

MERRILL ROAD HOUSING CORPORATION
AGENDA OF THE BOARD OF DIRECTORS MEETING
September 20, 2023

**Merrill Road Board of Directors Meeting will take place immediately following the
Housing Authority of the County of Santa Cruz Board of Commissioners Meeting**
HOUSING AUTHORITY OFFICES
2160 41st Avenue, Capitola, CA 95010

1. Roll Call

MERRILL ROAD BOARD OF DIRECTORS:

Chairperson Andy Schiffrin	4 year term expires, March 17, 2027
Vice Chairperson Carol Berg	4 year term expires, May 21, 2025
Director Ligaya Eligio	2 year term expires, October 18, 2024
Director Providence Martinez Alaniz	4 year term expires, February 10, 2027
Director Annette Melendrez	4 year term expires, September 29, 2023
Director Silvia Morales	Expires September 1, 2027
Director Richard Schmale	2 year term expires, May 12, 2025

2. Consideration of Late Additions and Changes to the Agenda

3. Consent Agenda

A. Minutes of the August 16, 2023 Meeting

Motion to Approve as submitted

B. FY 2023-24 Budget for Merrill Road Apartments

Approve Operating Budget and Schedule of Rental Income for Merrill Road Apartments for FY 2023-24

C. Election of Officers

Motion to Approve: The Board of Directors of Merrill Road Housing Corporation elect the same Chairperson and Vice-Chairperson that was elected at the September 20, 2023 Regular Housing Authority of the County of Santa Cruz Board of Commissioners meeting.

4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Directors is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.

5. Unfinished Business

6. New Business

7. Adjournment

*Merrill Road complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

AGENDA ITEM NO. 1

Roll Call

Chairperson Schiffrin called the meeting to order at 11:55 a.m. Members present Chairperson Schiffrin, Vice Chairperson Berg, Directors Eligio, Martinez Alaniz, Morales and Schmale

Members Absent

Director Melendrez (excused)

Staff Present

Jennifer Panetta, Tom Graham, Aaron Pomeroy, Courtney Byrd and Kate Calderon of the Housing Authority

AGENDA ITEM NO.

Consideration of Late Additions or Changes to the Agenda

None.

AGENDA ITEM NO. 3

Consent Agenda

Chairperson Schiffrin asked for a motion to approve the Consent Agenda.

Director Schmale moved for the approval of the Consent Agenda; Director Martinez Alaniz seconded the motion and it as passed by the following vote:

AYES: Directors Berg, Eligio, Martinez Alaniz, Morales, Schiffrin and Schmale

NOES: None

ABSENT: Director Melendrez

ABSTAIN: None

Agenda Item 3A. Approved the Minutes of the Meeting held February 22, 2023

Agenda Item 3B. The Housing Authority of the County of Santa Cruz Board of Commissioners postponed the approval of their Chairperson and Vice-Chairperson until the September 20, 2023 Board of Commissioner Meeting. This Agenda Item will appear on the Agenda of the Merrill Road Directors meeting on September 20, 2023.

AGENDA ITEM NO. 4

Oral Communications

No emails with comments were submitted and no public members joined the meeting.

AGENDA ITEM NO. 5

Unfinished Business

None.

AGENDA ITEM NO. 6

New Business

None.

AGENDA ITEM NO. 7

Adjournment

The Board of Directors meeting was adjourned at 11:26 a.m.

I hereby certify that these minutes were approved by the Merrill Road Board of Directors, on the Twentieth Day of September, 2023.

Chairperson

ATTEST: _____

Secretary

AGENDA ITEM SUMMARY

MEETING DATE: September 20, 2023

ITEM NUMBER: 3B

FROM: Executive Director

SUBJECT: FY 2023-24 Budget for Merrill Road Apartments

RECOMMENDATION: Approve Operating Budget and Schedule of Rental Income for Merrill Road Apartments for FY 2023-24

BACKGROUND SUMMARY:

The fiscal year 2023-2024 operating budget and schedule of rental income for Merrill Road Apartments was approved by the State of California Department of Housing and Community Development (HCD) as part of the Regulatory Agreement. Prior to this year, Merrill Road had flat rents based on bedroom size and income classification of the household (Very Low Income or Lower Income). The development converted to Project Based Vouchers on July 1, 2023, which resulted in a shift to income-based rents whereby the tenant portion of the rent is equal to 30% of the household's income. The Project Based Voucher subsidy covers the remainder of the rent up to the contract rent level which is near market rate rent.

Due to the conversion to Project Based Vouchers, budgeted net rental income has increased dramatically over the prior year from \$193,148 in FY22-23 to \$615,515 in FY23-24. This substantial increase in rental income will provide Merrill Road with the financial means to begin addressing its outstanding debt, which currently stands at over \$2 million, including accrued interest. Until now, loan payments had been largely deferred due to Merrill Road's insufficient cash flow. Based on budgeted cash flow, these outstanding loans dating back to the project's construction will be paid off in less than 10 years.

The total FY 2023-2024 budget is summarized as follows:

Total Revenues	\$615,515
Operating Expenses	<u>\$192,274</u>
Net Operating Income	\$423,741

RECOMMENDATION: Approve Operating Budget and Schedule of Rental Income for Merrill Road Apartments for FY 2023-24.

2. AMC Form 170 - CHECKLIST AND CERTIFICATION rev. 9/16/2022

Reporting Period:	7/1/2023 to 6/30/2024	Number of Assisted Units:	15
Project Name:	Merrill Road Apartments	Total Number of Units:	15
Project Location-County:	Santa Cruz	Assisted Units/Total Units Prorata:	100.00%
1. HCD Contract #:	91-RHCP-087	Other Prorata % Used:	
2. HCD Contract #:		HCD Approved Other Prorata % based on:	
3. HCD Contract #:			
Prepared by:	John Fleisher		
Date Prepared:	3/10/23	Phone #:	831-454-5942
Date Revised:			

OPERATING BUDGET - CHECKLIST OF REQUIRED ITEMS:

- 2. AMC Form 170 - Checklist and Certification - *yellow-shaded fields to be completed by Sponsor*
- 3. AMC Form 171 - Proposed Cost of Operations - *yellow-shaded fields to be completed by Sponsor*
- 4. AMC Form 172 - Proposed Cash Flow Analysis - *yellow-shaded fields to be completed by Sponsor*

OPERATING BUDGET CERTIFICATION:

I certify that: I am authorized to provide the information contained in tabs 2 through 4 and it is accurate to the best of my knowledge. Certification is indicated by checking the appropriate box and completing the remainder of this certification block.

- Management Agent
- Borrower
- Sponsor

	Jennifer Panetta	Executive Director	6/30/2023
	Name	Title	Date

SUBMITTAL INSTRUCTIONS: After completing the Certification section above, submit this Operating Budget Workbook together with your Schedule of Rental Income as email attachments to the Department at: AMCBranch@hcd.ca.gov and "CC" your Asset Management Representatives's emails. **Both items mentioned above MUST be submitted in Excel formats.** If you don't know the name or email of your AMC Representatives, please call (916) 263-2771.

HCD AMC REPRESENTATIVE APPROVAL (for HCD Use only):

- I hereby approve this Operating Budget, for all tabs through and including Tab 7, AMC Form 175 - HCD Approved Cash Flow Analysis.

Colin Chapman	Rep II	7/10/2023
Name	Title	Date

ANNUAL REPORT - CHECKLIST OF REQUIRED ITEMS:
(only for Projects not required to submit Audited Financial Statements to HCD, or does not have the required supplemental information)

- 8. AMC Form 180 - Actual Cost of Operations - *yellow-shaded fields to be completed by Sponsor*
- 9. AMC Form 181 - Actual Cash Flow Analysis - *yellow-shaded fields to be completed by Sponsor*

ANNUAL REPORT CERTIFICATION:

I certify that: 1) I am authorized to provide the information contained in Items 1. through 4. above, as well as the Schedule of Rental Income (SRI), and 2) it is accurate to the best of my knowledge. Certification is indicated by checking the appropriate checkbox and completing the remainder of this certification block.

I certify that: 1) I am authorized to provide the information contained in Tabs 8 through 9, and 2) it is accurate to the best of my knowledge. Certification is indicated by checking the appropriate checkbox and completing the remainder of this certification block.

- Management Agent
- Borrower
- Sponsor

Name	Title	Date

SUBMITTAL INSTRUCTIONS: After completing the Certification, above, submit this Operating Budget workbook in Excel format as an email attachment to amcbranch@hcd.ca.gov and copy your Asset Management Representative. If you don't know the name or email of your Representative, please call (916) 263-2771.

HCD AMC REPRESENTATIVE APPROVAL (for HCD Use only):

- I hereby approve this Annual Operating Budget Report on tab 8, AMC Form 180 Actual Cost of Operations and on tab 9, AMC Form 181 Actual Cash Flow Analysis.

Name	Title	Date

5. AMC Form 173 - HCD APPROVED COST OF OPERATIONS - Approved Operating Budget

rev. 9/16/2022

Reporting Period: 7/1/2023 to 6/30/2024

Date Prepared: 3/10/23

Project Name: Merrill Road Apartments
Project County: Santa Cruz
Approved By: Colin Chapman

1. HCD Contract #: 91-RHCP-087
2. HCD Contract #:
3. HCD Contract #:

Date Revised:
Assisted Units: 15
Total Units: 15
Phone #: 831-454-5942

Line #	HCD use only		Total Proposed Budget		Total HCD Approved Budget		HCD Rep notes (HCD use only)
	Account Name	Account Code	(A)	(B)	(C)	(D)	
			Annual Budget	Per Unit Per Month	Annual Budget <input checked="" type="checkbox"/>	Per Unit Per Month	
Administrative Expenses:							
1	Conventions and Meetings	6203	0	0.00	0	0.00	
2	Management Consultants	6204	0	0.00	0	0.00	
3	Advertising and Marketing	6210	0	0.00	0	0.00	
4	Other Renting Expenses	6250	0	0.00	0	0.00	
5	Office Salaries	6310	0	0.00	0	0.00	
6	Office Expenses	6311	217	1.21	217	1.21	
7	Office or Model Apartment Rent	6312	0	0.00	0	0.00	
8	Management Fee (do not include GP Management Fee)	6320	14,580	81.00	14,580	81.00	
9	Manager or Superintendent Salaries	6330	33,011	183.39	33,011	183.39	
10	Administrative Rent Free Unit	6331	0	0.00	0	0.00	
11	Legal Expense - Project	6340	0	0.00	0	0.00	
12	Audit Expense	6350	7,500	41.67	7,500	41.67	
13	Bookkeeping Fees/ Accounting Services	6351	3,700	20.56	3,700	20.56	
14	Bad Debts	6370	0	0.00	0	0.00	
15	Misc. Administrative Expenses	6390	143	0.79	143	0.79	
16	Total Administrative Expenses	6263T	59,151	328.62	59,151	328.62	
Utilities Expenses:							
17	Electricity	6450	1,046	5.81	1,046	5.81	
18	Water	6451	10,356	57.53	10,356	57.53	
19	Gas	6452	0	0.00	0	0.00	
20	Sewer	6453	12,793	71.07	12,793	71.07	
21	Total Utilities Expenses	6400T	24,195	134.42	24,195	134.42	
Operating and Maintenance Expenses:							
22	Payroll	6510	11,183	62.13	11,183	62.13	
23	Supplies	6515	6,779	37.66	6,779	37.66	
24	Contracts	6520	32,729	181.83	36,229	201.27	Inc.'s \$3,500 Contract-Building Repairs
25	Operating and Maintenance Rent Free Unit	6521	0	0.00	0	0.00	from HUD 6590
26	Garbage and Trash Removal	6525	28,391	157.73	28,391	157.73	
27	Security Payroll/Contracts	6530	773	4.29	773	4.29	
28	Security Rent Free Unit	6531	0	0.00	0	0.00	
29	Heating/Cooling Repairs and Maintenance	6546	0	0.00	0	0.00	
30	Snow Removal	6548	0	0.00	0	0.00	
31	Vehicle and Maintenance Equip. Operation and Repairs	6570	0	0.00	0	0.00	
32	Lease Expense	6580	0	0.00	0	0.00	
33	Misc. Operating & Maintenance Expenses	6590	3,800	21.11	300	1.67	
34	Total Operating and Maintenance Expenses	6500T	83,655	464.75	83,655	464.75	
Taxes and Insurance:							
35	Real Estate Taxes	6710	0	0.00	0	0.00	
36	Payroll Taxes (Project's Share)	6711	0	0.00	0	0.00	
37	Property & Liability Insurance (Hazard)	6720	11,434	63.52	11,434	63.52	
38	Fidelity Bond Insurance	6721	0	0.00	0	0.00	
39	Worker's Compensation	6722	1,940	10.78	1,940	10.78	
40	Health Insurance and Other Employee Benefits	6723	10,699	59.44	10,699	59.44	
41	Miscellaneous Taxes, Licenses, Permits and Insurance	6790	1,200	6.67	1,200	6.67	
42	Total Taxes and Insurance	6700T	25,273	140.41	25,273	140.41	
Supportive Services Costs:							
43	Staff Supervisors Salaries	6990	0	0.00	0	0.00	
44	On-site Service Coordinator Salaries and Benefits	6990	0	0.00	0	0.00	
45	On-site Other Supportive Services Staff Salaries	6990	0	0.00	0	0.00	
46	Supportive Services Administrative Overhead	6990	0	0.00	0	0.00	
47	Other Supportive Services Costs	6990	0	0.00	0	0.00	
48	Total Supportive Services Costs	6900T	0	0.00	0	0.00	
49	Total Cost of Operations	6000T	192,274	1,068.19	192,274	1,068.19	18% > 2023 Budget; 13% > 2022 Audit

6. AMC Form 174 - HCD APPROVED PRORATION OF COST OF OPERATIONS - Approved Operating Budget

rev. 9/16/2022

Reporting Period: 7/1/2023 to 6/30/2024

Date Prepared: 3/10/23

Project Name: Merrill Road Apartments
Project County: Santa Cruz
Approved By: Colin Chapman

1. HCD Contract #: 91-RHCP-087
2. HCD Contract #: _____
3. HCD Contract #: _____

Date Revised: _____
Assisted Units: 15
Total Units: 15
Phone #: 831-454-5942

Line #	HCD use only		Prorated Proposed Budget				Prorated HCD Approved Budget			
	Account Name	Account Codes	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			Proration Percentage	Assisted Units	Non-Assisted Units	Commercial	Proration Percentage <input checked="" type="checkbox"/>	Assisted Units	Non-Assisted Units	Commercial
Administrative Expenses:										
1	Conventions and Meetings	6203	100.00%	0	0	0	100.00%	0	0	0
2	Management Consultants	6204	100.00%	0	0	0	100.00%	0	0	0
3	Advertising and Marketing	6210	100.00%	0	0	0	100.00%	0	0	0
4	Other Renting Expenses	6250	100.00%	0	0	0	100.00%	0	0	0
5	Office Salaries	6310	100.00%	0	0	0	100.00%	0	0	0
6	Office Expenses	6311	100.00%	217	0	0	100.00%	217	0	0
7	Office or Model Apartment Rent	6312	100.00%	0	0	0	100.00%	0	0	0
8	Management Fee (do not include GP Management Fee)	6320	100.00%	14,580	0	0	100.00%	14,580	0	0
9	Manager or Superintendent Salaries	6330	100.00%	33,011	0	0	100.00%	33,011	0	0
10	Administrative Rent Free Unit	6331	100.00%	0	0	0	100.00%	0	0	0
11	Legal Expense - Project	6340	100.00%	0	0	0	100.00%	0	0	0
12	Audit Expense	6350	100.00%	7,500	0	0	100.00%	7,500	0	0
13	Bookkeeping Fees/ Accounting Services	6351	100.00%	3,700	0	0	100.00%	3,700	0	0
14	Bad Debts	6370	100.00%	0	0	0	100.00%	0	0	0
15	Misc. Administrative Expenses	6390	100.00%	143	0	0	100.00%	143	0	0
16	Total Administrative Expenses	6263T		59,151	0	0		59,151	0	0
Utilities:										
17	Electricity	6450	100.00%	1,046	0	0	100.00%	1,046	0	0
18	Water	6451	100.00%	10,356	0	0	100.00%	10,356	0	0
19	Gas	6452	100.00%	0	0	0	100.00%	0	0	0
20	Sewer	6453	100.00%	12,793	0	0	100.00%	12,793	0	0
21	Total Utilities Expenses	6400T		24,195	0	0		24,195	0	0
Operating and Maintenance Expenses:										
22	Payroll	6510	100.00%	11,183	0	0	100.00%	11,183	0	0
23	Supplies	6515	100.00%	6,779	0	0	100.00%	6,779	0	0
24	Contracts	6520	100.00%	32,729	0	0	100.00%	36,229	0	0
25	Operating and Maintenance Rent Free Unit	6521	100.00%	0	0	0	100.00%	0	0	0
26	Garbage and Trash Removal	6525	100.00%	28,391	0	0	100.00%	28,391	0	0
27	Security Payroll/Contracts	6530	100.00%	773	0	0	100.00%	773	0	0
28	Security Rent Free Unit	6531	100.00%	0	0	0	100.00%	0	0	0
29	Heating/Cooling Repairs and Maintenance	6546	100.00%	0	0	0	100.00%	0	0	0
30	Snow Removal	6548	100.00%	0	0	0	100.00%	0	0	0
31	Vehicle and Maintenance Equip. Operation and Repairs	6570	100.00%	0	0	0	100.00%	0	0	0
32	Lease Expense	6580	100.00%	0	0	0	100.00%	0	0	0
33	Misc. Operating & Maintenance Expenses	6590	100.00%	3,800	0	0	100.00%	300	0	0
34	Total Operating and Maintenance Expenses	6500T		83,655	0	0		83,655	0	0
Taxes and Insurance:										
35	Real Estate Taxes	6710	100.00%	0	0	0	100.00%	0	0	0
36	Payroll Taxes (Project's Share)	6711	100.00%	0	0	0	100.00%	0	0	0
37	Property & Liability Insurance (Hazard)	6720	100.00%	11,434	0	0	100.00%	11,434	0	0
38	Fidelity Bond Insurance	6721	100.00%	0	0	0	100.00%	0	0	0
39	Worker's Compensation	6722	100.00%	1,940	0	0	100.00%	1,940	0	0
40	Health Insurance and Other Employee Benefits	6723	100.00%	10,699	0	0	100.00%	10,699	0	0
41	Miscellaneous Taxes, Licenses, Permits and Insurance	6790	100.00%	1,200	0	0	100.00%	1,200	0	0
42	Total Taxes and Insurance	6700T		25,273	0	0		25,273	0	0
Supportive Services Costs:										
43	Staff Supervisors Salaries	6990	100.00%	0	0	0	100.00%	0	0	0
44	On-site Service Coordinator Salaries and Benefits		100.00%	0	0	0	100.00%	0	0	0
45	On-site Other Supportive Services Staff Salaries		100.00%	0	0	0	100.00%	0	0	0
46	Supportive Services Administrative Overhead		100.00%	0	0	0	100.00%	0	0	0
47	Other Supportive Services Costs	6990	100.00%	0	0	0	100.00%	0	0	0
48	Total Supportive Services Costs	6900T		0	0	0		0	0	0
49	Total Cost of Operations	6000T		192,274	0	0		192,274	0	0

7. AMC Form 175 - HCD APPROVED CASH FLOW ANALYSIS - Approved Operating Budget

rev. 9/16/2022

Reporting Period: 7/1/2023 to 6/30/2024

Date Prepared: 3/10/23

Project Name: Merrill Road Apartments
Project County: Santa Cruz
Approved By: Colin Chapman

1. HCD Contract #: 91-RHCP-087
2. HCD Contract #: _____
3. HCD Contract #: _____

Date Revised: _____
Assisted Units: 15
Total Units: 15
Proration %: 100.00%

Line #	HCD use only		Assisted Units		Non-Assisted Units		Commercial		Total Project	
	Account Name	Acct. Code	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			Proposed Budget	HCD Apprvd Budget <input checked="" type="checkbox"/>	Proposed Budget	HCD Apprvd Budget <input checked="" type="checkbox"/>	Proposed Budget	HCD Apprvd Budget <input checked="" type="checkbox"/>	Proposed Budget	HCD Apprvd Budget <input checked="" type="checkbox"/>
Rent Revenue:										
1	Rent Revenue - Gross Potential	5120	129,124	129,124	0	0			129,124	129,124
2	Tenant Assistance Payments	5121	505,428	505,428	0	0			505,428	505,428
3	Rent Revenue - Stores and Commercial	5140					0	0	0	0
4	Garage and Parking Spaces	5170	0	0	0	0	0	0	0	0
5	Flexible Subsidy Revenue	5180	0	0	0	0	0	0	0	0
6	Miscellaneous Rent Revenue	5190	0	0	0	0	0	0	0	0
7	Total Rent Revenue	5100T	634,552	634,552	0	0	0	0	634,552	634,552
Vacancies:										
8	Vacancy %		3.00%	3%	0.00%	0%	0.00%	0%	3.00%	3.00%
9	Apartments	5220	19,037	19,037	0	0			19,037	19,037
10	Stores and Commercial	5240					0	0	0	0
11	Rental Concessions	5250	0	0	0	0	0	0	0	0
12	Garage and Parking Spaces	5270	0	0	0	0	0	0	0	0
13	Miscellaneous Vacancies	5290	0	0	0	0	0	0	0	0
14	Total Vacancies	5200T	19,037	19,037	0	0	0	0	19,037	19,037
15	Net Rental Revenues (Rent Revenue Less Vacancies)	5152N	615,515	615,515	0	0	0	0	615,515	615,515
16	Supportive Services Revenue:	5390	0	0	0	0	0	0	0	0
Total Financial Revenue:										
17	Financial Revenue (don't incl. Reserve Acct. Interest)	5410	0	0	0	0	0	0	0	0
18	Revenue from Investments- Miscellaneous	5490	0	0	0	0	0	0	0	0
19	Total Financial Revenue	5400T	0	0	0	0	0	0	0	0
Other Revenue:										
20	Laundry and Vending Revenue	5910	0	0	0	0	0	0	0	0
21	Tenant Charges	5920	500	500	0	0	0	0	500	500
22	Misc. Revenue (don't include Reserve Withdrawals)	5990	0	0	0	0	0	0	0	0
23	Total Other Revenue	5900T	500	500	0	0	0	0	500	500
24	Total Revenue	5000T	616,015	616,015	0	0	0	0	616,015	616,015
25	Total Cost of Operations before Depreciation	6000T	192,274	192,274	0	0	0	0	192,274	192,274
26	Profit (Loss) before Depreciation	5060T	423,741	423,741	0	0	0	0	423,741	423,741
Financial Expenses including mandatory debt service:										
27	1st Mortgage (P&I) N/A	6820	0	0	0	0	0	0	0	0
28	2nd Mortgage (P&I)	6825	0	0	0	0	0	0	0	0
29	3rd Mortgage (P&I)	6825	0	0	0	0	0	0	0	0
30	HCD Required Payments	6825	0	0	0	0	0	0	0	0
31	Lease Payment	6890	0	0	0	0	0	0	0	0
32	Miscellaneous Financial Expenses	6890	0	0	0	0	0	0	0	0
33	Total Financial Expenses	6800T	0	0	0	0	0	0	0	0
Reserves Deposits:										
34	Replacement Reserve - Deposit	1320	0	0	0	0	0	0	0	0
35	Operating Reserve - Deposit	1330	0	0	0	0	0	0	0	0
36	Transition Reserve - Deposit	1330	0	0	0	0	0	0	0	0
37	Other Reserves	1330	0	0	0	0	0	0	0	0
38	Other Reserves	1330	0	0	0	0	0	0	0	0
39	Total Reserves Deposits	1300T	0	0	0	0	0	0	0	0
40	Project Cash Flow		423,741	423,741	0	0	0	0	423,741	423,741
Additions to Cash Flow:										
41	Borrower Contribution		0	0	0	0	0	0	0	0
42	Other (specify)		0	0	0	0	0	0	0	0
43	Other (specify)		0	0	0	0	0	0	0	0
44	Other (specify)		0	0	0	0	0	0	0	0
45	Total Additional Revenue		0	0	0	0	0	0	0	0
Use of Cash Flow (final approval with Annual Report):										
46	Deferred Developer Fee Payments		0	0	0	0	0	0	0	0
47	Asset Mgmt Fee (CHRP-R/SUHRP & HOME pre-UMR)	7190	0	0	0	0	0	0	0	0
48	Asset Mgmt Fee/Prtshp Costs (MHP/HOME under UMR)	7190	0	0	0	0	0	0	0	0
49	Borrower Distributions		0	0	0	0	0	0	0	0
50	Residual Receipt Loan Payments		0	0	0	0	0	0	0	0
51	HCD Interest Payments		0	0	0	0	0	0	0	0
52	Other (specify)		0	0	0	0	0	0	0	0
53	Total Use of Cash Flow		0	0	0	0	0	0	0	0

> This is the approved budget based on unverified revenue. Please reference the Department approved 2023-24 schedule of rental income (SRI) for the approved rent revenue and tenant assistance payments, HUD 5190 and 5121, respectively. Use of cash flow will be determined in accordance with the project's RHCP-B loan documents and the Department's review of the 2023-24 project audit.
> Department approved operating and replacement reserve deposits, OR and RR respectively, are \$0 due the sufficiency of project's existing account balances. Though the Department is not requiring the project to make 2023-24 OR and RR deposits, the Department acknowledges the project's other lenders / stakeholders may require 2023-24 OR and RR deposits. Project's 2022 yearend OR account balance represents approximately 6 months of approved 2023-24 operating expenses, mandatory debt service, and replacement reserve deposits. Department guidance, for tax credit projects, calls for a minimum OR account balance of at least three (3) months of approved operating expenses, mandatory debt service and RR deposits. Project's RR account balance as of the 2022 yearend represents approximately \$13,356 / unit. Department guidance calls for minimum RR account balances of at least \$1,000 / unit.

AGENDA ITEM SUMMARY

MEETING DATE: September 20, 2023

ITEM NUMBER: 3C

FROM: Executive Director

SUBJECT: Election of Officers

RECOMMENDATION: The Board of Directors of Merrill Road Housing Corporation elect the same Chairperson and Vice-Chairperson that was elected at the September 20, 2023 Regular Housing Authority of the County of Santa Cruz Board of Commissioners meeting.

BACKGROUND SUMMARY:

Each year, the Board of Directors elects or re-elects a Chairperson and Vice-Chairperson for the next twelve months. It has been the practice of Merrill Road Housing Corporation to elect the same officers elected for the Housing Authority of the County of Santa Cruz. There is no term limit for Board Officers.

RECOMMENDATION: The Board of Directors of Merrill Road Housing Corporation elect the same Chairperson and Vice-Chairperson that was elected at the September 20, 2023 Regular Housing Authority of the County of Santa Cruz Board of Commissioners meeting.

MERRILL ROAD HOUSING CORPORATION