CHANDLER HOUSING AND COMMUNITY SERVICES CORPORATION
ANNUAL MEETING
Chandler City Hall, 5th Floor Large Conference Room
235 South Arizona Ave., Chandler, Arizona
Wednesday, December 18, 2024 at 4:00 p.m.

A G E N D A

1. **CALL TO ORDER / ROLL CALL**

   President Tadd Wille called the meeting to order at 4:08 pm.

   Attendance:

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

   Staff: Amy Jacobson and Dawn Gingerich

   Legal Counsel: Travys Harvey

2. **ACTION AGENDA**

   a. Approval of Minutes from May 3, 2024

   President Wille asked if there were any changes or questions on the minutes. **Hearing none, Vice President Bass made a motion to approve with a second by Treasurer Lang. Motion approved 4-0**

   b. **Resolution NO. HC-03 of the Chandler Housing and Community Services Corporation to engage in certain actions and transactions in connection with the implementation of the Rental Assistance Demonstration Program and redevelopment of the Haven on Hamilton, including approval to form, organize, and begin operations of project entity including, but not limited to**

filing Articles of Organization of The Haven on Hamilton CHCS, LLC, preparing Operating Agreement, establishing other operational documents and accounts, as necessary; and designation of Amy Jacobson to act for The Haven on Hamilton CHCS,LLC

President Wille called on Dawn Gingerich to review the resolution that creates the new entity. Articles of Incorporation were also distributed. The difference with this entity formation is that this will be a nonprofit LLC rather than a regular LLC that was formed for Villas on McQueen. In the future, CHCS can also change the Villas LLC to a nonprofit.

Treasurer Lang made a motion to approve with a second by Vice President Bass. Motion approved 4-0

c. **Resolution NO. HC-04 authorizing, revision to Internal Revenue Service draft application for designation of 501(c)3 status as may be determined by legal counsel and subsequent submittal of the revised application to the Internal Revenue Service; and designation of legal counsel, to be representative(s) authorized to discuss application with Internal Revenue Service.**

President Wille called on Trays Harvey for an explanation. The draft IRS application was shared. In addition, CHCS will be authorizing our attorneys to speak on the entity's behalf and the authority is granted through this resolution. If either attorney is no longer associated with the entity, an amended resolution will need to be filled.

Vice President Bass made a motion to approve with a second by Treasurer Lang. Motion approved 4-0

d. **Authorization to pay invoices for Villas on McQueen**

President Wille called on Amy Jacobson for an update on the project. Currently, 15% of the construction is complete. The project completion date is scheduled for May 16, 2026. CHCS has received a developer's fee payment of $351,080. It is anticipated that another developer fee payment will be received on or before the project completion date. There will be a request form with an accompanying payment request to transfer the developer fees to the City.

Treasurer Lang made a motion to approve the authorization to approve invoices with a second by Vice President Bass. Motion approved 4-0

3. INFORMATION

a. President's Report

The PHA plan is under development and includes strategies for the redevelopment of the public housing sites. The development of the City's Comprehensive Housing Plan is also underway and will provide guidance for future affordable housing projects.

b. Treasurer's Report

Treasurer Lang reported that the banking accounts for CHCS have been finalized. In addition, the bank has a form that will allow for a portion of funds to be transferred to the City. Bank accounts for Haven on Hamilton, LLC will need to be set up in the future.

c. Secretary's Report

Secretary Powell reported that the application for the volume cap will be submitted on January 2, 2025. The lottery for the volume cap will be held on January 6, 2025. We will be submitting an application for ADOH Trust funds in February to support the gap needed for the Haven on Hamilton 4% Tax Credit project.

The next meeting date will depend on the timing to create the next entity.

4. ADJOURNMENT

Treasurer Lang made a motion to adjourn with a second by Vice President Bass. The motion passed unanimously, and the meeting adjourned at 4:34 pm.

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Leah Powell, Secretary
Chandler Housing and Community Services Corporation