

MINUTES

Board of Directors Regular Meeting
City of Douglas Community Housing Corporation

Thursday, January 5, 2023, at 1:00 p.m.

Rancho La Perilla Apartments
Community Room
1201 E. Fairway Drive
Douglas, AZ 85607

1. Call to Order

Meeting was called to order at 1:20 p.m.

2. Roll Call.

Board Members present were Desiree Rice Belen Durazo and Vicky Merritt. City Official(s) present were Ana Urquijo, City Manager, Luis Pedroza, Deputy City Manager. Others present were Ana Salazar and Frank Moro.

3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.

None.

4. Discussion/Decision on approval of meeting minutes for October 6, 2022.

Motion by Desiree Rice, second by Belen Durazo to approve the meeting minutes for October 6, 2022. Motion unanimously passed

5. Management Report and presentation of current Financial Reports for the CHC and Facility to include the October, November, and December 2022 Monthly Owner Report(s), to include Balance Sheets, Rent Rolls and 12-month trailing(s), and any related facility valuation, loan, tax matter or property condition.

Mr. Moro presented the balance sheet.

Ana Salazar reported 90% occupancy, the is 8 vacant unit with 4 on waiting list.

Mr. Moro reported a rate increase of \$80.00 a month.

6. Standing Report from management regarding ongoing marketing efforts and general results of these efforts for the CHC and Facility, to include possible Discussion/Decision on any related marketing concept and considerations on rental rate related concepts.

Discussion was held on rentals in Douglas.

7. Discussion/Decision on approval of 2021/2022 Audit & reports and to ratify the signed audit related certification dated 11/14/2022, as provided by Board President, Vicky Merritt.

Ms. Merritt presented the audit reports.

Motion by Belen Durazo, second by Desiree Rice to approve the 2021/2022 audit & reports and ratify the signed audit related certification dated 11/14/2022. Motion unanimously passed.

8. Discussion and possible direction regarding the completion of the 10-year Project Capital Needs Assessment (PCNA) inspection report as required by HUD.

Mr. Moro presented on the report and reported on HUD requirements and repairs.

Discussion was held on items needed to finalize the report, and once the report is finalized direction will be given to move forward with repairs.

Motion by Desiree Rice, second by Belen Durazo to direct First West staff to continue to work with the PCNA report. Motion unanimously passed.

9. Discussion/Update regarding the Execution of Sale Process and the Transfer of the Community Housing Corporation HUD Loan as Part of the Sale of the Rancho La Perilla Apartments.

Discussion was held for the City of Douglas to file a 60 day period extension.

Motion by Desiree Rice, second by Belen Durazo to direct the City attorney to file a due diligence 60-day extension. Motion unanimously passed.

10. Scheduling and/or confirmation of next Meeting date(s), and suggestions for future agenda items.

Next scheduled meeting will be held on April 6, 2023. Special meeting will be scheduled as needed.

11. Adjournment

Motion by Desiree Rice, second by Belen Durazo to adjourn the meeting at 1:50 p.m.

Prepared by:  Cynthia Acuña Robles, Deputy City Clerk