1/1/2024 Through 9/30/2024

	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	9,327,858	9,089,134	238,724	2.63%	12,177,775	2,849,917
Parking, Laundry & Other	155,050	116,598	38,452	32.98%	155,464	414
Residential Vacancy & Concessions	(1,007,738)	(419,363)	(588,375)	1	(569,270)	438,468
Total Residential Tenant Revenue	8,475,170	8,786,369	(311,199)	(3.54%)	11,763,969	3,288,799
Commercial Tenant Revenue						
Commercial Rent Revenue	1,122,152	1,182,117	(59,965)	(5.07%)	1,603,281	481,129
Triple net revenue	264,559	340,742	(76,183)	(22.36%)	464,069	199,510
Commercial vacancy & concessions	(925)	(34,497)	33,572	(97.32%)	(46,944)	(46,019)
Total Commercial Tenant Revenue	1,385,786	1,488,362	(102,576)	-6.89%	2,020,406	634,620
Bad Debt & Collection Loss						
Bad debt	(496,496)	(257,643)	(238,853)	2	(345,180)	151,316
Total Bad Debt & Collection Loss	(496,496)	(257,643)	(238,853)	92.71%	(345,180)	151,316
Grants & Donations						
Grants & Donations	1,601,835	495,000	1,106,835	3	660,000	(941,835)
Rental Assistance Awards	0	0	0		0	0
Total Grants & Donations	1,601,835	495,000	1,106,835	223.60%	660,000	(941,835)
Other Operating Revenue						
Accounting & Compliance fees	922,526	1,013,365	(90,839)	(8.96%)	1,352,740	430,214
Developer Fees	1,492,094	1,788,000	(295,906)	4	2,563,000	1,070,906
Cash Distribution from Affiliate	1,233,849	390,000	843,849	5	390,000	(843,849)
Partnership Management Fees	0	52,900	(52,900)	(100.00%)	52,900	52,900
Property Management Fees	1,169,103	1,285,610	(116,507)	(9.06%)	1,723,178	554,075
Interest Income	33,119	18,000	15,119	83.99%	49,000	15,881
Other Income	244,807	0	244,807	6	0	(244,807)
Total Other Operating Revenue	5,095,498	4,547,875	547,623	12.04%	6,130,818	1,035,320
Total Revenue	16,061,793	15,059,963	1,001,830	6.65%	20,230,013	4,168,220
Expenses						
Operating Expenses						
Accounting, Audit & Legal	666,340	696,002	29,662	4.26%	853,011	186,671
Administration	401,225	464,863	63,638	13.69%	593,375	192,150
Technology	284,885	408,602	123,717	7	535,771	250,886
Board Expense	802	0	(802)	#DIV/0!	0	(802)
CRH Occupancy Expense	40,258	393,977	353,719	8	525,302	485,044
Cash Distribution to CRH	497,438	173,000	(324,438)	9	173,000	(324,438)
Compliance, Taxes & License	216,658	223,121	6,463	2.90%	366,297	149,639
Consulting	76,196	246,535	170,339	10	327,035	250,839
Debt Service	1,770,284	1,916,197	145,913	7.61%	2,492,956	722,672
Insurance	848,339	658,936	(189,403)	11	883,646	35,307
Leasing/Compliance Expense	291,954	310,021	18,067	5.83%	410,934	118,980
Miscellaneous Financial Expense	93	4,500	4,407	97.93%	8,500	8,407
Other Operating Expense	(4,014)	2,046	6,060	296.19%	2,046	6,060
Partnership Mgmt Fee Expense	0	48,000	48,000	100.00%	48,000	48,000
Payroll, Taxes and Benefits	6,434,320	7,372,761	938,441	12.73%	9,886,873	3,452,553
Property Mgmt Fee Expense	749,034	746,694	(2,340)	(0.31%)	1,001,951	252,917
Repair and Maintenance	2,570,076	1,730,585	(839,491)	12	2,209,522	(360,554)
Resident activities	9,080	20,405	11,325	55.50%	27,570	18,490
Utilities	1,238,170	1,337,384	99,214	7.42%	1,795,404	557,234
Total Expenses	16,091,138	16,753,629	662,491	3.95%	22,141,193	6,050,055
Operating Surplus (Deficit) before Reserves	(29,344)	(1,693,666)	1,664,322	(98.27%)	(1,911,180)	(1,881,836)

Reserve Contributions							
Replacement Reserve	(307,942)	(325,790)	17,848	(5.48%)	(434,399)	(126,457)	
Operating Reserve	(23,585)	(25,010)	1,425	(5.70%)	(33,347)	(9,762)	
Other Reserve	(27,116)	(112,316)	85,200	(75.86%)	(149,768)	(122,652)	
Total Reserve Contributions	<u>(358,643)</u>	<u>(463,116)</u>	<u>104,473</u>	<u>(22.56%)</u>	<u>(617,514)</u>	<u>(258,871)</u>	
Operating Surplus (Deficit)	(387,987)	(2,156,782)	1,768,795	(82.01%)	(2,528,694)	(2,140,707)	
Additional Unrestricted Cash Flows							
Transactional Inflows	<u>1,580,768</u>	<u>2,239,344</u>	<u>(658,576)</u>	<u>13</u>	<u>(29.41%)</u>	<u>3,603,360</u>	<u>2,022,592</u>
Adjusted Operating Surplus (Deficit)	<u><u>1,192,781</u></u>	<u><u>82,562</u></u>	<u><u>1,110,219</u></u>		<u><u>1344.71%</u></u>	<u><u>1,074,666</u></u>	<u><u>(118,115)</u></u>

Variance Discussion (Greater than \$100K and 20%) all changes are reference to Budget

- 1) Residential vacancy: \$506k higher - Park Hill vacancy recognized \$160k, which was not budgeted. The building was intentionally vacated for disposition, which occurred at the end of July. Other vacancy spread across portfolio.
- 2) Bad Debt: \$239k higher - Primarily due to continued efforts to move out delinquent tenants with larger balances, with focused attention early in 2024. Some notable bad debt YTD from the following: Bremer \$46k, Four Twelve \$46k, Fleming \$32k, Centennial \$74k, Union James \$71k. Much of the larger tenant balances have already been recognized as accrued bad debt expense in the prior year. In addition, \$89k from Park Hill, as unpaid balances written off when tenants moved out or relocated in preparation for the building sale.
- 3) Grants & Donations: \$1.1m higher - \$189k of internal contributions for Pride Place commercial entity, and \$186k of resident services grants not budgeted. \$660k of OH Stabilization funds not budgeted. Timing differences for CRH Foundation grants, paying more earlier, but expected to even out later.
- 4) Developer Fees: \$296k 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. \$90k for Station House cash flow distribution delayed until stabilization. \$750k for Pride Place delayed. Offset by \$54k 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. Received \$280k for 13th & Fir, which was not budgeted. (No changes in September.)
- 5) Cash Distribution from Affiliate: \$843k higher - \$570k received from Bonanza compared to \$217k budgeted; \$224k from Holden Vista not budgeted; \$166k from Haines not budgeted. (No changes in September.)
- 6) Other Income: \$245k Higher - \$155k of receipts of insurance proceeds not budgeted, helps cover unexpected repairs and maintenance expense.
- 7) Technology: \$124k lower - savings primarily under small hardware such as printers, servers, displays under \$1k each; intentional cost savings efforts
- 8) CRH Occupancy: \$354k lower - February-September billing not recognized yet for office rent.
- 9) Cash Distribution to CRH - \$324k higher - See note 5, the actual distribution includes \$224k from Holden Vista and other smaller items (No changes in September)
- 10) Consulting: \$170k lower - Due to cost savings from departments, spending postponed or canceled: Admin \$20k, IT \$20k, Communications \$22k; also some costs able to be allocated directly to projects: Property Development \$134k.
- 11) Insurance: \$189k higher - New premiums higher than budgeted, premium year started May 2024
- 12) Repairs & Maintenance: \$839k higher - Timing of repair and maintenance costs can be difficult to predict, costs picked up in February due to some needed repairs related to frozen pipes. March and April costs included unit turns and inspection repairs. Multiple high unit turn costs and repairs were partially offset by insurance proceeds (see Note 6). Also incurred more security costs.
- 13) Transactional Inflows: \$659k lower - Park Hill proceeds allotted to current operations reduced. A \$605k holdback was included in the closing, but these funds may be recovered and added to operating cash later in the year.



**Community Roots Housing
Asset Management Dashboard
Year to date as of September 30, 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
	Occupied	Vacant Units	Vacancy %	Total Units	Actual	Budget Var %	Actual	Budget Var %	Actual	Variance	Budget Var %	September 2024		
Berneva	11	1	8.3%	12	\$7,741	1%	\$8,563	-16%	(\$751)	(\$167)	-29%	\$3,895	+10%	3.1%
Burke Gilman Gardens	14	1	6.7%	15	\$10,759	-3%	\$10,346	-8%	\$1,067	\$1,431	393%	\$43,747	+15%	20.8%
Boylston Howell	28	2	6.7%	30	\$8,387	-8%	\$8,881	-19%	(\$2,014)	(\$1,323)	-191%	\$35,757	+16%	10.1%
Bremer	41	8	16.3%	49	\$7,025	-17%	\$6,655	-20%	(\$1,514)	(\$1,322)	-688%	\$70,334	+17%	13.0%
Brewster	34	1	2.9%	35	\$7,160	-4%	\$6,654	1%	\$1,085	\$1,292	623%	\$16,794	+38%	5.0%
Broadway														
Broadway Crossing	42	2	4.5%	44	\$13,073	42%	\$18,324	-135%	(\$2,969)	(\$3,114)	-2157%	\$37,020	+4%	8.9%
Byron Wetmore	12	0	0.0%	12	\$9,556	4%	\$9,339	10%	\$894	\$2,939	144%	\$7,906	-22%	5.3%
Centennial	27	3	10.0%	30	\$6,864	-30%	\$9,128	-37%	(\$4,703)	(\$4,693)	-47706%	\$49,859	+11%	13.3%
Elizabeth James	52	8	13.3%	60	\$8,217	-7%	\$7,251	-19%	(\$265)	(\$864)	-144%	\$74,484	+1%	11.2%
Fleming	33	3	8.3%	36	\$6,666	-14%	\$9,574	-60%	(\$4,297)	(\$4,050)	-1642%	\$29,331	-0%	8.5%
Four Twelve Apartments	10	2	16.7%	12	\$14,804	-26%	\$13,954	-23%	(\$4,321)	(\$7,904)	-221%	\$2,602	-34%	0.8%
Fremont Solstice	17	1	5.6%	18	\$16,862	73%	\$16,974	-118%	(\$2,874)	(\$1,899)	-195%	\$22,168	+4%	6.1%
Gilman Court	25	0	0.0%	25	\$9,209	6%	\$9,960	-23%	(\$5)	\$613	99%	\$47,561	+16%	16.5%
Harrison at 15th	18	1	5.3%	19	\$15,873	-3%	\$13,769	-28%	(\$2,990)	(\$3,065)	-4075%	\$68,872	+28%	26.9%
Hazel Plaza	15	1	6.3%	16	\$22,764	6%	\$7,105	-14%	\$9,669	\$5,099	112%	\$61,914	+7%	12.9%
Helen V	31	7	18.4%	38	\$24,354	85%	\$15,789	-168%	\$1,616	(\$1,098)	-40%	\$126,464	+1%	19.6%
Holden Vista	14	2	12.5%	16	\$19,415	20%	\$14,480	-56%	\$4,608	(\$969)	-17%	\$39,761	+5%	9.9%
John Carney	27	0	0.0%	27	\$10,002	10%	\$6,140	2%	\$2,228	\$2,134	2273%	\$35,296	+5%	10.6%
Joe Black Apartments	22	2	8.3%	24	\$10,991	-2%	\$10,341	-12%	\$273	(\$379)	-58%	\$66,345	-0%	19.0%
Larned	31	2	6.1%	33	\$8,980	-1%	\$8,158	-11%	\$323	(\$845)	-72%	\$14,532	-20%	5.8%
Lincoln Court	24	5	17.2%	29	\$7,682	-2%	\$6,875	-23%	(\$1,047)	(\$377)	-56%	\$39,806	-6%	13.2%
Maxwell	3	1	25.0%	4	\$8,645	-4%	\$8,571	-8%	(\$115)	(\$100)	-667%	(\$974)	-5%	-2.0%
Melrose	27	3	10.0%	30	\$5,788	-9%	\$8,710	-1%	(\$3,258)	(\$109)	-3%	\$42,035	+15%	17.3%
Miller Park	11	1	8.3%	12	\$11,331	6%	\$9,217	-14%	\$1,135	\$565	99%	\$2,060	+107%	1.2%
Mary Ruth Manor	17	3	15.0%	20	\$20,168	0%	\$9,312	-7%	\$4,549	\$237	5%	\$174,494	-32%	32.9%
Oleta	30	4	11.8%	34	\$14,325	85%	\$14,214	-132%	(\$1,680)	(\$1,004)	-149%	(\$946)	-115%	-0.3%
Pantages	48	1	2.0%	49	\$13,317	50%	\$16,241	-127%	(\$2,858)	(\$3,306)	-739%	\$27,856	+33%	6.3%
Seneca	29	3	9.4%	32	\$7,899	-8%	\$8,391	-21%	(\$1,281)	(\$1,299)	-7079%	\$19,719	+4%	5.3%
Silvian	30	2	6.3%	32	\$26,292	131%	\$13,540	-124%	\$3,985	\$1,034	35%	\$25,051	+3%	4.3%
Union James	21	3	12.5%	24	\$17,009	25%	\$14,518	-46%	\$30	(\$129)	-81%	\$152,161	+6%	31.1%
Villa	53	9	14.5%	62	\$9,284	-6%	\$9,061	-23%	(\$1,880)	(\$1,449)	-337%	\$155,035	+12%	27.7%
Blended Total	797	82	9.3%	879	\$11,787	16%	\$10,637	-46%	(\$643)	(\$1,032)	-265%	\$1,490,936	+0%	13.5%
Devonshire														
Twelfth Avenue Arts Housing	84	4	4.5%	88	\$10,214	1%	\$5,349	0%	\$1,540	\$122	9%	\$156,889	+2%	13.1%
Eighteenth Avenue	9	0	0.0%	9	\$14,360	-16%	\$10,639	-22%	(\$2,819)	(\$5,888)	-192%	\$61,020	+4%	35.3%
El Nor	55	0	0.0%	55	\$13,961	6%	\$6,498	-3%	\$1,479	(\$1,443)	-49%	\$156,978	+24%	15.3%
Haines	28	2	6.7%	30	\$25,144	94%	\$16,142	-168%	\$2,186	(\$2,434)	-53%	\$7,675	-1%	1.5%
Holiday	28	2	6.7%	30	\$6,441	-30%	\$8,166	-33%	(\$4,406)	(\$4,117)	-1425%	\$53,664	-35%	17.7%
Jefferson Housing	40	0	0.0%	40	\$9,590	-15%	\$7,751	-11%	(\$740)	(\$981)	-408%	\$43,592	+41%	8.0%
Liberty Bank Building	104	11	9.6%	115	\$7,553	-21%	\$6,736	-22%	(\$1,589)	(\$2,217)	-353%	\$289,546	+9%	21.5%
Ponderosa	22	1	4.3%	23	\$27,406	98%	\$20,477	-154%	(\$5,160)	(\$8,719)	-245%	\$38,999	+4%	5.1%
Station House	104	6	5.5%	110	\$10,115	-6%	\$5,998	-10%	(\$360)	(\$1,347)	-136%	\$198,109	-3%	12.5%
Unity Village	28	2	6.7%	30	\$6,286	-22%	\$10,428	-27%	(\$4,442)	(\$3,845)	-644%	\$14,908	+21%	4.5%
Discrete Total	502	28	5.3%	530	\$11,184	4%	\$7,889	-30%	(\$715)	(\$2,031)	-154%	\$1,021,380	+4%	12.8%
Heartwood	86	40	31.7%	126	\$3,446	#DIV/0!	\$4,319	#DIV/0!	(\$1,186)	(\$1,186)	#DIV/0!	(\$13,215)	-299%	-2.5%
Pride Place	63	55	46.6%	118	\$4,549	-53%	\$5,598	-12%	(\$1,214)	(\$5,914)	-126%	\$13,037	-35%	2.0%
Portfolio Total	1299	110	7.8%	1409	\$11,560	11%	\$9,604	-41%	(\$670)	(\$1,408)	-191%	\$2,512,316	+2%	13.2%

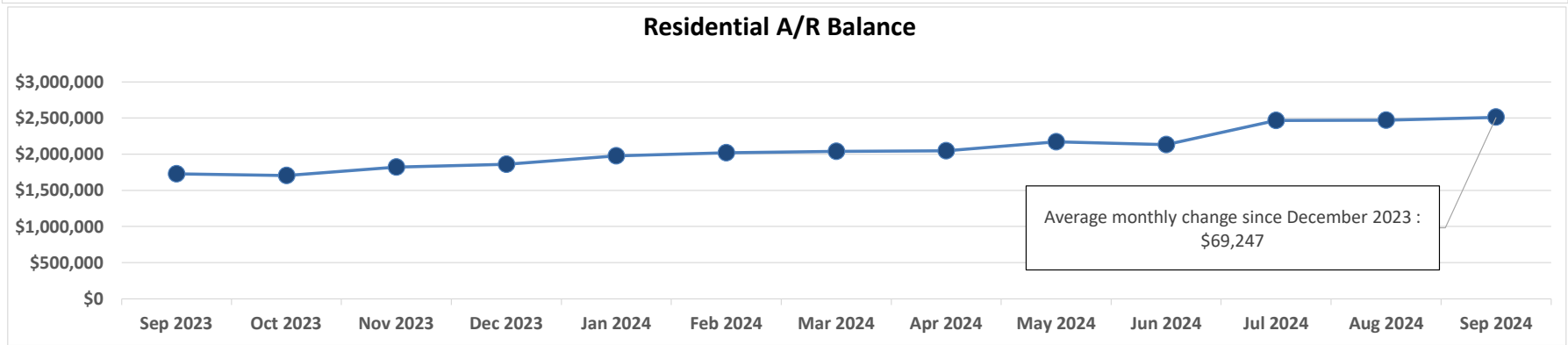
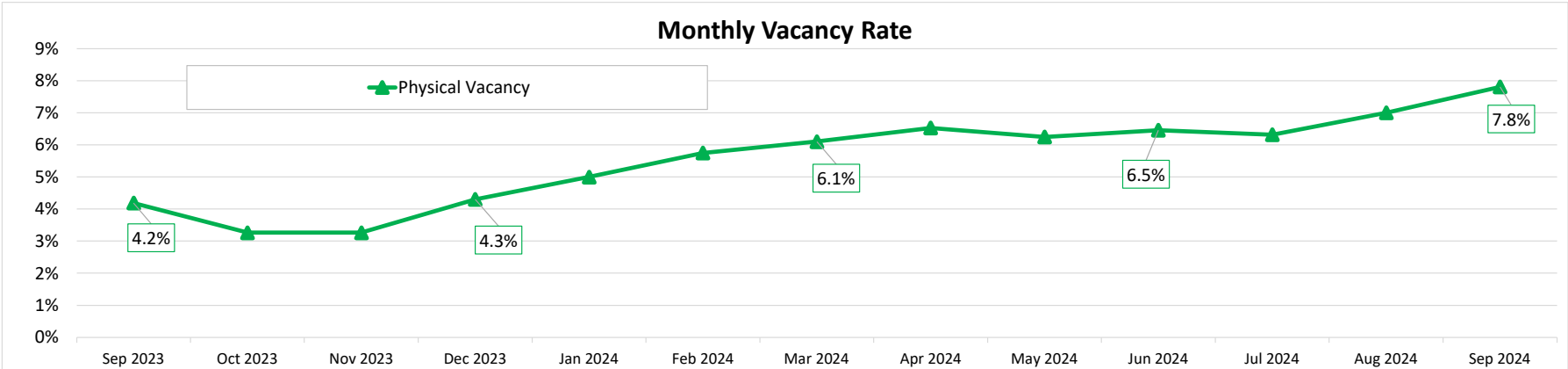
¹ After Debt, Reserve Deposits, and Cash Based Non-Operating Expenses (Deferred Developer Fees, Partnership Management Fees, etc.)

² Cumulative residential and subsidy accounts receivable balances divided by monthly gross potential rental revenue.

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

⁴ Reporting on turntune suspended during RealPage transition due to inability to compile accurate data

COLOR CODING	Green	Yellow	Red
AR Monthly Change	<0%	0% - 9.9%	>10%
Residential AR/(Total GPR)	<2.0%	2.0% to 3.0%	>3.0%



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

Bank	CRH Blended Component Unit	Type	Balance
KeyBank	CRH - Misc Restricted	Operating - Restricted	268,881
KeyBank	CRH - Rental Assistance	Restricted Grant	168,020
KeyBank	12th AAA - Restricted	Equipment Reserve	24,600
KeyBank	White Center Hub - Comm Constructio	Construction	181,411
KeyBank	Capitol Hill Housing - Sound Families	Restricted Savings	3,876
KeyBank	Capitol Hill Housing	Security Deposit	98,567
Key Bank	Bremer - Resynd	Security Deposit	16,914
KeyBank	Hazel Plaza	Security Deposit	4,545
KeyBank	Larned	Security Deposit	17,002
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	4,610
KeyBank	EJSH	Security Deposit	12,218
Key Bank	Boylston Howell-R	Security Deposit	11,102
KeyBank	Gilman Court LP	Security Deposit	13,196
KeyBank	Fleming Apts LP	Security Deposit	16,022
KeyBank	Villa Apts LP	Security Deposit	36,837
KeyBank	Harrison	Security Deposit	14,597
KeyBank	Oleta	Security Deposit	15,097
KeyBank	Helen V Apts LLC	Security Deposit	6,869
KeyBank	Pantages Apts LLC	Security Deposit	24,843
KeyBank	Silvian	Security Deposit	5,059
KeyBank	Broadway & Pine	Security Deposit	18,147
KeyBank	Woodland Park Ave LLC	Security Deposit	8,151
KeyBank	12th Avenue Arts Associates LLC	Security Deposit	62,971
Key Bank	Union James	Security Deposit	7,211
KeyBank	Hazel Plaza	Reserves	381,819
KeyBank	Byron Wetmore	Reserves	85,716
KeyBank	Holden Vista	Reserves	35,232
KeyBank	Mary Ruth Manor	Reserves	326,088
KeyBank	Gilman Court LP	Reserves	164,165
KeyBank	Villa Apts LP	Reserves	248,207
KeyBank	Helen V Apts LLC	Reserves	811,943
KeyBank	Broadway & Pine	Reserves	374,108
KeyBank	12th Avenue Arts Associates LLC	Reserves	46,901
Key Bank	Union James	Reserves	85,089
		Total KeyBank	3,626,208

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

Banner	Berneva	Reserves	13,330
Banner	Seneca	Reserves	182,529
Banner	Seneca	Security Deposit	13,299
		Total Banner	209,158
LGIP	Community Roots Housing	Reserves	1,093,339
		Total LGIP	1,093,339
Walker Dunlo	EJSH	Escrow	14,685
Walker Dunlo	EJSH	Reserves	319,080
		Total Oppenheimer	333,765
Chase	Larned	Reserves	248,790
Chase	412	Reserves	202,138
Chase	Harrison	Reserves	222,536
Chase	Oleta	Reserves	72,449
Chase	Woodland Park Ave LLC	Reserves	103,570
Chase	Maxwell	Escrow	6,071
		Total Chase	855,554
US Bank	Pantages Apts LLC	Reserves	563,851
US Bank	Silvian	Reserves	260,302
		Total USBank	824,153
KeyBank	Community Roots Housing	Lucky 7	184,136
		Total Lucky 7	184,136
KeyBank	Community Roots Housing	HPN	426,465
		Total HPN	426,465
BofA	Fleming Apts LP	Reserves	94,290
		Total BofA	94,290
Heritage	Bremer - Resyndication	Construction	611
Heritage	Bremer	Reserves	248,891
Heritage	John Carney	Construction	9,215
Heritage	John Carney	Reserves	139,884

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

Heritage	Boylston Howell	Construction	4,232
Heritage	Boylston Howell	Reserves	141,666
Heritage	Union & 24th Commercial	Security Deposit	4,090
Heritage	Community Roots Housing	Interest Reserve	668,670
		Total Heritage	1,217,258
		Total Restricted - CRH Blended Components	8,864,327
LGIP	Community Roots Housing	Board Designated Res	56,910
		Total LGIP	56,910
Heritage	Community Roots Housing	Board Designated Res	1,000,000
		Total Heritage	1,000,000
		Total Designated - CRH Blended Components	1,056,910
Heritage	Union & 24th Commercial	Operating Checking	36,964
		Total Heritage	36,964
KeyBank	Community Roots Housing	Gen Building Reserve	216,598
		Total Gen Building Reserve	216,598
KeyBank	Community Roots Housing	Operating Checking	1,668,136
KeyBank	Capitol Hill Dev. Assoc	Operating Checking	(4,692)
KeyBank	Community Roots 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	24,935
KeyBank	Hazel Plaza	Operating Checking	104,242
KeyBank	Larned	Operating Checking	90,770
KeyBank	John Carney	Operating Checking	77,091
KeyBank	Byron Wetmore	Operating Checking	18,224
KeyBank	412	Operating Checking	36,519
KeyBank	Holden Vista	Operating Checking	29,877
KeyBank	Mary Ruth Manor	Operating Checking	(14,292)
KeyBank	EJSH	Operating Checking	52,241
KeyBank	Boylston Howell	Operating Checking	46,057
KeyBank	Gilman Court LP	Operating Checking	30,984
KeyBank	Fleming Apts LP	Operating Checking	18,974

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

KeyBank	Villa Apts LP	Operating Checking	51,569
KeyBank	Harrison	Operating Checking	28,768
KeyBank	Oleta	Operating Checking	48,796
KeyBank	Helen V Apts LLC	Operating Checking	49,346
KeyBank	Pantages Apts LLC	Operating Checking	55,454
KeyBank	Silvian	Operating Checking	120,340
KeyBank	Broadway & Pine	Operating Checking	46,586
KeyBank	Woodland Park Ave LLC	Operating Checking	46,456
KeyBank	12th Avenue Arts Associates LLC	Commercial Operatin	278,619
KeyBank	Union James	Operating Checking	158,049
		Total KeyBank	3,155,446
Cash	Various	Petty Cash - CHHIP	100
		Total Petty Cash	100
Banner	Berneva	Operating Checking	465
Banner	Seneca	Operating Checking	81,945
		Total Banner	82,410
		Total Unrestricted - CHH Blended Components	3,491,518
		Total All Cash - CHH Blended Components	13,412,756

Bank	Discrete Component Unit	Type	Balance
Chase	Pride Place	Construction	299,589
Chase	AAA	Escrow	(7,756)
Chase	AAA	Security Deposit	6,104
Chase	AAA	Reserves	312,964
		Total Chase	610,902
KeyBank	Africatown	Project Funds	31,356
KeyBank	Africatown	Construction-Res	5,059
KeyBank	Africatown	Construction	1,131,708
KeyBank	Africatown Commercial	Construction	1,042,762
KeyBank	Jazz House	Construction	28,966
KeyBank	Devonshire (rehab)	Security Deposit	21,651
KeyBank	El Nor LP	Security Deposit	12,775
KeyBank	18th Ave Apartments	Security Deposit	1,371
KeyBank	Ponderosa	Security Deposit	4,660
KeyBank	Holiday Apts	Security Deposit	16,618

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

KeyBank	SOPI / Unity Village	Security Deposit	12,479
KeyBank	Jefferson & 12th	Security Deposit	26,185
KeyBank	12th Avenue Arts Housing	Security Deposit	54,882
KeyBank	CH TOD Station House	Security Deposit	37,863
KeyBank	Africatown	Security Deposit	1,463
KeyBank	Pride Place	Security Deposit	17,395
KeyBank	SOPI / Unity Village	Reserves	174,023
KeyBank	Jefferson & 12th	Reserves	419,172
KeyBank	12th Avenue Arts Housing	Reserves	950,187
KeyBank	CH TOD Station House	Reserves	881,032
KeyBank	CH TOD Station House	Escrow	71,676
		Total KeyBank	4,943,282
UnionBank	Holiday	Reserves	213,417
		Total UnionBank	213,417
Heritage	Union & 24th Residential	Reserves	937,021
Heritage	Devonshire Construction	Construction	2,245,418
Heritage	Heartwood SPE	Security Deposit	32,181
Heritage	Heartwood SPE	Construction	1,351
		Total Heritage	3,215,971
Wells Fargo	El Nor	Reserves	692,903
Wells Fargo	18th Ave	Reserves	146,911
Wells Fargo	Ponderosa	Reserves	302,960
Wells Fargo	El Nor	Escrow	38,222
Wells Fargo	18th Ave	Escrow	2,619
Wells Fargo	Ponderosa	Escrow	3,870
		Total Wells Fargo	1,187,486
Bellwether	Union & 24th	Escrow	93,328
		Total Bellwether	93,328
		Total Restricted - Discrete Components	10,264,386
Chase	AAA	Operating Checking	100,661
Chase	Pride Place Commercial	Construction	66,788
Chase	Pride Place	Construction	45
		Total Chase	167,494

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

KeyBank	El Nor LP	Operating Checking	100,444
KeyBank	18th Ave Apartments	Operating Checking	28,711
KeyBank	Ponderosa	Operating Checking	43,135
KeyBank	Holiday Apts	Operating Checking	34,397
KeyBank	SOPI / Unity Village	Operating Checking	31,298
KeyBank	Jefferson & 12th	Operating Checking	40,260
KeyBank	Twelfth Avenue Arts Res	Operating Checking	213,964
KeyBank	CH TOD Station House	Operating Checking	574,910
KeyBank	Pride Place	Operating Checking	229,811
KeyBank	Devonshire	Operating Checking	-
		Total KeyBank	1,296,930
Heritage	Union & 24th Residential	Operating Checking	258,024
Heritage	Heartwood	Operating Checking	378,713
		Total Heritage	636,737
Total Unrestricted - Discrete Components			2,101,161
Total All Cash - Discrete Components			12,365,547
Total All Cash - CHH Blended Components			13,412,756
Total All Cash			25,778,303

TOTALS BY BANK

Key Bank	\$ 13,238,465
Chase	\$ 1,633,950
Banner	\$ 291,568
US Bank	\$ 824,153
Union Bank	\$ 213,417
Bank of America	\$ 94,290
Heritage	\$ 6,106,930
Bellwether	\$ 93,328
Wells Fargo	\$ 1,187,486
LGIP	\$ 1,150,249
Other and Petty	\$ 944,466
TOTAL CASH	\$ 25,778,303

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COMMUNITY ROOTS
— HOUSING —

SECTION 4:
Resolution 2024-23
- Recognizing the
Resident Advisory
Council

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COMMUNITY ROOTS
HOUSING

Community Roots Housing PDA Board 2024-23

Overview: Authorization to recognize the Community Roots Housing Resident Advisory Council

Purpose: To recognize the Resident Advisory Council, an advisory body comprised solely of residents of Community Roots Housing properties which was established to work collaboratively with the Community Roots Board, staff and leadership to improve residents' quality of life and to create a positive living environment.

Type of Resolution/Motion:

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

Charter or Rules and Regulations Modification:

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

General description and purpose: Several years ago, under Saunatina's leadership, we embarked on a process to establish a council of residents that would advise Board and staff on their actions and decisions.

Organizational requirements of resolution: 1. Provide staff to support the RAC. 2. Provide for food at meetings and a stipend for resident members.

Financial cost of the resolution: N/A

Pros: Improve decision making with more resident feedback. See residents as partners. Create a culture of centering residents.

Cons: None.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
- **Is further reporting required to the Board or a Board Committee?** Yes No
If yes, please describe: Staff will report regularly to full Board on progress of the RAC.

Author of Resolution Overview: Chris Persons, CEO



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

November 18, 2024

Resolution 2024-23

Recognizing the Community Roots Housing Resident Advisory Council

A RESOLUTION of the Board of Directors of Community Roots Housing recognizing the Resident Advisory Council, an advisory body comprised solely of residents of Community Roots Housing properties which was established to work collaboratively with the Community Roots Board, staff and leadership to improve residents' quality of life and to create a positive living environment.

Recitals:

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

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

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

The Program Rules and Regulations as amended July 13, 2020 state The Program will involve the community and seek community input to the extent practical and as appropriate in the development of programs and projects through public meetings, charrettes, public committees, open forums, focus groups and other similar means and The Program will implement measures to routinely consult Program residential tenants to ensure that concerns of residential tenants are heard and to seek input on programs and activities as appropriate.

The CRH Board of Directors and Program leadership determined that an advisory board of CRH residents would be a valuable resource in seeking input on program activities, property operations, developments

and dispositions and other matters that the PDA Board and Program leadership determine will benefit from resident input and advice.

Since November 2023, the Resident Advisory Council Planning Committee, working closely with staff leadership, has met monthly to plan the launch of the new Resident Advisory Council.

The Resident Advisory Council (RAC) is finalizing their inaugural charter which contains a mission statement, membership requirements, communications, meeting structure, working agreements, decision making processes, decision making context and other guidance and rules under which the Council will operate, which Charter and any amendments thereto must be signed by the PDA Board Chair.

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

1. The Board hereby finds and determines that recognition of the Resident Advisory Council is within the powers of the Council; and
2. The Board further finds and determines that the Resident Advisory Council helps the Program to meet its purpose.
3. The Board authorizes and directs the Program CEO to provide staff support and additional resources, as the CEO finds necessary, to support the RAC in achieving its mission;
4. The Board authorizes the PDA Board Chair to execute the RAC Charter and any amendments thereto.

CERTIFICATION

I, Michele 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 18th day of November 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 18th day of November 2024.

By _____

Its Secretary

Resolution prepared by: Chris Persons

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COMMUNITY ROOTS
— HOUSING —

SECTION 5:

Resolution 2024-24
- “Broadway Center
for Youth” Omnibus
Amendment

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Community Roots Housing PDA Board Resolution 2024-24 - Restated Youthcare Omnibus

Overview: Restated Youthcare Omnibus

Purpose: An updated RESOLUTION of the Board of Directors of Community Roots Housing authorizing closing on the Youthcare project and providing authority to enter into agreements and accept financing loans related to the project.

Type of Resolution/Motion:

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

Charter or Rules and Regulations Modification:

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

General description and purpose: This is an update to the omnibus closing resolution for the Youthcare project originally approved in May 2024. This resolution captures changes to the deal structure.

Organizational requirements of resolution: Formal resolution

Financial cost of the resolution: Detailed in resolution; financial impact includes making guarantee to complete Youthcare project.

Pros: CRH will be able to close and start construction on the Youthcare project, advancing the mission of the organization.

Cons: No cons identified.

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

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

(Broadway Center for Youth Supplemental)

RESOLUTION 2024-24

WHEREAS, Community Roots Housing, 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;

WHEREAS, 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 of Directors (the “**Board**”) of CRH shall determine;

WHEREAS, CH Development Association, a Washington nonprofit corporation (“**CHDA**”), was organized to support and carry out the purposes of CRH;

WHEREAS, the Board of Directors of CRH (the “**Board**”) previously adopted that certain Resolution 2024-08 (the “**Prior Resolution**”) attached as **Exhibit A** hereto authorizing CRH to take the following actions with respect to the Broadway Center for Youth project: (i) acquire ownership of the YC Parcel, subject to the YC Acquisition Financing, and form the Condominium; (ii) convey the YC Unit to the YC Owner and convey the CRH Unit to the Partnership; (iv) as consideration for the conveyance of the CRH Unit to the Partnership, cause the Partnership to assume the obligations of CRH under the Commerce Acquisition Grant; (v) complete the Commerce Grant Modifications; (vi) negotiate, execute and perform the obligations of CRH and the Partnership under the JDA; (vii) cause the Partnership to serve as a member of the Condo Association; (viii) cause CRH to guarantee certain obligations of the General Partner and/or the Partnership; (ix) close on the Project Financing; and (x) cause the Partnership to reimburse CRH for predevelopment costs and expenses. Terms used but not defined herein shall have the meaning given to them in the Prior Resolution;

WHEREAS, CRH, CHDA, the Partnership and General Partner deem it in the best interest of the Project to admit Seattle Chinatown-International District Preservation and Development Authority, a Washington public corporation (“**SCIDpda**”), as a member of the General Partner and appoint SCIDpda as a manager of the General Partner if necessary or advisable;

WHEREAS, due to the passage of time and current conditions, the following changes have been made to the Project Financing: (i) the Equity Investment amount is now approximately \$21,694,432; (ii) the Deferred Fee is now approximately \$2,717,303;

WHEREAS, CRH, in its individual corporate capacity and/or in its capacity as manager of the General Partner on behalf of the General Partner and/or the Partnership, desires to take any and all steps as may be reasonably necessary or advisable to (i) admit SCIDpda as a member of the General Partner and appoint SCIDpda as a manager of the General Partner if necessary or advisable; and (ii) update the Project Financing to reflect the current approximate Equity Investment and Deferred Fee amounts.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMUNITY ROOTS HOUSING AS FOLLOWS:

RESOLUTIONS

1. **NOW, THEREFORE, BE IT RESOLVED** that the Recitals above are hereby incorporated into the Resolutions herein by reference.
2. **BE IT FURTHER RESOLVED** that CRH, in its individual corporate capacity and/or in its capacity as manager of the General Partner on behalf of the General Partner and/or the Partnership, is authorized, empowered and directed to admit SCIDpda as a member of the General Partner and appoint SCIDpda as a manager of the General Partner if necessary or advisable, including, but not limited to, the negotiation, execution and delivery of all documents reasonably required or advisable to effectuate the foregoing, such documents to include, without limitation, Amended and Restated Operating Agreement of General Partner, Joint Development and Management Agreement, Indemnity Agreement, and Consulting Agreement.
3. **BE IT FURTHER RESOLVED** that any Authorized Representative is authorized, empowered and directed to take such further action on behalf of CRH, in its individual corporate capacity and/or in its capacity as a manager of the General Partner on behalf of the General Partner and/or the Partnership, as such Authorized Representative may deem necessary to effectuate the transactions described herein and that any previous execution, delivery or furnishing of documents and/or materials by any Authorized Representative done in furtherance of the foregoing is hereby authorized, confirmed and ratified.
4. **BE IT FURTHER RESOLVED** that any Authorized Representative acting alone may, in its sole discretion, elect to increase the amount of any of the sources comprising the Project Financing by up to ten percent (10%).
5. **BE IT FURTHER RESOLVED** that while the titles of, and parties to, the various documents described in this resolution may change, no change to such titles or parties will affect the authority conferred by this resolution to negotiate, execute, deliver and perform under the documents in their final form.
6. **BE IT FURTHER RESOLVED** that this resolution will be in full force and effect from and after its adoption and approval and that this resolution shall supersede any prior resolutions of the CRH with respect to the Project to the extent such prior resolutions are inconsistent with the terms hereof; provided, however, that nothing in this resolution shall supersede the Bond Resolution in any respect.
7. **BE IT FURTHER RESOLVED** that all actions previously undertaken by CRH with respect to the foregoing resolutions are hereby ratified and affirmed in all respects.

[CERTIFICATION ON FOLLOWING PAGE]

OFFICER CERTIFICATE

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

1. That the attached Resolution No. 2024-24 (the “**Resolution**”) is a true and correct copy of the resolution of the Board of Directors of CRH, as adopted at a meeting of the Board of Directors of CRH held on November 18, 2024, and duly recorded in the minute books of CRH;
2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Directors of CRH present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate; and
3. Members of the Board voting in the affirmative for the adoption of the Resolution represented one-third of the total voting membership of the Board.

Dated: November 18, 2024

By: _____
Michelle Morlan, Secretary

Exhibit A
Prior Resolution
[attached]

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COMMUNITY ROOTS
— HOUSING —

SECTION 6:
Resolution 2024-25
- Broadway Center
for Youth Restated
Bond

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Community Roots Housing PDA Board Resolution 2024-25-Restated Youthcare Bond Issuance

Overview: Youthcare Bond Issuance

Purpose: A RESOLUTION of the Board of Directors of Community Roots Housing providing for the issuance of revenue bonds of Community Roots Housing in the aggregate principal amount of not to exceed \$31,250,000, the proceeds of which will be used to make a loan to YC South Annex LLLP, a Washington limited liability limited partnership, for the purpose of providing a portion of the funds with which to finance the construction and equipping of an approximately 84-unit affordable housing project initially to be known as the Broadway Center Apartments

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?: Property Development Committee

Charter or Rules and Regulations Modification:

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

General description and purpose: This is an update to the formal bond issuance resolution for the Youthcare project that was originally passed in May 2024, which will allow CRH to issue and selling tax exempt bonds. The tax exempt bonds are a key financing mechanism for the Youthcare project, which is planning to close in December 2024.

Organizational requirements of resolution: Formal resolution

Financial cost of the resolution: The revenue bonds will be issued and sold with minimal financial impact to CRH.

Pros: CRH will be able to advance bond financing for this project.

Cons: No cons identified.

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

COMMUNITY ROOTS HOUSING

RESOLUTION NO. [25]

MULTIFAMILY HOUSING REVENUE BONDS
(BROADWAY CENTER FOR YOUTH), SERIES 2024

A RESOLUTION of the Board of Directors of Community Roots Housing providing for the issuance of revenue bonds of Community Roots Housing in the aggregate principal amount of not to exceed \$31,250,000, the proceeds of which will be used to make a loan to YC South Annex LLLP, a Washington limited liability limited partnership, for the purpose of providing a portion of the funds with which to finance the construction and equipping of an approximately 84-unit affordable housing project initially to be known as the Broadway Center Apartments; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing Community Roots Housing's designated representatives to approve the final terms of the issuance and sale of the bonds; authorizing the execution and delivery of a trust indenture relating to the bonds, a loan agreement providing for repayment of the loan, and other agreements, documents and certificates; appointing a trustee and bond registrar for the bonds; authorizing officers of Community Roots Housing to accept an offer from RBC Capital Markets, LLC to purchase the bonds; determining related matters; and rescinding resolution No. 2024-07.

Adopted November 18, 2024

This document was prepared by:

*FOSTER GARVEY P.C.
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

COMMUNITY ROOTS HOUSING

RESOLUTION NO. [25]

MULTIFAMILY HOUSING REVENUE BONDS
(BROADWAY CENTER FOR YOUTH), SERIES 2024

A RESOLUTION of the Board of Directors of Community Roots Housing providing for the issuance of revenue bonds of Community Roots Housing in the aggregate principal amount of not to exceed \$31,250,000, the proceeds of which will be used to make a loan to YC South Annex LLLP, a Washington limited liability limited partnership, for the purpose of providing a portion of the funds with which to finance the construction and equipping of an approximately 84-unit affordable housing project initially to be known as the Broadway Center Apartments; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing Community Roots Housing’s designated representatives to approve the final terms of the issuance and sale of the bonds; authorizing the execution and delivery of a trust indenture relating to the bonds, a loan agreement providing for repayment of the loan, and other agreements, documents and certificates; appointing a trustee and bond registrar for the bonds; authorizing officers of Community Roots Housing to accept an offer from RBC Capital Markets, LLC to purchase the bonds; determining related matters; and rescinding resolution No. 2024-07.

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

Section 1. Recitals and Findings. The Board of Directors (the “Board”) of Community Roots Housing (the “Issuer”) hereby makes the following findings and determinations:

(a) Statutory and Charter Authorization. Section 35.21.730 of the Revised Code of Washington (“RCW”) provides that a city, town, or county may form a public corporation in order to “improve the general living conditions in the urban areas” of the State of Washington. The City of Seattle (the “City”) acting in accordance with RCW 35.21.730 formed the Issuer pursuant to a Charter, most recently restated as of September, 2021 (as it may be further amended or restated from time to time, the “Charter”). RCW 35.21.745 provides that a public corporation may be empowered to “own and sell real and personal property; . . . to contract with individuals, associations, and corporations, and the state and the United States; . . . to loan and borrow funds and issue bonds and other instruments evidencing indebtedness; transfer any funds, real or personal property, property interests, or services” and the Charter provides that the Issuer shall have and exercise all powers necessary or convenient to effect the purposes for which it is organized including, without limitation, the power to contract and enter into partnerships with individuals, associations and corporations, to lend and borrow money, and to issue negotiable bonds and notes.

(b) Issuance of Bonds Necessary and Advisable and in the Best Interests of the Issuer. YC South Annex LLLP, a Washington limited liability limited partnership (the “Borrower”), has applied to the Issuer for financial assistance for the purpose of providing part of the funds with

which to construct and equip a multifamily rental housing development, consisting of approximately 84 units and related personal property and equipment, to be located in the City (the “Project”), and requested that the Issuer issue revenue bonds in an aggregate principal amount not to exceed \$31,250,000, for the purpose of assisting the Borrower in financing the Project. It is necessary and advisable, important for the feasibility of the Project, and in the best interest of the Issuer to issue the Bonds (as hereinafter defined) in an aggregate principal amount not to exceed \$31,250,000, the proceeds of which will be used to make a loan to the Borrower for the purposes described herein.

(c) Replacement and Rescission of Prior Resolution. On May 13, 2024, the Board adopted Resolution No. 2024-07 (the “Prior Resolution”) providing for the issuance and sale of bonds to finance the Project. The Board now wishes to replace the Prior Resolution with this resolution and to rescind the Prior Resolution.

Section 2. Definitions. As used in this resolution, the following words have the following meanings:

“Act” means RCW 35.21.730-.755, as amended from time to time, or any substitute or replacement legislation.

“Authorized Denomination” means \$5,000 or any integral multiple thereof.

“Authorized Officer” means any of the following officers of the Issuer or their duly appointed successors: Chair, Vice Chair, Treasurer, Secretary, or Chief Executive Officer.

“Board” means the Board of Directors of the Issuer.

“Bond” or “Bonds” means the Community Roots Housing Multifamily Housing Revenue Bonds (Broadway Center for Youth), Series 2024, or any replacement thereof authorized by, and at any time outstanding pursuant to, this resolution and the Indenture.

“Bond Documents” means the Bonds, the Indenture, the Bond Loan Agreement, the Bond Purchase Agreement, the Regulatory Agreement, the Continuing Disclosure Agreement, the Tax Agreement, the Funding Agreement, and any and all documents executed in connection with the Bonds.

“Bond Loan Agreement” means the Loan Agreement between the Issuer and the Borrower, and any and all amendments or supplements thereto, pursuant to which the Loan will be made to the Borrower.

“Bond Registrar” means the entity serving as registrar under the Indenture, initially the Trustee.

“Bond Purchase Agreement” means the Bond Purchase Agreement among the Underwriter, the Issuer, and the Borrower relating to the sale of the Bonds to the Underwriter.

“Borrower” means YC South Annex LLLP, a Washington limited liability limited partnership.

“Chief Executive Officer” means the Executive Director of the Issuer appointed by the Board to serve as the chief executive officer of the Issuer.

“Code” means the Internal Revenue Code of 1986, as amended.

“City” means The City of Seattle, Washington.

“Closing Date” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to, or at the direction of, the Underwriter in exchange for the purchase price of that Bond.

“Continuing Disclosure Agreement” means the Continuing Disclosure Agreement between the Borrower and U.S. Bank Trust Company, National Association, as dissemination agent, relating to the Bonds, including any supplements or amendments thereto.

“Designated Representative” means the officers of the Issuer appointed in Section 4 of this resolution to serve as the Issuer’s designated representative as contemplated by RCW 39.46.040(2).

“Final Terms” means the terms and conditions for the sale of the Bonds including the amount, date, denomination, interest rate(s), payment dates, redemption rights, mandatory tender provisions, final maturity, price, and other terms or covenants.

“Funding Agreement” means the agreement between the Borrower and the lenders named therein and acknowledged and agreed to by the Issuer and the Trustee, and any and all amendments or supplements thereto, pursuant to which the Borrower and such lenders agree to certain terms and conditions relating to disbursements of loan proceeds to the Collateral Fund established pursuant to the Indenture.

“Indenture” means the Trust Indenture between the Issuer and the Trustee relating to the Bonds, as originally executed or as it may from time to time be supplemented, modified or amended.

“Interest Payment Dates” shall have the meaning set forth in Section 4(e).

“Issuer” means Community Roots Housing, a public corporation organized and existing under the laws of the State, or any successor to its rights and obligations under the Bond Loan Agreement and the Indenture.

“Letter of Representations” means the Blanket Issuer Letter of Representations from the Issuer to The Depository Trust Company, as it may be amended from time to time.

“Loan” means the loan to be made by the Issuer to the Borrower of the proceeds of the Bonds to finance the Project.

“Note” means the Promissory Note made by the Borrower to the Issuer in connection with the Loan, and assigned by the Issuer to the Trustee, including any supplements or amendments thereto.

“Official Statement” means an offering document, disclosure document, or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the Securities and Exchange Commission.

“Project” means the multifamily rental housing development initially to be known as Broadway Center Apartments, which will consist of approximately 84 apartment units and related facilities to be located in Seattle, Washington.

“Regulatory Agreement” means the Regulatory Agreement by and between the Borrower and the Issuer governing the use of the Project, including any supplements or amendments thereto.

“Remarketing Agreement” means the Remarketing Agreement pertaining to the Bonds between the Borrower and RBC Capital Markets, LLC, as the remarketing agent.

“Rule 15c2-12” means Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended.

“Series of the Bonds” or “Series” means a series of the Bonds issued pursuant to this resolution and the Indenture.

“State” means the State of Washington.

“Tax Agreement” means the Federal Tax Certificate and Agreement between the Issuer and the Borrower, pertaining to the Bonds, including any supplements or amendments thereto.

“Trustee” means the entity serving as trustee under the Indenture, initially U.S. Bank Trust Company, National Association.

“Underwriter” means RBC Capital Markets, LLC.

All other capitalized terms used but not defined herein shall have the meanings assigned to them in the Indenture.

Section 3. Authorization of Bonds and Application of Proceeds. The Issuer shall issue the Bonds for the purpose of making the Loan to the Borrower to provide a portion of the funds required to finance the Project and, at the option of the Borrower, to pay a portion of the costs of issuing the Bonds. All proceeds of the Bonds shall be lent to the Borrower for those purposes, and shall be deposited with the Trustee, all as provided in the Indenture.

Section 4. Description of the Bonds; Appointment of Designated Representative. The Issuer’s Chief Executive Officer and the Chair of the Board, and each of them acting alone, are appointed as the Issuer’s Designated Representative and are authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the Issuer, and to approve the Final Terms of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

(a) *Principal Amount.* The Bonds may be issued in one or more Series and shall not exceed the aggregate principal amount of \$31,250,000.

(b) *Date or Dates.* Each Series of Bonds shall be dated as of its date of delivery to the Underwriter, which date may not be later than December 31, 2024.

(c) *Denominations, Series Designation, etc.* The Bonds must be issued in Authorized Denominations, shall be numbered separately in the manner and shall bear any name and additional designation as deemed necessary or appropriate by the Designated Representative and set forth in the Indenture.

(d) *Interest Rate(s).* Each Bond shall bear interest at fixed rates per annum (computed on the basis of a 360-day year of twelve 30-day months) from the Interest Payment Date next preceding the date on which it is authenticated, unless authenticated on an Interest Payment Date, in which case it shall bear interest from such Interest Payment Date, or, unless authenticated prior to the first Interest Payment Date, in which case it shall bear interest from the Closing Date; *provided, however*, if at the time of authentication of any Bond, the Issuer is in default with respect to the payment of interest thereon, such Bond shall bear interest from the date to which interest shall have been paid. One or more rates of interest may be fixed for the Bonds, provided that no rate of interest for any Bond may exceed 6.5%, and the true interest cost for a Series of Bonds may not exceed 6.5%.

(e) *Payment Dates.* Interest must be payable at fixed rates semiannually on such dates as are acceptable to the Designated Representative and set forth in the Indenture (the “Interest Payment Dates”), commencing no later than one year following the Closing Date of the applicable Series of Bonds. Principal payments shall commence on a payment date acceptable to the Designated Representative and set forth in the Indenture and must be payable at maturity or in mandatory redemption installments on such dates as are acceptable to the Designated Representative.

(f) *Redemption Rights.* In their discretion, the Designated Representative may approve provisions for the optional and mandatory redemption of Bonds, as follows:

(i) Optional Redemption. Any Bond or Series of Bonds may be designated as being (A) subject to redemption at the option of the Borrower prior to its maturity date on the dates and at the prices as determined by the Designated Representative or (B) not subject to redemption prior to its maturity date.

(ii) Mandatory Redemption. Any Bond may be designated as subject to mandatory redemption prior to its maturity on the dates and in the amounts as determined by the Designated Representative.

(g) *Mandatory Tender.* In their discretion, the Designated Representative may approve provisions for the mandatory tender of Bonds as follows: any Bond or Series of Bonds may be designated as being (A) subject to mandatory tender in whole and not in part on the dates and at the prices as determined by the Designated Representative and set forth in the Indenture, or (B) not subject to mandatory tender prior to its maturity date.

(h) *Final Maturity.* The Bonds shall mature no later than June 1, 2030.

(i) *Price.* The purchase price for any Series of Bonds may not be less than 98% or more than 105% of the stated principal amount of that Series, provided that in no event shall the aggregate net sale proceeds of the Bonds exceed the maximum principal amount of Bonds authorized in subsection 4(a) above.

(j) *Tax Status.* The Bonds shall be issued as tax-exempt obligations.

The Final Terms of the Bonds shall be set forth in the Indenture and the Bonds and be evidenced by a Certificate of Designated Representative dated the Closing Date of the applicable Series of Bonds, and the Bonds shall have such other provisions consistent with this resolution as are set forth in the Bonds and the Indenture. Notwithstanding anything herein to the contrary, the execution or authentication of a Bond or any Bond Document by an Authorized Officer shall be conclusive evidence of approval of the terms of the Bonds as set forth therein.

Section 5. Security for the Bonds. The Bonds shall be limited obligations of the Issuer payable exclusively from the Trust Estate pledged under the Indenture. The Bonds shall be secured by a pledge of the Trust Estate, which shall include (a) all right, title and interest of the Issuer in and to all Revenues (as defined in the Indenture), derived or to be derived by the Issuer or the Trustee for the account of the Issuer under the terms of the Indenture and the Bond Loan Agreement (other than the unassigned rights of the Issuer), together with all other Revenues received by the Trustee for the account of the Issuer arising out of or on account of the Trust Estate; (b) all right, title and interest of the Issuer in and to the Note (other than the unassigned rights of the Issuer) including all payments and proceeds with respect thereto or replacement thereof; (c) any fund or account created under the Indenture except for the Cost of Issuance Fund, the Expense Fund and the Rebate Fund (each as defined in the Indenture); (d) all right, title and interest of the Issuer in and to, and remedies under, the Bond Loan Agreement (other than the unassigned rights of the Issuer); and (e) all funds, money and securities and any and all other rights and interests in property whether tangible or intangible from time to time by delivery or by writing of any kind, conveyed, mortgaged, pledged, assigned or transferred as and for additional security under the Indenture for the Bonds by the Issuer or by anyone on its behalf or with its written consent to the Trustee.

The Bonds shall not be a debt or other obligation, either general or special, of the Issuer (except to the extent of the Trust Estate) or any officer or director of the Issuer. None of the Issuer, the City, the State, or any political subdivision thereof nor any public agency (except the Issuer, to the limited extent set forth in the Indenture) shall in any event be liable for the payment of the principal of, premium (if any) or interest on the Bonds or for the performance of any pledge, obligation, or agreement of any kind whatsoever with respect thereto except as set forth in the Indenture, neither the Bonds nor any of the Issuer's obligations under the Indenture, shall be construed to constitute an indebtedness of or a pledge of the faith and credit of or a loan of the credit of or a moral obligation of any of the foregoing within the meaning of any constitutional or statutory provision whatsoever. The Issuer has no taxing power.

Community Roots Housing is organized pursuant to Seattle Municipal code (SMC) 3.110 and RCW 35.21.660, 35.21.670, and 35.21.730-.755. RCW 35.21.750 provides as follows: "All liabilities incurred by such public corporation, commission, or authority shall be satisfied

exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission or authority on account of any debts, obligations, or liabilities of such public corporation, commissions, or authority.”

Section 6. Form and Execution of Bonds. The Bonds shall be in a form consistent with the provisions of this resolution, the Indenture and State law, shall bear the manual or facsimile signatures of the Chair of the Board and Secretary of the Board of the Issuer, and shall be impressed with the seal of the Issuer or shall bear a facsimile thereof.

The Bonds shall be authenticated by the Bond Registrar as set forth in the Indenture. No Bond shall be valid for any purpose until so authenticated. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

Section 7. Preservation of Tax Exemption for Interest on Bonds. The Issuer covenants that it will take all actions necessary to preserve the status of interest on the Bonds as excluded from gross income for federal income tax purposes, except for any period during which the Bonds are held by a “substantial user” of the Project or a “related person” within the meaning of Section 147(a) of the Code. The Issuer also covenants that, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, it will take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds, including the calculation and payment of any penalties that the Issuer has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the Bonds from being included in gross income for federal income tax purposes.

The Borrower will agree in the Bond Loan Agreement to reimburse the Issuer for all costs to the Issuer of its compliance with the covenants contained in this section, and the Issuer shall not be required to expend any funds, other than such reimbursement or other money received under the terms of the Bond Loan Agreement, in so complying.

Section 8. Official Statement.

(a) Preliminary Official Statement. The Authorized Officers, and each of them acting alone, shall review and, if acceptable, approve the preliminary Official Statement prepared in connection with each sale of a Series of the Bonds to the public. For the sole purpose of the Underwriter’s compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Authorized Officers, and each of them acting alone, are authorized to deem the portions of that preliminary Official Statement pertaining to the Issuer final as of the date of the preliminary Official Statement, except for the omission of information permitted to be omitted by Rule 15c2-12. The Issuer approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by an Authorized Officer.

(b) Approval of Final Official Statement. The Issuer approves the preparation of a final Official Statement for each Series of the Bonds in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as any Authorized Officer deems necessary or desirable, and

further authorizes the Authorized Officers, and each of them acting alone, to execute and deliver such final Official Statement to the Underwriter if required under Rule 15c2-12. The Issuer authorizes and approves the distribution by the Underwriter of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

Section 9. Authorization of Bond Documents and Execution Thereof. The Board approves the Indenture, the Bond Loan Agreement, the Regulatory Agreement, the Note, the Remarketing Agreement, and the Continuing Disclosure Agreement substantially in the forms on file with the Chief Executive Officer of the Issuer, with such changes as the Authorized Officers, and each of them acting alone, shall deem necessary or appropriate, and appoints U.S. Bank Trust Company, National Association, as Trustee and Bond Registrar for the Bonds. The Issuer authorizes and approves the execution and delivery of, and the performance by the Issuer of its obligations contained in, the Bonds, the Indenture, the Bond Loan Agreement, the Regulatory Agreement, the Tax Agreement, other Bond Documents, and this resolution and the consummation by the Issuer of all other transactions contemplated by this resolution in connection with the issuance of the Bonds and the making of the Loan. The Authorized Officers, and each of them acting alone, are authorized and directed to do everything necessary for the issuance, execution, sale and delivery of the Bonds; and to execute and deliver, on behalf of the Issuer, the Bond Documents to which the Issuer is a party, and any other documents that may be useful or necessary in connection with the issuance and sale of the Bonds or the making of the Loan, and to ensure the proper use and application of the proceeds from the sale of the Bonds. The execution of any instrument by an Authorized Officer shall be conclusive evidence that such instrument has been duly approved by such Authorized Officer.

Section 10. Authorization of Bond Purchase Agreement. It is anticipated that the Underwriter will present the Bond Purchase Agreement to the Issuer and the Borrower offering to purchase the Bonds under the terms and conditions provided herein and therein. The Board finds that entering into the Bond Purchase Agreement is in the best interest of the Issuer, and therefore authorizes the Authorized Officers, and each of them acting alone, to accept such offer on behalf of the Issuer.

The Bonds will be prepared at the Issuer's expense and will be delivered to the purchaser thereof, with the approving legal opinion of Foster Garvey P.C., bond counsel of Seattle, Washington, regarding the Bonds.

The proper Issuer officials are authorized and directed to do everything necessary for the prompt delivery of the Bonds to the purchaser thereof and for the proper application and use of the proceeds of the sale thereof.

Section 11. Ratification and Confirmation. Any actions of the Issuer or its officers or employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 12. Changes to Titles or Parties. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

Section 13. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Issuer to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Issuer not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, applications, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein; (iii) cause the Issuer to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution; (iv) execute and deliver the Letter of Representations to The Depository Trust Company; and (v) notwithstanding any other Issuer resolution, rule, policy, or procedure, to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 14. Execution of Duties and Obligations. The Board authorizes and directs the Issuer's Chief Executive Officer to cause the Issuer to fulfill the Issuer's duties and obligations under this resolution, the Bonds, and the other Bond Documents to which the Issuer is a party.

Section 15. Acting Officers Authorized. Any action authorized or directed by this resolution to be taken by the Chief Executive Officer of the Issuer, may in the absence of the Chief Executive Officer be taken by a duly authorized acting Chief Executive Officer of the Issuer or any other employee of the Issuer that has been designated by the Chief Executive Officer or the Board to act in the Chief Executive Officer's absence. Any action authorized or directed by this resolution to be taken by the Chair of the Board may, in the absence of such person, be taken by the duly authorized acting Chair of the Board. Any action authorized or directed by this resolution to be taken by the Secretary of the Issuer may, in the absence of such person, be taken by the duly authorized acting Secretary of the Issuer.

Section 16. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provision of this resolution or the Bonds.

Section 17. Prior Resolution. Resolution No. 2024-07 of the Issuer, adopted by the Board on May 13, 2024, is hereby rescinded.

Section 18. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Directors of Community Roots Housing at an open public meeting thereof this 18 day of November, 2024.

COMMUNITY ROOTS HOUSING

By: _____
Chair, Board of Directors

ATTEST:

Secretary

CERTIFICATE

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

1. That the attached Resolution No. 25 (the “Resolution”) is a true and correct copy of the resolution of the Board of Directors of CRH (the “Board”) as adopted at a meeting of Board held on November 18, 2024 (the “Meeting”), and duly recorded in the minute books CRH;

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this 18 day of November, 2024.

Michelle Morlan, Secretary

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COMMUNITY ROOTS
— HOUSING —

SECTION 7:
Resolution 2024-26
- Heartwood

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Community Roots Housing PDA Board 2024-26

Overview: Authorization sale of Heartwood Apartments or long term restructuring of financing and debt on the project.

Purpose: To relieve CRH of the debt and operating burden of the project through a sale or other long-term restructure that eliminates or minimizes future CRH financial support of the project and allows CRH to negotiate and move forward solutions with lender and investors including extending the existing loan and loan commitment.

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?: Capital Investments Committee has been advising on the project and proposed workout solutions but the resolution itself has not been reviewed.

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: Same as above/

Organizational requirements of resolution: 1. Negotiate formal agreements with lender and investors. 2. Report progress of sale. 3. List project for sale. 4. Bring to board for approval future agreements with lender and investor

Financial cost of the resolution: N/A

Pros: Releases CRH from future risk on the project.
Cons: CRH will lose several millions of invested dollars.

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** Yes No
The Board will need to finalize sale and conversion.
- **Is further reporting required to the Board or a Board Committee?** Yes No
If yes, please describe: Staff will report regularly to full Board on progress of the listing.

Author of Resolution Overview: Chris Persons, CEO



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

RESOLUTION NO. 2024-26

Heartwood

A RESOLUTION of the Board of Directors of Community Roots Housing authorizing the sale or long-term restructuring of financing and debt on the project.

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 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.

CRH previously determined to participate in the development of the Heartwood as an 126-unit affordable housing project and has previously adopted several prior resolutions for the financing and development of the Heartwood Apartments including 2019-14 to expend up to \$750,000 from predevelopment sources and utilize a U.S. Forest Service Wood Innovation Grant, and Resolution 2020-07 to expend up to \$1,400,000 and 2020-25 to expend up to \$2,000,000 from predevelopment sources, to be used for development activities on the Project and Resolution 2021-01 authorizing loan closings in order to

complete capital financing and on behalf of the QOZB entity to enter into and execute project construction and permanent loan agreements needed to close on sources with Heritage, Berkadia and Freddie Mac in order to complete capital financing.

CRH adopted resolution 2021-08 Declaring Middle Income Housing Meets a Fundamental Governmental Purpose and has found its development and operations to meet the CRH mission.

Project is owned by Heartwood QOZB LLC, a Washington limited liability company (“QOZB”), and CRH serves as the manager of CRH Heartwood LLC, a Washington limited liability company (“CR Heartwood”) and CRH Heartwood serves as the manager of Heartwood Manager LLC, as Washington limited liability company (“Heartwood Manager”), and Heartwood Manager serves as the manager of QOZB.

The need for “Missing Middle Affordable Housing” defined as housing affordable to individuals and families between 60% and 120% of the area median income grew greatly in Seattle before the pandemic as market rents soared.

The City of Seattle Affordable Middle Income Housing Advisory Council found and published in January 2020 that The City must ensure that middle income households can find affordable housing choices in our city and The City should cultivate new partnerships and recruit new private sector investors and philanthropic dollars for innovative real estate financing.

Community Roots Housing was encouraged by leadership of the Office of Housing to pursue Middle Income Housing as a means to both meet community need and ensure a strong pipeline of development projects.

The Community Roots Housing board adopted Resolution 2021-08 Declaring that Middle Income Housing is a Fundamental Public Purpose.

WHEREAS in 2021 the Board adopted an amended Charter which states that Community Roots Housing is organized to perform authorized program functions, including, without limitation...the power to preserve, develop, sponsor, lease, manage, construct, own or otherwise participate in housing projects intended to serve people whose incomes are between 0% and 60% of the area median income, as well as between 60% and 120% of the area median income;

Community Roots Housing identified three sites to develop as middle-income housing including Othello at MLK Boulevard, Jazz House at 21st and Hill, and Heartwood which was designed to be affordable on average at approximately 85% of the area median income.

CRH assembled Opportunity Zone financing, designed, permitted and built the Heartwood project and placed it into service in December 2023 during challenging market conditions including a surplus of studio apartments and falling rents and has since suspended indefinitely all middle-income housing activities.

CRH is obligor for all construction loan guarantees as a normal course of development operations.

The Project was unable to achieve rents at levels sufficient to close on and service the full amount of the permanent financing leaving a significant deficiency in the construction loan. As guarantor of the construction loan, CRH is obligated to work together with the lender and investors to find a solution.

CRH approached multiple public and private funders seeking financial support to close on the project and preserve it as an affordable property and after many tours and discussion no support has been forthcoming.

The CRH Board of Directors has determined that it is in its best interest and in the best interest of its ongoing mission to sell the property on the open market for the highest achievable price and retire the construction loan.

The CRH Board has determined that the organization cannot continue to financially support the project and must seek certain allowances of the lender including extending the loan and converting it to a cash-flow only mortgage whereby all payments are to derive only from project operating income and payment deficiencies will accrue and be payable at either sale of the property or future conversion of the loan if that becomes feasible through a long term restructuring.

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

- (1) Authorizes the CEO or his designee(s) to collect brokers proposals and opinions of value, determine the best broker to engage in this instance, execute a listing agreement with that broker, and to list and place the property on the market as soon as practicable reporting each ensuing month to the Board on the progress of the sale.
- (2) Further authorizes the CEO or his designee(s) to make a capital call or capital calls of the equity partners as necessary and practicable to further invest in the project in ways that would compel the foregoing or minimize further CRH investment.
- (3) Authorizes the CEO or his designee(s) to 1) extend repayment of the construction loan and convert it into a “cash-flow only mortgage,” or provide similar relief, for a nine month period beginning December 1, 2024 and 2) extend by nine months the conversion of the permanent loan forward commitment, [together **The Extensions**], and to pay all fees or cause to be paid all fees to effectuate **the extensions** in the approximate amount of \$500,000.
- (4) Authorizes the CEO or his designee(s) to negotiate with the lender, a long-term restructuring as a back-up plan to the sale of the property.
- (5) Authorizes and directs the CEO or his designee(s) to seek all necessary approvals of project lender and investors to achieve the foregoing (the necessary approvals).
- (6) Authorizes the CEO, in the event that the necessary approvals are not granted, to explore with lender and investors the ramifications of a default or foreclosure event.
- (7) Directs the CEO to seek Board approval for execution of any back up plan and to finalize any sale of the property.
- (8) 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 18th day of November 2024, in accordance with the law and the Charter and Rules and Regulations of Community Roots Housing upon proper public notice and at which time a quorum was present.

DATED the 18th day of November 2024

By _____

Its Secretary

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COMMUNITY ROOTS
— HOUSING —

SECTION 8:
Consent Agenda
and Attachments

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COMMUNITY ROOTS HOUSING PDA BOARD

Regular Meeting
November 18, 2024
5:30-7:30 PM
Pike Pine or RingCentral

CONSENT ITEMS

MINUTES AND REPORTS

1. October Board Meeting Minutes
2. Fundraising & Communications Memo
3. Resident and Property Success Committee Report and Minutes
4. Resident Services Report
5. Property Development Committee Report and Minutes
6. Executive Committee Report and Minutes
7. Sara Cubillos PDA Board Member Resignation Memorandum

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

none



REGULAR JOINT BOARD MEETING MINUTES
Pike-Pine Conference Room/ RingCentral
October 14, 2024

PDA Board Members present in person: Frank F. Alvarado III, Bob Fikso, Drew Porter, Kristin Winkel

PDA Members present virtually: Chasten Fulbright, Shaun Frazier, Shalimar Gonzales, Michelle Purnell-Hepburn, Saunatina Sanchez, Drew Weber

PDA Board Members absent: Derrick Belgarde, Jill Cronauer, Ann Melone, Michelle Morlan

Foundation Board Members present in person: Sara Bago, Rennie Elliot, Wesley Fruge, Cassandra Mitchell, Andy Post, Jeff Reibman, Jon Weil

Foundation Board Members present virtually: Robin Devlin Lien, Kelly Price, Caleb Stephens

Foundation Board Members absent: James Hunter, Josephine Wong

Staff members and board guests present: Erin Arnold, Sondra Cardin (taking minutes), Kiley Dhatt, Morgan Ford, Amy Forsaith, Lisa Hagen, Nelda Jackson, Johanne Kurfurst, Betsy Lieberman, Thea Munchel, Andrew Oommen, Laura Orella, Chris Persons, Carolina Rocha, Jessica Sherwin, Leslie Woodworth, Matteo Zanatta-Kline

Public: none.

The meeting was called to order by Frank Alvarado at 5:37 p.m.

Disclosure & recusals: None

A motion to approve the **Consent Agenda** was made by Drew Porter, seconded by Kristin Winkel, and passed unanimously.

Public Comment: None

Presentation and Discussion

Executive Search Discussion: Frank Alvarado and Betsy Lieberman lead a group discussion about the CEO search initiative focusing on what traits the Boards would like to prioritize in future candidates. The purpose of this exercise is to help the Executive Search Committee identify a search firm and the search firm in identifying candidates. Frank reviewed the transition timeline and mentioned Erin is compiling a list of search firms. Betsy emphasized the decision's confidentiality and respect, highlighting that it is a PDA board decision.

Small groups were formed to facilitate discussions among board members and reported back their key points.

Group 1 identified desirable qualities including affordable housing experience, integrity, relationship skills, local awareness, emotional intelligence, and strategic thinking.

Group 2 discussed the importance of local connections, public-facing skills, diversity in candidates, and ensuring innovation and execution are kept in mind.

Group 3 echoed the need for affordable housing experience, consensus-building, and strong communication skills, while also considering interim versus permanent options. Staying focused on equity and partnership, experience working in a broad array of diverse communities, and senior leadership experience.

Frank concluded that the groups were aligned on a wish list of traits, acknowledging that additional traits may emerge later. Jon Weil highlighted the challenge of prioritizing traits among top candidates. Board members then participated in a word cloud activity to input their top three desired characteristics for the new CEO. Betsy noted that both PDA and Foundation board members will be reached out for contacts for potential colleagues and candidates who could develop the necessary skills over time.

Shalimar inquired about the current job market for CEOs in the housing industry and the feasibility of the timeline, to which Betsy responded that the market is tight with few senior-level openings. Frank noted that if the timeline proves unfeasible, an interim CEO may be necessary, and further insights will be gained from the search firm as the process progresses.

Critical Path Issues: Chris provided a high-level update on critical path strategies related to the Youth Care and Heartwood projects, as well as organizational stability. He discussed measures to protect the Youth Care project from default risk at Heartwood and noted that Mason and the Real Estate Development team is involved in ongoing discussions with the general contractor. The next step is to await SCIDpda's November Board vote to approve construction, expected to start in early January. He also updated the Boards on Heartwood's refinancing status and timelines for loan restructuring, mentioning continued interest from SHA.

Chris next reviewed the status of CRH's midterm organizational stability, including listing of the mini-portfolio of six section-8 buildings, leasing and conversions of 6 projects, then resident-focused elements such as safety, RAC, collections, vacancies etc. He emphasized the leasing and resident aspect are full-time responsibilities highlighting the pressure staff are managing currently. He then outlined long-term stability plans including completing leasing and conversions, closing on YouthCare and the mini portfolio, and hiring business model planning consultant to focus on other aspects of operations.

Fundraising

Fundraising Overview: Kiley initiated a discussion to gather feedback from the Boards regarding the Omnivorous event, encouraging those with detailed insights to email her and the staff for further debriefing. Shalimar Gonzalez appreciated the indoor venue, accessibility via public transport, and diverse food vendors, suggesting a pause in food service during the program for better focus. Frank liked the setup, smooth check-in, and food options but recommended providing a timeline visible on screen for the program's start. Wesley praised the staff and the effectiveness of the video, noting that a consistent venue could improve attendance and suggested more giving opportunities linked to raffle tickets.

Kiley then recapped the early income results from the Omnivorous fundraising event, highlighting lower-than-usual sponsorship and raffle sales, as well as the impact of these trends. She compared paddle raises to previous years, confirming there were no matches to last year's figures. Kristin Winkel noted the event's value in introducing community-based housing and inquired about an analysis of hosting expenses. Jeff Reibman explained cost reductions and the benefits of indoor venues, while Sara Bago inquired about responses to the monthly giving program, which Kiley confirmed yielded three to four new monthly gifts. Shalimar recommended planning future events early in the fundraising season and shared Saunatina Sanchez's support in reestablishing the Joint Board Event Committee. She also recommended emphasizing the importance of the event's success in communications alongside light-hearted emails for sponsorships.

Foundation Budget vs Actual: Kiley provided an update on year-to-date revenue for the Foundation in 2024, discussing strategies to meet fundraising goals, including contacting LYBUNT donors, launching the End of Year campaign, and following up with guests to express gratitude. Jon emphasized the importance of understanding donor engagement and reasons for absence, which will aid future planning.

Sara Bago proposed sending handwritten thank-you letters with year-end giving information, and Michelle Purnell-Hepburn highlighted the urgency of this task. Lisa inquired about providing both boards with a list of top vendors for services, and Erin noted feedback she received included donor outreach for this event happened after budget season of the following year. The group also discussed common reduced trends in the charitable sector at both industry and national levels.

Foundation 2025 Draft Budget: Kiley will email the 2025 Draft Foundation Budget to PDA and Foundation Board Members.

Finance and Asset Management

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

A motion to approve the **August Finance and Asset Management Report** was made by Drew Porter, second by Michelle Purnell-Hepburn, and passed unanimously.

Budget Assumptions: Andrew presented an overview of the 2025 budget timeline, highlighting key budget assumptions. He reminded the group that the draft budget will be reviewed at the November Board meeting after being vetted by the FAM. The final budget will be presented in December. Chris emphasized the need for clarity regarding expectations.

The meeting was adjourned by Frank F. Alvarado III at 7:37 pm.

Attested,

Michelle Morlan

Michelle Morlan, Secretary
November 18, 2024

November 2024 Fundraising and Communications Memorandum

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

From: Kiley Dhatt

Individual Giving

Community Cultivators Club

Within the last month, 3 new recurring donors registered for monthly gifts ranging from \$5 to \$10. New club members include:

Qeana Alfred (Sprout level)
Kristina Alford (Sprout level)
Angie Cornejo (Sprout level)

Please contact Amy (aforsaith@communityrootshousing.org) if you are connected to any of the individuals listed above so we can coordinate an appropriate thank you message!

2024 End of Year Campaign

'Tis the season! As we approach Giving Tuesday, planning for the 2024 End of Year Campaign is underway. We're going to ask both boards to help us pilot some new peer to peer fundraising software. In the coming weeks, please be on the lookout for emails from Amy (aforsaith@communityrootshousing.org) with information on this and the different ways you can support our fundraising efforts to close out 2024.

Grants & Awards

In the last month:

Awarded grant proposals include:

- KeyBank—Omnivorous Restaurant Stipends, \$15,000
- U.S. Bank Foundation—Housing Stabilization, \$25,000

Submitted grant proposals and LOIs include:

- Hill Family Foundation—\$200,000 (\$160,000 Annual Fund and \$40,000 Resident Advisory Council)

Pending grant proposals include:

- Weyerhaeuser Giving Fund—Resident Services, \$30,000
- Lockwood Foundation—Housing Stabilization Fund, \$30,000
- Washington Federal Foundation—Annual Fund, \$5,000
- MultiCare Community Fund—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:

- Providence Swedish—Resident Services, \$10,000
- Enterprise Section 4—Annual Fund, \$50,000
- Medina Foundation—Housing Stabilization, \$25,000
- Hearst Foundation – Annual Fund, \$100,000
- Norcliffe Foundation—Annual Fund, \$50,000
- Murdock Family Trust – Special Projects—Capacity-Building, \$100,000

Rise Together Capital Campaign

To date, the Rise Together partners have raised \$40,032,143 toward a goal of \$45,000,000 (89%). No major grant activity in the last month.

Communications

In October, communications work included the following highlights:

- Planning and drafting the 2024 Community Roots Housing annual report
- Collaboration with fund development staff to plan for promotion of Giving Tuesday and EOY fundraising campaign centered on Resident Services
- Crisis communications work regarding Silvian, Gilman Court, and Helen V emergencies
- Omnivorous event marketing and content creation
- Africatown Plaza leasing marketing
 - Email campaign, Google AdWords campaign, Meta ads
- Devonshire leasing marketing
 - Email campaign, on-site signage
- Pride Place leasing marketing
 - Email campaign, Google AdWords campaign, Meta ads, King5 commercial, Sound Transit and King County Metro print ads, on-site signage
- Management of marketing work with external vendor Conversion Logix for Pride Place and Heartwood lease ups
- Monthly Building Beyond Buildings and resident newsletters

October’s media mentions of Community Roots Housing and related projects:

- [Africatown Plaza Opens, Offering 126 Affordable Homes in Seattle’s Central District, with Ribbon Cutting Celebration Set for October 5](#)
- [ArtSEA: Viaduct views return with Seattle’s new Overlook Walk](#)
- [Africatown Plaza, with 126 affordable units, opens Saturday in the CD](#)

- [The Plaza Grand Opening is Only One Day Away Saturday Oct 5 11AM - 2PM](#)
- [Africatown Plaza affordable housing opens in Seattle’s Central District](#)
- [Power & Proof: Africatown Plaza Grand Opening](#)
- [Africatown Community Land Trust Celebrates the Opening of Africatown Plaza, a New Affordable Housing Building](#)
- [Hear from Africatown Plaza's design team](#)
- [Marjorie makes new start in the Central District with boost hoped to help Seattle restaurant owners also own the space they call home](#)
- [‘Proof and power’ — Africatown Plaza affordable development now open in the Central District](#)
- [Besa Gordon Previews Africatown Plaza Segment on Good Day Seattle](#)
- [Seattle Restaurants Fuel Philanthropy](#)
- [Back2Besa full episode: Oct. 19](#)
- [Africatown Plaza: Revitalizing Seattle's Central District with Affordable Housing and Cultural Preservation](#)
- [Police investigate after man stabbed inside E Harrison apartment — UPDATE | CHS Capitol Hill Seattle News](#)
- [Insomnia Cookies baking plan to serve Seattle U kids and Capitol Hill nightlife crowds with new Broadway shop](#)

2024 Community Roots Housing Foundation Budget and Actuals - AS OF 10.31.2024

Income:

		SFDC Actuals	Goals	% to Goal
Unrestricted	Corporate	\$ 16,572	\$ 75,875	22%
	Sponsorship & Tickets	\$ 228,550	\$ 309,500	74%
	Foundation	\$ 60,379	\$ 109,320	55%
	Government	\$ -	\$ -	N/A
	DAF	\$ 145,145	\$ 343,000	N/A
	Individual	\$ 193,015		
	Individual Giving Total	\$ 338,160	\$ 343,000	99%
Subtotal		\$ 643,661	\$ 837,695	77%

		SFDC Actuals	Goals	% to Goal
Restricted	Corporate	\$ 19,500	\$ 14,950	130%
	Sponsorship	\$ 15,000	\$ 12,500	120%
	Government	\$ 10,000	\$ 100,500	10%
	Foundation	\$ 10,000	\$ 69,550	14%
	DAF	\$ -	\$ 75,000	N/A
	Individual	\$ 6,833		
	Individual Giving Total	\$ 6,833	\$ 75,000	9%
Subtotal		\$ 61,333	\$ 272,500	23%
Total		\$ 704,994	\$ 1,110,195	64%

Expenses:
Community Roots Housing Foundation
2024 Budget vs. Actual
January through December 2024

Expense	Jan - Dec 24	Budget	% of Budget
▼ Expense			
▼ 10000 · Operating Expenses			
▶ 5000 · Contract Services	23,771.89	34,800.00	68.3%
▶ 6000 · Office Expenses	14,829.44	29,330.00	50.6%
▶ 7000 · Administrative Expenses ▶	23,277.68 ◀	26,450.00	88%
7240 · Sponsorships	2,817.80	15,000.00	18.8%
▼ 7500 · Event Expense			
▼ 7540 · Event Expense			
7542 · Top of the Town	53,853.79	62,450.00	86.2%
7544 · Omnivorous	42,111.92	77,060.00	54.6%
7570 · Groundbreakings & Grandopen...	1,051.41	10,000.00	10.5%
7540 · Event Expense - Other	0.00	1,500.00	0.0%
Total 7540 · Event Expense	97,017.12	151,010.00	64.2%
Total 7500 · Event Expense	97,017.12	151,010.00	64.2%
Total 10000 · Operating Expenses	161,713.93	256,590.00	63%
8500 · Donated Goods and Services	10,000.00		
▼ 9000 · Granting			
9050 · Grants to CRH - Unrestricted	493,789.94		
9056 · Grants to others - Restricted	67,500.00		
Total 9000 · Granting	561,289.94		
Total Expense	733,003.87	256,590.00	285.7%

NOVEMBER 2024 RESIDENT AND PROPERTY SUCCESS COMMITTEE BOARD REPORT AND MINUTES

Property Management Committee Members: Jill Cronauer

Absent Committee Members: Chasten Fulbright, Shaun Frazier, Shalimar Gonzales, Saunatina Sanchez

Staff Liaisons to the Board: Toni Ball, Sarah Bramson, Lisa Hagen, **Michelle House, Valencia Chambers Manora, Andrew Oommen,** Chris Persons, **Carolina Rocha, Lariah Thompson, Ron Trescone, Max Wilson** (taking notes).

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

Date, time, and location of meeting: November 5, 2024 – 3:00-4:00 PM – RingCentral

Date, time, and location of next meeting: December 2, 2024 – 3:00-4:00 PM – RingCentral

The meeting began at 3:08 p.m.

- 1) **2025 Committee Meeting Dates:** Andrew proposed the 2025 Committee meeting dates. The Committee members will review the dates, make changes as necessary, and approve on them on the December Committee meeting.
- 2) **Project Update:** Andrew updated the committee on the ongoing projects, program development, and staff development.
 - Lease ups:
 - Heartwood: 96 units are leased up. Building expected to be completely leased up by February of 2025. Concessions for the building include waving application fees to expedite the lease up process.
 - Pride Place: 71 units are leased up. The building requires 100% occupancy by December 31st. Getting the building leased up is our focus. Applicant eligibility requirements are impeding the building reaching total occupancy. A commercial advertisement is being created to help generate interest from applicable households. Andrew mentioned that we are working with the City to help us fill these gaps in order to reach 100% occupancy by the December 31st deadline. Jill asked what the implications are if we don't meet the deadline. Andrew said we risk losing our 2/3's tax credits for the building which would cost us a very high amount per vacant unit. Lariah said we have a tax credit accountant looking into the numbers and what this would mean for the budget. Lariah said that there is interest in the building but they're not 55+ households.
 - Africatown: 32units are leased up. The building requires 100% occupancy by December 31st. We have a strong community partner to help increase the public interest and meet the December 31st deadline. Our vendor, Allied has been a big help leasing up this building.

- Devonshire: 22 units are leased up. The building requires 100% occupancy by December 31st. The 22 represents the individuals who have moved back into the building. There are sixteen people pending moving back to Devonshire. There are 24 vacant units to lease up by the December deadline. If we miss the deadline then our tax credits could get delayed or not delivered in the correct year. There is an active construction zone in the area making it more challenging to lease up the Devonshire. The building has small studios and no amenities which makes it more challenging. Jill asked if we even need the concessions in these buildings since we see the interest dropping off drastically during winter months. Lariah stated we're waving application fees and offering one month free to meet the deadline.
- Closing:
 - Youth Care: In progress.
 - Jazz House: Project is paused while we search for a feasible long-term solution.
- Construction:
 - Northgate: We anticipate reaching the 50% mark by mid-summer 2025 and we are considering a third-party Property Management company.
 - White Center: Construction going well, and we anticipate completion by September 2025.
- Dispositions:
 - Park Hill: Few details to clarify before release of held back funds. Lariah is working to get the amount held back.
 - Holden Vista: Expected to close sale in six months.
 - Broadway: Under contract and looking at a mid-December close.
 - HUD Portfolio: Strong initial interest and some offers made.

We have 1,326 new units in active development across thirteen projects.

The meeting ended at 3:45 p.m.

Resident Services (RS) Board Report

OCTOBER 2024

YOUR RS TEAM MEMBERS

Position	Team Member	Assigned Buildings	Contact Information
Resident Services Coordinators (RSC)	Sasha Ifé	Haines & Liberty Bank Building (LBB)	ssobersoutlaw@communityrootshousing.org
	Christian	Broadway Crossing (BX) & El Nor	ckrupp@communityrootshousing.org
Resident Services Manager (RSM)	Toni		tball@communityrootshousing.org

PORTFOLIO SERVICE DATA

Total Residents Served	Top 3 Service Categories Requested	Total Buildings Served	Portfolio Utilization of Services
38	Advocacy Rent Assistance Ticket Program/Senior Services	19	39.58%

DEPARTMENT ACTIVITIES

- Resident Advisory Council (RAC) meeting
 - 16 residents attended. This meeting took place shortly after our Omnivorous fundraising event, so we shared the news that \$200,000 was successfully raised.
 - The RAC then discussed other business, including:
 - Communication: Staff is still working to create a “RAC button” on the CRH website for RAC business, similar to the PDA board button. Valencia and Jessica are in close communication.
 - Board Resolution: A draft was shared and ratification is expected at the November board meeting.
 - Charter: Updates included RAC membership and meeting dates; the document is still in progress.
 - Foundation: Kiley Dhatt and Andy Post gave a presentation on the CRH Foundation and Board Advocacy Committee to RAC members.

- RAC Meeting Staff Debrief
 - This is our opportunity as a staff to assess our support efforts and plan next steps.
- The entire Resident Services department volunteered to assist with Omnivorous this year, working to check in guests and issue them bid numbers. Mateo and Laura were extremely helpful in training us and the night went off without a hitch.
- Participated in the regional Resident Services Affinity Group meeting on Thursday, October 3rd. They had representatives from Seattle Housing Authority and the Northwest Hoarding Coalition present information and resources to support our work with residents struggling with hoarding/clutter.
- CRH Foundation reached out to the RS team regarding their End-Of-Year Campaign plan for Giving Tuesday in November. This year, they have chosen to theme the fundraiser around the Resident Services department and the important work we do with residents. We collaborated on scheduling resident and staff interviews to begin putting together the pieces of that project.

DEPARTMENT NARRATIVE

The Resident Services Department's service model continued through October. Our Resident Services Coordinators (RSC) have been onsite for 9 months and have brought 41 programming events/activities to six different buildings. In addition to their onsite work, the RSC team attends every monthly Resident Advisory Council meeting, are actively participating in Community Roots Housing staff committees, and are constantly seeking out professional development opportunities and community partnerships.

This month, Sasha and Christian have collaborated and problem-solved through our unexpected staffing issues. Currently headed by Valencia, the Resident Services Department has navigated a multitude of changes in their work; however, by staying adaptable and solution-oriented, we continue providing top-tier service for our residents day in and day out.

Sasha has been successfully meeting with residents throughout October to sign them up for the Liberty Bank Building Rent Assistance Program (LBB RAP). By taking on the role of point person in helping them access these funds (up to \$5,000 per household), she is showcasing the best applications of our department and the direct help we can provide to those who need it most.

Due to the unexpected vacancies of RS staff members, we are not prepared to transition onsite services to Pride Place at this time. This will be an ongoing discussion as we figure out how to best structure the capabilities of our team.

ONSITE PROGRAMMING ACTIVITIES & BUILDING ENGAGEMENT

We have set a 10% engagement goal for 3rd QTR

BUILDING	EVENT	SERVICE CATEGORIES	ENGAGEMENT (Attendance %)
LBB	Halloween Party	Cultural Connection, Recreation & Leisure, Youth & Family Services	11.92%
Haines	Halloween Movie Night	Cultural Connection, Recreation & Leisure, Senior & Disability Services	32.14%
BX	Pie & Cider Bash	Cultural Connection, Nutrition, Recreation & Leisure	7.79%
El Nor	Pie & Cider Bash	Cultural Connection, Nutrition, Recreation & Leisure	10.34%

NOVEMBER 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, Amy Phian
(**BOLD** indicates those members in attendance)

Date, time and location of meeting: October 31, 2024, at 3:30 PM – 4:30 PM via Ring Central teleconference

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

1. Project Updates
 - a. Staff reviewed progress on all projects in the pipeline. See attached pipeline report for more information.
2. Approvals/Resolutions
 - a. YoutCare/South Annex:
 - i. Project previously came to the Board in May for the Closing Omnibus Resolution and Bond Issuance Resolution. The project was anticipated to close in June/July, however the project has been paused while we worked to isolate the project from any potential risk at the Heartwood. As a result, we will be coming back to the board in November with an update to the Omnibus Resolution to allow for the introduction of SCIDpda to the GP partnership. SCIDpda's participation includes guarantee support and a share of developer fee. In addition, they are looking to CRH to include project support to ensure that construction is on budget, on schedule and that the construction loan repayment milestones are achieved as early as possible.
 - ii. We are working through details of any and all agreements between CRH and SCIDpda, things are moving quickly, we anticipate having a resolution by the time of the board meeting, though we do not have a draft to review at this time.
3. Pipeline Report
 - a. Abu Bakr: We are continuing to work through the potential partnership and structure at the Abu Bakr controlled site in Tukwila. Looking to introduce the project and shape of the MOU to the Board in November and then to come back in December to enter into an MOU agreement and define early predevelopment budget and spending authority.

Meeting adjourned at 4:36 PM.



November 2024 Pipeline Report

List	Project	Lead Staff	Support Staff	# Units	2024				2025				2026				
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1	Heartwood	Andrew	Thea	126				Conversion									
2	Pride Place	Mason		118				Conversion									
3	13th & Fir Family Housing	Josh	Lisa	156	Conversion			8609									
4	AT Plaza	Muammar	Jordan	126			PIS	Conversion									
5	Devonshire	Jordan	Michael	62			PIS	Conversion									
6	Northgate	Jordan	Michael	235	Construction							PIS	Conversion				
7	WC Residential	Mason	Jordan	76		CLOSE	Construction					PIS	Conversion				
8	WC HUB	Mason	Jordan	0		CLOSE	Construction					Conversion					
9	Youthcare	Mason	Michael	84				CLOSE	Construction							PIS	
10	SMC	Mason	Michael	200			ROUND	ROUND	Predevelopment					CLOSE	Construction		
11	Jazz House	Scott		TBD							ROUND	ROUND			CLOSE	Constructio	
12	R & G	TBD	Michael	139	Acq and hold												
13	Othello	Scott		235										Prefunded	ROUND	ROUND	
14	Tukwila/ Abu Bakr	Jordan		TBD							ROUND	ROUND	Predevelopment				

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	12/1/2024	Actual	\$ 1,731,164			Repaid	
	Current Phase: Lease Up Next Milestone: perm conversion Update: Lease up continues with ~73% of units leased or preleased including											
Jazz House	Thea/Holly	134	N/A 1Q 2024	4Q 2025	2Q 2026		Proposed	\$ -	\$ 4,300,000	\$ 4,097,322	\$ 2,400,000	
	Current Phase: Closing Next Milestone: Construction Update: Submitted a LAP loan application to WSHFC Working with Enterprise and RVCDF to extend the maturity date on each of those loans while we											
Othello	Thea	235	N/A TBD	TBD	TBD		Proposed	\$ -	\$ 600,000	\$ 528,645		
	Current Phase: Feasibility Next Milestone: Approval Update: PPCD process complete, need to work through next steps with SHA and ecology.											
4% Bond												
13th & Fir Family Housing	Josh / Lisa	156	9/15/2019	5/17/2021	5/5/2023	6/7/2024	Actual	\$ 583,947			Repaid	
	Current Phase: perm conversion Next Milestone: Operations Update: Final developer fee pay in expected when we file the 8609. 8609 is in review with WSHFC and should be completed in the next month or so.											
Pride Place	Mason	118	9/15/2019	10/25/2021	9/5/2023	6/21/2025	Actual	\$ 1,510,957	\$ 151,095.50		Repaid	
	Current Phase: Lease up Next Milestone: perm conversion Update: 71 units occupied, with a few applications in progress, just north of 50% occupied, but need to get 100% qualified occupancy before the end of 2024. Reduced rent in order to better meet occupancy requirements associated with tax credit delivery understanding that will create a perm loan gap. Increased marketing efforts with a commercial and with KC Metro advertising. Communicating with Seattle OH to keep them apprised of the situation and risk associated with credit delivery.											
AT Plaza	Muammar/Jordan	126	9/15/2019	12/23/2021	8/15/2024	1/30/2025	Actual	\$ 1,088,597	\$ 80,000.00		Repaid	
	Current Phase: Construction Next Milestone: Building Transition, Lease up Update: 22 move-ins as of 10/25. All 2s and 3s have applications. Now focus is how to lease ST/1BD. We brought Allied on board to support our leasing efforts with the expectation of 100% occupancy by the end of the year. Weekly open houses wednesday and saturday Working on stabilization efforts in coordination with AM. Need to get closing binder from loan mod to understand clear path forward CO requires resolution of the Heat Trace issue and working through with GC around contract requirements.											
Devonshire	Jordan	62	9/15/2022	9/19/2023	9/1/2024	5/1/2025	Actual	\$ 1,582,857	\$ 118,714.28		Repaid	\$ -
	Current Phase: Construction Next Milestone: Building Transition, Lease up Update: Wave 1 and 2 residents are on site and Wave 3 residents begin move-ins on 11/4 Behind schedule on existing tenant recertification process. ~2-3 residents/phase Construction completion is 77% and should be completed before the end of the year. 23 Vacant units that we need to lease before the end of the year. Residet referral bonus											

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	
Northgate	Jordan	235	9/15/2021	12/21/2023	10/31/2025	12/18/2026	Actual	\$ 2,417,701	\$0	\$ 200,000	\$ 59,723	
			<p>Update: 47% complete construction which continues to trend a bit ahead of schedule.</p> <p>Current Phase: Construction</p> <p>Next Milestone: Building Transition, Lease up</p> <p>Still working on ground lease bifurcation with King County.</p> <p>Enterprise childcare construction financing to replace Bridge LoC is tied to the LAP loan for Jazz House -- need to have a path to repay the Jazz House acq loan with enterprise prior to advancing the childcare construction loan.</p> <p>Working through a naming process for the building so we can launch marketing efforts.</p>									
WC Residential	Mason	76	9/15/2022	5/13/2024	9/1/2025	5/1/2026	Actual	\$ 1,118,803	\$ 369,205.20	Repaid	\$ -	
			<p>Update: Construction is going well, pouring first stages of foundation, no significant surprises in the soil. Found some project savings to add some of our desired add alts already.</p> <p>Current Phase: Construction</p> <p>Next Milestone: Transition to OpEx 9/2025</p> <p>Navigating our first draw, to two different projects and shared work expenses.</p> <p>We will be working through some IT and operations questions to make decisions on access control or final review of products that we can live with.</p> <p>20% complete, past unexpected soil conditions, foundations poured, starting to frame on residential building now. Feeling confident that we will be on budget for construction.</p> <p>Community building side, final negotiations with leases with HUB tenants, and capacity building agreement with the CDA to support them to open and operate the community center and to be good partners on the residential side. Coaching for business planning for the HUB. CDA is also interested in playing a role in the future of Unity Village. DNDA has the ROFR but the CDA has some interest in neg interest in that.</p> <p>This is shorter construction period, expected to complete construction in Sept 2025, begin initiation of transition at the beginning of the new year. Pretty much the same timing as the Northgate and we should also work on that year one budget and consider how to strategize for success. Mostly twos and threes with some ones no studios. Average AMI is below 50% The 60% one bedroom is underwritten at a lower rent.</p>									
WC Commercial	Mason		N/A	5/10/2024	9/1/2025	n/a	Actual	\$ 900,000	\$ 450,000			
			<p>Update: Similar construction progress to residential site. Working with WCCDA to negotiate leases and finalize plans for build out of HealthPoint clinic space. Need to prioritize capacity building plan and CRH obligations in Q4.</p> <p>Current Phase: Closing</p> <p>Next Milestone: Construction</p>									
YouthCare	Mason	84	9/15/2021	11/15/2024	11/15/2026	11/15/2027	Proposed	\$ 1,785,578	\$ 209,781.11	\$ 2,600,000	\$ 2,420,683	\$ 6,500,000
			<p>Update: Working with our lenders and investors both private and public to socialize a co GP structure for the project. We believe this approach will isolate the YouthCare project sufficiently from the Heartwood risk. Working with potential partners to find a good match for the Co GP position.</p> <p>Current Phase: Funding, Building Permit</p> <p>Next Milestone: Closing</p>									
SMC	Mason	171	9/15/2024	11/1/2026	11/1/2028	7/1/2029	Proposed	\$ 2,863,346	\$	500,000	\$ 487,595	\$ 7,750,000
			<p>Update: Applications submitted to OH, King County, and the Housing Trust Fund. Announcements anticipated for late December.</p> <p>Current Phase: Prefunded</p> <p>Next Milestone: Public Funding</p>									
Centennial	Thomas	57	9/15/2024				Proposed	\$ -			\$ 284,828	
			<p>Update: Resident meeting held, two people attended, wanted clarity on a path forward. will need to have another meeting with more folks in attendance. Working with broker</p> <p>Current Phase: Feasibility</p> <p>Next Milestone: Approval</p>									
R & G	Thomas	139	9/15/2024	12/1/2028	12/1/2030	8/1/2031	Proposed	\$ -	\$	100,000	\$ 93,273	\$ 4,500,000
			<p>Update: No updates</p> <p>Current Phase: Acquisition</p> <p>Next Milestone: Prefunded</p>									
											\$ 209,606	

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
Potential Projects												
Kent	Thea							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
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. Goal is to bring a resolution to the Board on December 9.								
	Next Milestone:											
CHP2-5	Thea							\$	-			
	Current Phase:			Update: No updates								
	Next Milestone:											
Goodwill	Thea	TBD		TBD	TBD	TBD	TBD	Proposed	\$	-		
	Current Phase: Feasibility			Update: No updates								
	Next Milestone: Approval											



NOVEMBER 2024 EXECUTIVE COMMITTEE BOARD REPORT AND MINUTES

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

Absent Committee Members: Drew Porter

Staff: Sondra Cardin (taking minutes), Valenica Chambers Manora, Chris Persons, Carolina Rocha (BOLD indicates those members in attendance)

Date, time, and location of meeting: Monday, November 4, 2024 – 5-6:30 pm – Belmont Conference Room / RingCentral

Date, time, and location of next meeting: Monday, December 2, 2024 – 5-6:30 pm – Belmont Conference Room / RingCentral

The meeting began at 5:02 p.m.

- 1. Resident Advisory Council Resolution:** Chris requested the Executive Committee to review a resolution establishing the Resident Advisory Council (RAC) as an official body of CRH to be presented to the board in November, with the understanding it has already been vetted by the RAC. The resolution clarifies that the Board holds authority for creating and authorizing the Council.

Valencia provided an update on current projects the council is focusing on, kicked off their first official RAC meeting in October and remained focused on refining its mission, goals, membership structure, voting, and other operational details. She praised Pat Hughes, the Council's facilitator, for their support and has invited a few RAC members to attend the next board meeting to witness the voting of the resolution.

Chris noted that the inaugural charter for the RAC is set to be completed by December 31, 2024, with a revised version to be presented at the next RAC meeting. Valencia noted the goal is to invite guest speakers to future meetings and added the foundation members attended a last month's meeting to engage with the RAC.

Michelle inquired about the budget, and Valencia clarified that the budget covers food and stipends, as well as printing for resident materials. Frank suggested adjusting the language regarding the budget process for clarity. Chris reviewed the Board's approval and authorization process for the RAC, and Valencia confirmed that the RAC's minutes, charter, and other public information will be posted on the CRH website for transparency.

A **motion** to approve bringing the **2024-XX Resident Advisory Council Resolution** to the full board for consideration was made by Michelle Morlan, seconded by Chasten Fulbright, and passed unanimously.

2. **Critical Path Issues:** Chris provided updates on a number of projects, lease-ups and dispositions.
 - a. **Station House:** Chris shared that Station House stabilization is now complete and the letter of credit will be released. CRH will now be able to draw final funds from the project.
 - b. **YouthCare:** Chris noted current negotiations taking place on the terms of the partnership with SCIDpda, particularly regarding strategies to minimize conversion risk and establish a larger operating reserve. SCIDpda is holding a special board meeting tomorrow to provide an update and finalize details. Closing calls are ongoing, with the goal of achieving a mid-December closing.
 - c. **Heartwood:** Chris provided an update that our consultant is finalizing a proposal to Heritage to restructure the loan, aiming to close a significant portion of the Freddie Mac loan while converting the construction loan to a lower interest rate and with a longer term. We expect to receive a BOV by Wednesday. Chris also discussed this afternoon's meeting with investors to review the proposal. The Board discussed the ongoing risks of restructuring the loan and that disposition might be the best option.
 - d. **Lease-ups:** Chris reported ongoing discussions with OH regarding Pride Place around providing subsidy once the conversion takes place. Africatown Plaza continues to lease up quickly, with Allied actively engaged. Conversations with OH are also underway for the Devonshire project. The Board discussed the importance and high level of risk in late conversions. Chasten suggested using the weekly CIC meetings to discuss progress.
 - e. **Dispositions:** Chris mentioned we have an offer on the Broadway, we are move forward with getting the mini-portfolio under contract, and we have just extended due diligence on the Holden Vista on financing questions.
3. **2025 Budget and Business Planning:** Chris reviewed the current Cash Projections for 2025, seeking input from the Executive Committee on staff identified priorities. Chris also highlighted challenges with developer fees not being received on time or as expected.

Chris emphasized the need to improve business operations, particularly focusing on driving efficiencies in the property management department, selling the mini-portfolio, and developing a clear strategy for future properties. He mentioned plans to bring in a business planning consultant to help develop a comprehensive business plan, assess efficiency improvements, and explore mergers and acquisitions. Chris outlined a timeline for introducing this plan to the Executive Committee and Board leading into the upcoming retreat.

He also reviewed potential consultants and noted the importance of interviewing candidates to identify the right fit. Discussions included maximizing efficiency, addressing collections and vacancies, and reviewing portfolio dynamics.

Chasten expressed concerns about bringing in a consultant during the CEO transition and Michelle recommended a series of meetings to ensure the E-Team is aligned.

4. **Board Development:** Chris shared conversations with three potential board candidates for each vacant seat and asked for the Executive Committee's perspectives of additional names for consideration.
5. **Review Board Agenda and Resolutions:** Chris reviewed agenda items and resolutions that will be presented at the November Board meeting.
6. **Board Correspondence:** In October 2024, the board received correspondence from two residents. The first correspondence came from a Holiday resident regarding an ongoing public records request and topics related to housing rights. The second correspondence was from a resident at Broadway Crossing inquiring about a grievance. Updates will be provided to the Executive Committee as the process progress.

The meeting ended at 6:36 p.m.

Board Email Correspondence October 2024

Correspondence Number	1
Date Received	October 1-31, 2024 (204 emails)
From	Resident
Topic	PRR / Housing Rights
Building	Holiday Apartments
Status	Staff is addressing the PRR

Correspondence Number	2
Date Received	October 29, 2024 (2 emails)
From	Resident
Topic	Grievance Inquiry
Building	Broadway Crossing
Status	Staff are in communication and resident has completed the grievance documentation.



Brief Memorandum

Date: November 18, 2024
To: PDA Board
From: Chris Persons and Sondra Cardin

Re: PDA Board Member Resignation – Sara Cubillos

I am writing to inform you that Sara Cubillos has resigned from the Community Roots Housing PDA Board of Directors. We thank Sara for her service and contributions to the organization.

The board will begin the process of filling the vacancy in accordance with our bylaws. If you have any questions, please feel free to reach out.

This brief memorandum has been incorporated into the Consent Agenda, and your approval of the Consent Agenda signifies your recommendation to PDA board to make the said changes.

Thank you for your attention to this matter.