

Agenda With Actions Taken

Board of Directors Regular Meeting City of Douglas Community Housing Corporation

Thursday, October 1, 2015 at 9:30 a.m.

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

1. Call to Order

Rancho La Perilla Board members held their quarterly meeting on Thursday, October 1, 2015 at 9:51 a.m. in the community room at Rancho La Perilla Apartments, 1201 East Fairway Drive.

2. Roll Call

Board Members present were, Vicky Merritt, Felix Soto and Veronica Abrigo. City Staff member present was Carlos De La Torre, City Manager. Present from First West Management Company was Ana Salazar, the property manager. The meeting started at 9:51 a.m.

(Board Member Absent was Mr. Frank Melgoza. City Staff member absent was Juan Pablo Flores, City Attorney. Also absent was Corporate President, Frank Moro from First West (FW) Management Company, but Judy Craps did fill in for him in person and Mr. Moro did appear telephonically about a fourth of the way into the meeting and remained on the phone for the duration of the meeting).

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 Minutes for the April 2, 2015 Board Meetings.

Motion made by Veronica Abrigo to approve meeting minutes from April 2, 2015 and seconded by Felix Soto. (Motion Passed Unanimously)

5. Management Report and presentation of related Financial Reports.

Not an action item – no action taken.

6. **Discussion/Information from Carlos De La Torre, City Manager, or his designee, regarding updates on City of Douglas projects that may be related to or have implications to CHC assets along with possible marketing strategies available to the CHC and the Douglas Public Facility MPC.**

Although this was a discussion item, Board accelerated the discussion/decision under agenda item 10 in conjunction with this agenda item and CM explained that City finance would process the \$25,000 payment on 10/8 or 10/9/2015 along with formulating a firm pay-back plan and not on a forgivable basis like the previous notes executed by the CHC with City being the beneficiary. Additionally City Manager would then move to have City Council approve/ratify the subsidy with understanding that repayment would be accelerated if Council does not approve.

7. **Information/Discussion and possible update regarding the FW Real Property Valuation Appeal 2015 Property Tax Notice, along with copy of the Contingency Fee Agreement.**

Not an action item – no action taken.

8. **Information/Discussion and possible update regarding form 990 for tax year 2014 as signed and submitted on May 1, 2015.**

Not an action item – no action taken.

9. **Information/Discussion and possible update regarding the Mortgagor Certification on 4/23/15 filed with the US Department of Housing and Urban Development.**

Not an action item – no action taken.

10. **Discussion/Decision by Board regarding possible capital call to City of Douglas for cash infusion to handle outstanding bills of about \$25,000.**

See Administrative decision/initiative noted under agenda item 6 above.

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

January 7, 2016 at 9:30 a.m., and if a Special Meeting is needed, it will be called for on an as needed basis. FW brought up that compliance with the Fire Protection Code as it relates to additional fire extinguishers being needed at the CHC apartment facility will need to be discussed as a future agenda item.

CHC will need to appoint a new board member for the vacancy due to Art Estrada's resignation.

12. **Adjournment**

(Motion to Adjourn made by Ms. Veronica Abrigo and Seconded by Felix Soto)

(Motion Passed and meeting adjourned at a time that was not noted)