

## AGENDA WITH ACTIONS TAKEN

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.

Not an action item, no action taken.

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 8, 2021. 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.

Not an action item, no action taken.

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.

No formal action taken on item.

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.

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.

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.


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.

Not an action item, no action taken.

11. Adjournment

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

Posted on Wednesday, January 11, 2023 @ 11:00 a.m. by:  Cynthia A. Robles, Deputy City Clerk