



CHANDLER HOUSING AND COMMUNITY SERVICES CORPORATION
Chandler City Hall, 5th Floor Large Conference Room
235 South Arizona Ave., Chandler, Arizona
Monday, January 29, 2024 at 4:00 p.m.

MINUTES

1. CALL TO ORDER / ROLL CALL

President Tadd Wille called the meeting to order at 4:13 pm.

Attendance:

Board of Directors: Tadd Wille, Andy Bass, Dawn Lang, and Leah Powell

Staff: Larissa Gorski and Tawn Kao

Legal Counsel: Travys Harvey

2. ACTION AGENDA

a. Resolution No. HC-01 ratifying articles of incorporation; adopting Bylaws; electing officers; authorizing corporate seal; authorizing the opening of bank accounts; authorizing applying for a tax identification number and 501(c)(3) status; authorizing the adoption of a fiscal year; authorizing organizational activities; authorizing reimbursement for expenses incurred; authorizing applying for and accepting grants and/or donations; and ratifying actions taken in the formation of the Corporation or commencement of business.

President Wille asked Travys Harvey to walk the Board through the components of Resolution No. HC-01. Ms. Harvey began by reviewing the organizational chart for the Villas on McQueen project. Ms. Harvey then

entertained questions regarding the Bylaws. Discussion regarding officer roles and how to change the make-up of the Board was discussed. The Board can be modified at the annual meeting in June of each year. The Board can take action through written unanimous consent, however it is recommended that the annual meeting be held in person. It was decided that the Public Housing Accountant will be responsible for the filing of financial documents and annual reports.

Further discussion was had regarding setting up a separate account for the organization. The Board will mirror the actions taken with the Chandler IDA. The City Council will need to approve an amendment to the Bylaws should there be one. For future projects, Council will provide authority through the approval of the development agreement. President Wille will apply for the EIN for both entities.

Vice President Bass made a motion to approve Resolution No. HC-01 with a second from Treasurer Lang. The motion passed unanimously.

b. Resolution No. HC-02 to engage in certain actions and transactions in connection with the implementation of the Rental Assistance Demonstration Program and redevelopment of the Villas on McQueen, including ratifying articles of organization of Villas on McQueen CHCS, LLC.

President Wille asked Travys Harvey to walk the Board through the components of Resolution No. HC-02. Ms. Harvey shared that there needs to be a separate EIN and there will be a very basic operating agreement with the lenders for the Villas on McQueen project.

Treasurer Lang made a motion to approve Resolution No. HC-02 with a second from Vice President Bass. The motion passed unanimously.

Staff provided an update on the status of the Villas on McQueen project.

3. ADJOURNMENT

Vice President Bass made a motion to adjourn with a second by Treasurer Lang. The motion passed unanimously, and the meeting adjourned at 4:40 pm.