

Regular Board Meeting

Jackson/Teton County Housing Authority

Wednesday, July 1, 2020

Virtual Meeting (Instructions below)



1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Approval of Regular Meeting Minutes for June 3, 2020.
5. Review of May Financials
6. COVID-19 Update
 - a. Staffing, Level of Service
 - b. Requests for Reduced Rent / Rent Assistance
 - i. Grove Phase 1 Residential
7. Grove Phase I Building Refinance Update
8. Grove Phase 1 Unit Income Range Designation
9. Grove Phase 1 Unit 105 Update
10. Matters from Staff
11. Matters from Board
12. Adjourn

Instructions for joining the virtual meeting

Time: Jul 1, 2020 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86417885910>

Meeting ID: 864 1788 5910

One tap mobile

+12532158782,,86417885910# US (Tacoma)

+13462487799,,86417885910# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

Meeting ID: 864 1788 5910



MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Stacy Stoker, Housing Manager
DATE: June 26, 2020
SUBJECT: July 1, 2020 Housing Authority Board Agenda

Items 1 – 5 Attachments

- Meeting minutes for June 3, 2020
- May Financials

Item 6. COVID-19 Update

a. Staffing, Level of Service

No changes since last month. The Housing Department is open to the public; however, it is encouraged that people do their business remotely when possible. Staff is cleaning surfaces, light switches, doorknobs, hand rails, copiers, kitchens, etc. twice a day. The County is still encouraging telework if possible and alternating being in the office. A plexiglass guard has been installed at the front counter along with a hand sanitizing dispenser. Julia is also using plants to guard the front of her desk. This could change on June 26, 2020 if the community gets moved from Orange to Yellow.

b. Requests for Reduced Rent/Rent Assistance:

- Grove Phase 1 Residential: No new requests have been received, and rent is paid in full by all tenants through June. How many tenants paid via One 22 or WCDA/WEHAP? I think you should add that here if applicable!

Item 7. Grove Phase 1 Building Refinance

The loan application and all required documentation has been submitted to First Republic. An appraisal has been ordered and the refinance is in process.

Item 8. Unit Income Range Designation

Staff has begun to change the income range designation for units that tenants have vacated. We now will have two 0 – 50% units starting September 1. Staff will continue to designate units as they are vacated until we have an even mix of the income range/bedroom size.

Item 9. Grove Phase 1 Unit 105 Update

Staff met with the Tenants of Unit 105, Healing Waters, along with their attorney on Monday June 22. Healing Waters indicated that they may have a couple of prospects who want to buy the business and continue as Healing Waters. If those don't work out, they will plan to market the lease to find a new tenant. They are going to let us know how they are going to move forward. Meanwhile, we expect them to continue payment of the lease.

Jackson/Teton County Housing Authority
Meeting Minutes
June 3, 2020
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on June 3, 2020 at 2:00pm via ZOOM. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, housing staff Stacy Stoker, Julia Johari, and April Norton, Deputy County Attorney John Graham, and members of the public Nathan Nicholas and Clare Stumpf.

2. Pronouncement of Quorum

Board Chair, Amy Robinson, Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present. Amy Robinson declared a quorum.

3. Public Comment

There was no Public Comment having to do with anything not otherwise on the agenda.

4. Approval of Regular Meeting Minutes for May 6, 2020

Amy Robinson made a motion to approve the regular meeting minutes from May 6, 2020. Estela Torres seconded the motion. The motion was approved unanimously.

5. Review of April Financials

The Board reviewed the April Financials. No discussion occurred. No action was taken.

6. Covid-19 Update

a. Requests for Reduced Rent / Rent Assistance:

a. Staffing, Level of Service:

Staff explained that there is no change from the last meeting.

b. Requests for Reduced Rent / Rent Assistance:

I. Grove Phase 1 Residential: There have been no new requests for rent assistance for June.

II. 260 W. Broadway Commercial:

a. Healing Waters: Nathan Nicholas, an attorney, spoke on behalf of Healing Waters. Healing Waters was intending to sell their business, but the sale fell through during the Covid-19 pandemic. They are in a lease for two more years, but are looking for an amicable arrangement and consideration of letting Gina Hoogendoorn out of her Personal Guarantee. Staff let Nathan know that a decision cannot be made until the next Board meeting because the item was not on the agenda. Staff and John Graham agreed to have a separate conference call to discuss further. A discussion occurred. No action was taken.

b. Fine Dining:

Motion: Annie Kent Droppert moved to reject Fine Dining's request to reduce their rent to 50% of their rent through

November. Amy Robinson seconded the motion. The motion was approved unanimously.

7. Grove Phase 1 Building Refinance

The Town Council and Board of County Commissioners heard this item on June 1, 2020, and directed the Housing Authority to move forward with refinancing using First Republic Bank.

8. Housing Rules and Regulations Clean-up

Staff let the Board know that there were recommended changes and additions made to the Housing Department Rules and Regulations.

Highlighted Changes:

Section 3-2: Reasonable Accommodation. This is language from Fair Housing that explains Reasonable Accommodation and reasons for denying Reasonable Accommodation that are allowed by the ADA.

Section 4-2: Town and County Options. These come into play when the Town or the County provides funding or land for restricted housing in exchange for their employees to have the first option to purchase or rent a restricted unit.

Section 6.3.B.3: Rental Rates. This is a change from using Fair Market Rents as the maximum rent rate to 30% of the low end of the income range for owners who request to rent their restricted homes when they are approved for a leave of absence.

Section 7-2: Multiple Defaults. In the case where the same homeowner has been in default three times, upon the fourth default they are not given the opportunity to cure and must sell their home. An example of this is a homeowner who consistently fails to pay property tax.

A short discussion occurred. Staff let the Board know that these changes will go to the next JIM (Joint Information Meeting) in July, go to a 45-day public comment period, 3 readings at the Town and then back to the JIM if there are any updates.

9. Matters from Staff

None

10. Matters from the Board

Estela mentioned that when we use on line translation services such as Google, it sometimes doesn't get it right so we should have someone review our translations to catch any mistakes.

11. Adjourn

Amy Robinson motioned to adjourn at 2:42pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Amy Robinson, Chair

Date

Annie Kent Droppert, Vice Chair

Date

Estela Torres, Clerk

Date

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of May 31, 2020

| | May 31, 20 | Apr 30, 20 | \$ Change |
|---------------------------------|----------------------|----------------------|-----------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| FIB - Administration | 444,525.50 | 432,958.71 | 11,566.79 |
| FIB - Millward Ground Lease | 94,801.16 | 94,801.16 | 0.00 |
| FIB - Supply | 1,048,162.31 | 1,048,153.23 | 9.08 |
| Total Checking/Savings | 1,587,488.97 | 1,575,913.10 | 11,575.87 |
| Accounts Receivable | | | |
| Ground Lease Receivables | 10,707.94 | 18,000.11 | (7,292.17) |
| Total Accounts Receivable | 10,707.94 | 18,000.11 | (7,292.17) |
| Other Current Assets | | | |
| Accounts Receivable | 120.00 | 140.00 | (20.00) |
| Total Other Current Assets | 120.00 | 140.00 | (20.00) |
| Total Current Assets | 1,598,316.91 | 1,594,053.21 | 4,263.70 |
| Fixed Assets | | | |
| Buildings & Improvements | | | |
| 260 West Broadway | 1,391,040.08 | 1,391,040.08 | 0.00 |
| Accumulated Depreciation | (741,091.94) | (741,091.94) | 0.00 |
| The Grove Phase I | 6,776,024.29 | 6,776,024.29 | 0.00 |
| Total Buildings & Improvements | 7,425,972.43 | 7,425,972.43 | 0.00 |
| Furniture, Fixtures & Equipment | 22,024.69 | 22,024.69 | 0.00 |
| Land & Projects | | | |
| 575 East Hall Avenue | 1,159,017.60 | 1,159,017.60 | 0.00 |
| Hall Street | 2,565,214.22 | 2,565,214.22 | 0.00 |
| Millward Neighborhood | 1,412,795.50 | 1,412,795.50 | 0.00 |
| Mountain View Meadows | 450,000.00 | 450,000.00 | 0.00 |
| Rains Property | 2,002,815.01 | 2,002,815.01 | 0.00 |
| The Grove | 3,385,000.00 | 3,385,000.00 | 0.00 |
| Wilson Meadows | 353,080.00 | 353,080.00 | 0.00 |
| Total Land & Projects | 11,327,922.33 | 11,327,922.33 | 0.00 |
| Total Fixed Assets | 18,775,919.45 | 18,775,919.45 | 0.00 |
| Other Assets | | | |
| Allowance for Doubtful Accounts | (273,481.00) | (273,481.00) | 0.00 |
| Snow King Apts. Int. Receivable | 3,481.00 | 3,481.00 | 0.00 |
| Snow King Apts. Note Receivable | 270,000.00 | 270,000.00 | 0.00 |
| Total Other Assets | 0.00 | 0.00 | 0.00 |
| TOTAL ASSETS | 20,374,236.36 | 20,369,972.66 | 4,263.70 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Accounts Payable | 664.36 | 832.19 | (167.83) |
| Total Accounts Payable | 664.36 | 832.19 | (167.83) |
| Other Current Liabilities | | | |
| Current Portion of LTD | 123,000.00 | 123,000.00 | 0.00 |
| Escrow Payable | 176,840.00 | 179,540.00 | (2,700.00) |
| Security Deposits | 46,154.58 | 51,554.58 | (5,400.00) |
| Total Other Current Liabilities | 345,994.58 | 354,094.58 | (8,100.00) |
| Total Current Liabilities | 346,658.94 | 354,926.77 | (8,267.83) |

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of May 31, 2020

| | May 31, 20 | Apr 30, 20 | \$ Change |
|---------------------------------------|----------------------|----------------------|-----------------|
| Long Term Liabilities | | | |
| Current Portion of LT Debt | (123,000.00) | (123,000.00) | 0.00 |
| Note Payable - FIB(6348) | 2,504,984.41 | 2,514,823.83 | (9,839.42) |
| Total Long Term Liabilities | 2,381,984.41 | 2,391,823.83 | (9,839.42) |
| Total Liabilities | 2,728,643.35 | 2,746,750.60 | (18,107.25) |
| Equity | | | |
| Retained Earnings | 18,633,039.06 | 18,633,039.06 | 0.00 |
| Net Income | (987,446.05) | (1,009,817.00) | 22,370.95 |
| Total Equity | 17,645,593.01 | 17,623,222.06 | 22,370.95 |
| TOTAL LIABILITIES & EQUITY | 20,374,236.36 | 20,369,972.66 | 4,263.70 |

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

May 2020

| | Administration | Broadway | Housing Supply | Millward | The Grove | TOTAL |
|-------------------------|----------------|-----------|----------------|----------|-------------|-------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Rent Income | 0.00 | 19,782.87 | 0.00 | 1,515.00 | 34,934.17 | 56,232.04 |
| Total Income | 0.00 | 19,782.87 | 0.00 | 1,515.00 | 34,934.17 | 56,232.04 |
| Gross Profit | 0.00 | 19,782.87 | 0.00 | 1,515.00 | 34,934.17 | 56,232.04 |
| Expense | | | | | | |
| Insurance | 0.00 | (112.00) | 0.00 | 0.00 | 0.00 | (112.00) |
| Management Fees | 0.00 | 0.00 | 0.00 | 0.00 | 3,200.00 | 3,200.00 |
| Professional Fees | 3,385.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,385.00 |
| Rent(Ground Lease Fee) | 0.00 | 12,976.34 | 0.00 | 0.00 | 0.00 | 12,976.34 |
| Repairs & Maintenance | 0.00 | 190.00 | 0.00 | 0.00 | 1,493.16 | 1,683.16 |
| Taxes & Licenses | 0.00 | (156.68) | 0.00 | 0.00 | 0.00 | (156.68) |
| Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 140.12 | 140.12 |
| Utilities | 0.00 | 334.84 | 0.00 | 0.00 | 1,849.56 | 2,184.40 |
| Total Expense | 3,385.00 | 13,232.50 | 0.00 | 0.00 | 6,682.84 | 23,300.34 |
| Net Ordinary Income | (3,385.00) | 6,550.37 | 0.00 | 1,515.00 | 28,251.33 | 32,931.70 |
| Other Income/Expense | | | | | | |
| Other Income | | | | | | |
| Interest Income | 3.60 | 0.00 | 8.33 | 0.75 | 0.00 | 12.68 |
| Total Other Income | 3.60 | 0.00 | 8.33 | 0.75 | 0.00 | 12.68 |
| Other Expense | | | | | | |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 | 10,573.43 | 10,573.43 |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 0.00 | 10,573.43 | 10,573.43 |
| Net Other Income | 3.60 | 0.00 | 8.33 | 0.75 | (10,573.43) | (10,560.75) |
| Net Income | (3,381.40) | 6,550.37 | 8.33 | 1,515.75 | 17,677.90 | 22,370.95 |

JACKSON/TETON COUNTY HOUSING AUTHORITY
Profit & Loss by Housing Supply

May 2020

| | SPET | Other | TOTAL |
|----------------------|------|-------|-------|
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 8.03 | 0.30 | 8.33 |
| Total Other Income | 8.03 | 0.30 | 8.33 |
| Net Other Income | 8.03 | 0.30 | 8.33 |
| Net Income | 8.03 | 0.30 | 8.33 |

JACKSON/TETON COUNTY HOUSING AUTHORITY
Profit & Loss by Housing Supply

July 2019 through May 2020

| | 4307 S. Sage Meadow | 440 W. Kelly | Hall | Rains | Redmond Project | SPET | Wilson Meadows | Wilson Park | Other | TOTAL |
|---------------------------------|---------------------|--------------|----------|----------|-----------------|--------------|----------------|-------------|----------------|----------------|
| Ordinary Income/Expense | | | | | | | | | | |
| Income | | | | | | | | | | |
| Rent Income | 0.00 | 18,900.00 | 1,500.00 | 0.00 | 1.00 | 0.00 | 2,145.00 | 1,625.00 | 0.00 | 24,171.00 |
| SPET collections | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,009,841.52 | 0.00 | 0.00 | 0.00 | 1,009,841.52 |
| Total Income | 0.00 | 18,900.00 | 1,500.00 | 0.00 | 1.00 | 1,009,841.52 | 2,145.00 | 1,625.00 | 0.00 | 1,034,012.52 |
| Gross Profit | 0.00 | 18,900.00 | 1,500.00 | 0.00 | 1.00 | 1,009,841.52 | 2,145.00 | 1,625.00 | 0.00 | 1,034,012.52 |
| Expense | | | | | | | | | | |
| Bank Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.00 | 4.00 |
| Insurance | 0.00 | (33.02) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (33.02) |
| Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 539.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 539.50 |
| Taxes & Licenses | 0.00 | 5,931.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45.00 | 5,976.90 |
| Total Expense | 0.00 | 5,898.88 | 0.00 | 539.50 | 0.00 | 0.00 | 0.00 | 0.00 | 49.00 | 6,487.38 |
| Net Ordinary Income | 0.00 | 13,001.12 | 1,500.00 | (539.50) | 1.00 | 1,009,841.52 | 2,145.00 | 1,625.00 | (49.00) | 1,027,525.14 |
| Other Income/Expense | | | | | | | | | | |
| Other Income | | | | | | | | | | |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.19 | 0.00 | 0.00 | 15,646.45 | 15,666.64 |
| Total Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.19 | 0.00 | 0.00 | 15,646.45 | 15,666.64 |
| Other Expense | | | | | | | | | | |
| Contributions to Other Entities | 495,186.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,703,548.00 | 2,198,734.42 |
| Total Other Expense | 495,186.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,703,548.00 | 2,198,734.42 |
| Net Other Income | (495,186.42) | 0.00 | 0.00 | 0.00 | 0.00 | 20.19 | 0.00 | 0.00 | (1,687,901.55) | (2,183,067.78) |
| Net Income | (495,186.42) | 13,001.12 | 1,500.00 | (539.50) | 1.00 | 1,009,861.71 | 2,145.00 | 1,625.00 | (1,687,950.55) | (1,155,542.64) |

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July 2019 through May 2020

| | Administration | Broadway | Housing Supply | Millward | The Grove | TOTAL |
|---------------------------------|----------------|------------|----------------|-----------|--------------|----------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Facilitation Fee | (2,498.00) | 0.00 | 0.00 | 0.00 | 0.00 | (2,498.00) |
| Rent Income | 0.00 | 214,818.31 | 24,171.00 | 16,402.50 | 361,030.61 | 616,422.42 |
| SPET collections | 0.00 | 0.00 | 1,009,841.52 | 0.00 | 0.00 | 1,009,841.52 |
| Total Income | (2,498.00) | 214,818.31 | 1,034,012.52 | 16,402.50 | 361,030.61 | 1,623,765.94 |
| Gross Profit | (2,498.00) | 214,818.31 | 1,034,012.52 | 16,402.50 | 361,030.61 | 1,623,765.94 |
| Expense | | | | | | |
| Bank Charges | 4.00 | 0.00 | 4.00 | 2.00 | 0.00 | 10.00 |
| Dues & Subscriptions | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 |
| Insurance | 500.00 | 4,092.39 | (33.02) | 0.00 | 8,371.00 | 12,930.37 |
| Management Fees | 0.00 | 0.00 | 0.00 | 0.00 | 33,465.25 | 33,465.25 |
| Professional Fees | 29,765.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29,765.00 |
| Rent(Ground Lease Fee) | 0.00 | 142,739.74 | 0.00 | 0.00 | 0.00 | 142,739.74 |
| Repairs & Maintenance | 0.00 | 13,474.24 | 539.50 | 0.00 | 28,896.44 | 42,910.18 |
| Taxes & Licenses | 0.00 | 5,801.48 | 5,976.90 | 0.00 | 15,274.44 | 27,052.82 |
| Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 1,395.35 | 1,395.35 |
| Utilities | 0.00 | 4,545.04 | 0.00 | 0.00 | 22,028.11 | 26,573.15 |
| Total Expense | 30,294.00 | 170,652.89 | 6,487.38 | 2.00 | 109,430.59 | 316,866.86 |
| Net Ordinary Income | (32,792.00) | 44,165.42 | 1,027,525.14 | 16,400.50 | 251,600.02 | 1,306,899.08 |
| Other Income/Expense | | | | | | |
| Other Income | | | | | | |
| Interest Income | 303.86 | 0.00 | 15,666.64 | 45.72 | 0.00 | 16,016.22 |
| Other Income | 1,135.23 | 0.00 | 0.00 | 0.00 | 500.00 | 1,635.23 |
| Total Other Income | 1,439.09 | 0.00 | 15,666.64 | 45.72 | 500.00 | 17,651.45 |
| Other Expense | | | | | | |
| Contributions to Other Entities | 0.00 | 0.00 | 2,198,734.42 | 0.00 | 0.00 | 2,198,734.42 |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 | 113,262.16 | 113,262.16 |
| Total Other Expense | 0.00 | 0.00 | 2,198,734.42 | 0.00 | 113,262.16 | 2,311,996.58 |
| Net Other Income | 1,439.09 | 0.00 | (2,183,067.78) | 45.72 | (112,762.16) | (2,294,345.13) |
| Net Income | (31,352.91) | 44,165.42 | (1,155,542.64) | 16,446.22 | 138,837.86 | (987,446.05) |



MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Housing Department Staff
DATE: June 26, 2020
SUBJECT: Monthly Staff Update

SALES AND RENTALS

The chart below shows the rental and ownership units either closed or in the process of being rented or sold since January 1, 2020.

| Unit | Bedrooms | Total Applicants | Average Points | Selected Household Entries | Status |
|--------------------------------|----------|---|----------------|----------------------------|--------------------------|
| Unit 5 Ellingwood | 1 | 15 (6 were ineligible due to employment or income) | 5 | 5 entries Picked on 5 | Closed |
| Unit 12 Melody Ranch Townhomes | 2 | 12 | 6 | 8 entries Picked on 7 | Closed Feb. 19 |
| Unit 204 Grove Phase 1 | 2 Plus | 6 | 4 | 6 entries Picked on 2 | Moved in February 28 |
| Unit 306 Grove Phase 1 | 2 | 10 | 5 | 3 entries picked on 3 | Moved in May 1 |
| Unit 26 Homesteads | 3 | 1 (no drawing – Business Option) | N/A | N/A | Closing June 10, 2020 |
| 522 E Kelly Unit 1 | 2 | 3 | 6 | 10 entries picked on 8 | Drawing Deadline June 23 |
| Ellingwood Unit 18 | 2 | 15 | 6 | 10 entries picked on 8 | Drawing Deadline June 23 |

| | | | | | |
|------------------------|---|---|---|-----------------------|-----------------------|
| Unit 310 Grove Phase 1 | 3 | 8 | 3 | 5 entries picked on 4 | Est. move in 9/15 |
| Unit 209 Grove Phase 1 | 1 | | | | Drawing Deadline 7/7 |
| Unit 302 Grove Phase 2 | 2 | | | | Drawing Deadline 7//7 |

Listed below are the families who have been chosen in drawings this year and have either closed or are in the process of purchasing their new home or moving into a rental.

Mark Binstadt – Rental

- Mark works for Brushbuck Wildlife Tours, he has two children.

Scott Dropinski - Purchase

- Scott works at the Blue Lion, United Ground Express, and is part time self-employed as a backpacking guide, a tutor, and a yoga teacher

Shannon and Jalene Heiner - Rental

- Shannon works as a Manager at Stitch Upholstery and Jalene works as a Manager at Blue Spruce Cleaners

Clarke and Eliza Todd - Purchase

- Eliza is Operations Manager for Beddow Capital Management Inc. and Clarke is the General Manager for Jackson Drug.

Tianna Marie Stanton-Nadeau and Joseph Donald Nadeau - Purchase

- Tianna is a Detention Officer with the Teton County Sheriff Dept. And Joseph is a Cartographic Technician with the National Park Service.

Crisoforo Hernandez Sosa & Jannet George Garcia - Rental

- Crisoforo works doing cleaning for Jackson Hole Bowl and Mountain Modern Motel. Jannet works as a Housekeeper for TLC enterprises.

Town and County Employee Housing Programs: The Snow King Avenue Parks and Recreation Housing consisting of 26 units will be completed by August 1st. These units are shared with the Town of Jackson. The Housing Department ran a drawing for 5 1-bedroom units and 8 efficiency units and all 5-1 bed units were taken; no one applied for the available efficiency units.

Town of Jackson Employee Rentals 1/1/2020 to present – Approximately 16 units have been rented to Town employees since January 1st.

Teton County Employee Rentals 1/1/2020 to present – 1 unit was rented to a Town employee since January 1st. No County employees applied, so it went to a Town employee. 16 units are in the process of being rented to County employees since January 1st.

Grove Phase 2 Warrantees –To date, the Grove Phase 2 warranty issues were thought to be resolved, but some final touches to leaking thresholds are being done. Staff met with The General Contractor and the Architect on June 18th. Another meeting is scheduled for June 25th.

Grove Phase 1 Lease Renewals – Requalification of tenants at The Grove began in May with lease renewals taking place September 1. This involves collecting employment and income verification from all 20 tenants at The Grove. Two households did not renew their leases – one no longer qualified and the other XXX.

Grove Phase 3 Partnership with Habitat – The project continues to be on schedule. The Phase 3 infrastructure consisting of the final section of paving and sidewalks will begin in August. This portion of the project was pushed back due to COVID-19, but will still be completed by this fall.

COMPLIANCE:

| | Since Last HAB Meeting | Since January 1, 2020 |
|---|---|----------------------------|
| Affordable/Workforce Rental Housing Verification | 1 Unit – Huff House (possibly 2) | 29 to add to Database |
| Requests to Rent/Leave of Absence | None | None |
| Requests for Exception | 1 Denied | 3 |
| Qualified Mortgage Request | 7 | 24 |
| Transfer of Title | None | None |
| Occupancy Agreement | 1 Pending | 3 |
| Transfer on Death Deed | 1 | 4 |
| Workforce Ownership Requalification's – Total - 59 | 58 of 59 Total Employment-Based/Workforce Requalified | 1 EB waiting on Tax Return |
| Affordable Check-ins | 15 Total for 2019 | 21 |
| Proof of Insurance | Pending | Pending |
| Violations | 0 | 8 (7 Owner/1 Tenant) |

| Units with Sunset Clause | Sunset Clause Expired | Total Releases Recorded | Expirations Pending | Expire in 2021 | Expire in 2022 |
|--------------------------|-----------------------|-------------------------|---------------------|----------------|----------------|
| 98 | 46 | 26 | 2 | 2 | 4 |

Online Systems –The Administration side of the Intake Form has recently been updated to allow staff to run reports easily and make changes to items that need annual updates such as MFI numbers. The summary page that households receive once they complete the Intake form has also been updated to inform the household of the programs they qualify for and next steps to apply for a home.

Spanish-Language Outreach – Staff is currently looking into finding an attorney to translate the rental lease and incorporate it into an English/Spanish lease. This will help Spanish speaking households to better understand the terms of the lease they are signing. Julia has also been successfully translating much of our outreach material, website info, etc. using a free online translation service. Staff will be reaching out to Teton County Library for a quick review of the free online translation by one of the Spanish Speaking Library staff.

Rental Rates – Quarterly, staff tracks the rental rates for privately-owned apartment complexes and deed restricted apartment complexes.

| Privately Owned Apts. | Studio | 1-bedroom | 2-bedroom | 3-bedroom | Vacancy Rate |
|-----------------------|--------|-----------|-----------|-----------|--------------|
| | | | | | |

| | | | | | |
|------------------------------|----------------------|-------------------------|----------------------|--------------|----------|
| Aspen Meadows – 115 units | May: \$1,585/\$1,595 | May: “call for details” | May: n/a | May: \$3,200 | May: 8% |
| | Feb: \$1,678/\$1,685 | Feb: \$1,972 | Feb: n/a | Feb: \$3,302 | Feb: 0% |
| Blair Apartments – 294 units | May: n/a | May: \$1,860 | May: \$2,340 | May: n/a | May: 16% |
| | Feb: n/a | Feb: \$1,860 | Feb: \$2,340 | Feb: n/a | Feb: 13% |
| Hidden Hollow – 193 units | May: n/a | May: \$2,100 | May: \$2,400 | May: \$3,300 | May: 11% |
| | Feb: n/a | Feb: \$2,150 | Feb: \$2,550 | Feb: \$3,800 | Feb: 0% |
| Kelly & Millward -12 units | May: n/a | May: n/a | May: \$1,098-\$1,800 | May: n/a | May: 0% |
| | Feb: n/a | Feb: n/a | Feb: \$1,098-\$1,800 | Feb: n/a | Feb: n/a |
| The Timbers – 85 units | May: \$1,475/\$1,545 | May: \$1,845 | May: \$2,495 | May: n/a | May: 6% |
| | Feb: \$1,695/\$1,835 | Feb: \$1,995/\$2,145 | Feb: \$2,685 | Feb: n/a | Feb: 6% |

| Deed-restricted Apts. | Studio | 1-bedroom | 2-bedroom | 3-bedroom | Vacancy Rate |
|--|----------|--|----------------------------------|----------------------------------|--------------|
| The Grove Phase I – 20 units – Affordable Rentals serving 0-120% MFI | May: n/a | May: \$1,010-\$1,481 | May: \$1,124-\$1,685 | May: \$1,263 | May: 0% |
| Redmond St. Rentals – 28 units – JHCHT Affordable Rentals | May: n/a | May: \$1,394 / \$1,196 / \$1,326 / \$1,456 | May: \$1,482 / \$1,742 / \$1,716 | May: n/a | May: 0% |
| Snow King Apts. – 24 units, LIHTC project serving 0-60% MFI | May: n/a | May: \$447 / \$571 / \$647 | May: \$898 / \$1,065 / \$1,239 | May: \$1,090 / \$1,295 / \$1,505 | May: 0% |
| Aspen Creek – 24 units, USDA-RD funding | May: n/a | May: \$914 | May: \$1,078 | May: n/a | May: 0% |
| Cedar Creek 1 – 24 units, USDA-RD funding | May: n/a | May: \$949 | May: \$1,197 | May: n/a | May: 0% |
| Cedar Creek 2 – 28 units, USDA-RD funding | May: n/a | May: \$813 | May: \$946 | May: n/a | May: 0% |

Budget– Staff reduced the FY 21 request by 20% from the approved FY 20 budget. This revised budget includes the removal of most training and travel, some communications work, and salary freezes.