

**BOARD MEETING AGENDA**

Tuesday, February 16, 2021

5:30 – 7:15 p.m.

**Virtual:**<https://zoom.us/j/359459577>

(669) 900.6833, 359459577#

(346) 248.7799, 359459577#

*Due to the extraordinary public health circumstances related to the ongoing COVID-19 (coronavirus) outbreak, participation in this meeting will be telephonic. All board members will participate remotely, as will any members of the public who wish to attend.*

5:30	Action	1. Call to Order – Mindy Au Agenda Approval  Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i>
5:35	Action / Approval	2. Consent Agenda <ul style="list-style-type: none"> <li>• Approve January 2021 Meeting Minutes</li> <li>• Approve January 2021 Expenditure Report</li> <li>• Approve February 2021 Concurrence Request</li> <li>• Accept February 2021 Management Report</li> </ul>
5:40	Discussion/Action	3. Staff Reports <ul style="list-style-type: none"> <li>• Real Estate Development Update and Process – Maiko Winkler-Chin &amp; Josh Park <ul style="list-style-type: none"> <li>◦ Resolution – Omnibus Resolution for Yesler Family Housing</li> </ul> </li> <li>• Sound Transit updates – Maiko Winkler-Chin</li> <li>• COVID Updates – Jared Jonson &amp; Jamie Lee</li> </ul>
6:45	Discussion / Action	4. Board Business <ul style="list-style-type: none"> <li>• Real Estate Development</li> <li>• Community Initiatives</li> <li>• Other Committees</li> <li>• Other Board Business</li> </ul>
7:15	Action	5. Adjourn – Mindy Au

**Upcoming Dates (tentative):**

3/2 – Executive Committee, 12 pm

3/3 – Real Estate Committee, 5 pm

3/11 – Community Initiatives Committee, 4 pm

3/12 – Finance Committee, 1 pm

3/16 – SCIDpda Board, 5:30 pm

**\*\*Executive sessions may be held:**

- |  |   |
|--|---|
| <input type="checkbox"/> Lease or purchase of real estate if there's a likelihood that disclosure would increase the price | <input type="checkbox"/> Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. |
| <input type="checkbox"/> Negotiations on the performance of a publicly bid contract  | <input type="checkbox"/> Complaints or charges brought against a public officer or employee   |
| <input type="checkbox"/> Qualifications of an application for public employment  | <input type="checkbox"/> Performance of a public employee   |
| <input type="checkbox"/> Agency enforcement actions (requires legal counsel present)                                       | <input type="checkbox"/> Current or potential litigation (requires legal counsel present)   |
| <input type="checkbox"/> Legal risks of current or proposed action (requires presence of legal counsel)                    |   |

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to *preserve, promote, and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.*

## **Resolution 21-02-16-01**

### **RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve January 2021 Meeting Minutes
- Approve January 2021 Expenditure Report
- Approve February 2021 Concurrence Request
- Accept January 2021 Management Report

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

## **SCIDpda Board Meeting Minutes**

January 19<sup>th</sup>, 2021

409 Maynard Avenue South – Plaza Level Conference Room

Seattle, WA 98104

Virtual:

<https://zoom.us/j/359459577>

(669) 900.6833, 359459577#

(346) 248.7799, 359459577#

The January 2021 SCIDpda board meeting was hosted virtually via a Zoom conference room. All attendees attended virtually, with exception to the staff members who attended in-person where the virtual call was hosted.

**Board Present (All via Phone Conference Call-in):** Aileen Balahadia, Casey Huang, Cindy Ju, David Della, Jen Reyes, Jerilyn Young, May Wu, Mindy Au, Miye Moriguchi, Phillip Sit, Tiernan Martin, Wayne Lau, Scott Yasui

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Jamie Lee, Janet Smith, Jody McCorkle, Joseph Guanlao, Julie Yuan

**Guest Present:** Wendy Watanabe

### **1. Call to Order**

The meeting was called to order by Mindy Au, Board Chair, at 5:32 p.m.

Public Comment – public may sign up to address the board for up to 2 minutes on matters on this agenda. There were no public comment made.

### **2. Board Action & Approval**

#### **Consent Agenda**

**Resolution 21-01-19-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

- Approve December 2020 Meeting Minutes
- Approve November and December 2020 Expenditure Report
- Accept January 2021 Management Report

**Moved:** David Della

**Seconded:** Wayne Lau

**Board Approved:** Aileen Balahadia, Casey Huang, Cindy Ju, David Della, Jen Reyes, Jerilyn Young, May Wu, Mindy Au, Miye Moriguchi, Phillip Sit, Tiernan Martin, Wayne Lau

**Abstained:** Scott Yasui

**Absent:** 2

### 3. Strategic Plan

Wendy Watanabe, SCIDpda's strategic planning consultant, explained the strategic planning process will be simplified compared to pre-COVID planning. The extensive stakeholder survey may be omitted or simplified—this will be up for discussion. The goals are to design a process that can be completed in a timely manner for 2021 budgeting; extract lessons from COVID impact and recovery planning while using and/or adapting questions generated from the prior planning process.

Wendy went over the SCIDpda strategic questions from March 2020 as well as board input from December 2020.

The planning process is loosely projected to start in January and completed by August 2021.

A small strategic planning committee will be formed to help plan how we can hear from stakeholders. Two board members and two staff.

### 4. Board Business

#### Advocacy Discussion

Aileen opened up the discussion on advocacy and referenced the article "Yes, You Can—and Should! Nonprofit Advocacy as a Core Competency" by Dyana P. Mason.

Maiko explained she talked to advocacy and law specialists.

A question was raised: Do public development authorities lobby?

Maiko explained PDA's lobby all the time. Unlike a 501c3, SCIDpda can do direct lobbying, but there are some instances where there are specific requirements. We can invite a law specialist (Greg Wong) to speak at a future board meeting if needed.

SCIDpda board members and staff discussed SCIDpda's approach to advocacy when thinking about the neighborhood and its residents. The board concluded that the organization would need to have clear guidelines and advocacy could be a part of 2021 SCIDpda's strategic plan.

## Executive Committee

### 2021 Board Committees & Assignments

Maiko explained the finance and community initiatives committee would need more board members, and that every committee needs a chair.

Board members decided which committees they would like to be a part of and a chair member was chosen for each committee.

Board members and staff agreed to move the December board meeting to December 14<sup>th</sup> instead of December 21<sup>st</sup>.

**Resolution 21-01-19-02:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2021 meeting schedule, with all meetings to be held at SCIDpda Main Offices, 409 Maynard Ave. S., Plaza Level or telephonic.

Board Meetings – third Tuesday of the month at 5:30 unless otherwise noted

February 16	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 14
July 20	

Executive Committee – first Tuesday of the month at noon unless otherwise noted

February 2	August 3
March 2	September 7
April 6	October 5
May 4	November 2
June 1	December 7
July 6	

Finance Committee – Friday before board meeting at 1 pm unless otherwise noted

February 12	August 13
March 12	September 17
April 16	October 15
May 14	November 12
June 11	December xx (noon start)
July 16	

Community Initiatives Committee – second Thursday of the month at 4 pm unless otherwise noted

February 11	April 8
March 11	May 13

June 10  
July 8  
August 12  
September 9

October 14  
November 11  
December 9

Real Estate Development Committee – first Wednesday of the month at 5 pm unless otherwise noted

February 3  
March 3  
April 7  
May 5  
June 2  
July 7

August 4  
September 1  
October 6  
November 3  
December 1

**Moved:** Wayne Lau

**Seconded:** Jen Reyes

**Board Approved:** Aileen Balahadia, Casey Huang, Cindy Ju, Jen Reyes, Jerilyn Young, May Wu, Mindy Au, Miye Moriguchi, Phillip Sit, Scott Yasui, Tiernan Martin, Wayne Lau

**Abstained:** 0

**Absent:** 3

#### **Election of 2021 Executive Committee At-Large Position(s)**

**Resolution 21-01-19-03:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve May Wu for the Executive Committee At-Large position.

**Board Approved:** Aileen Balahadia, Casey Huang, Cindy Ju, Jen Reyes, Jerilyn Young, May Wu, Mindy Au, Miye Moriguchi, Phillip Sit, Scott Yasui, Tiernan Martin, Wayne Lau

**Abstained:** 0

**Absent:** 3

#### **5. Adjourn**

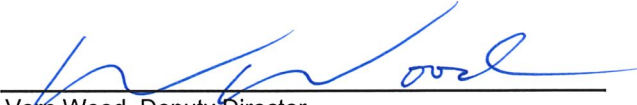
The meeting was adjourned by Mindy Au, Board Chair, at 7:25 p.m.

**Seattle Chinatown International District Preservation and Development Authority**  
**409 Maynard Avenue S, Suite P2**  
**Seattle, WA 98114**

**Expenditure Certification Memorandum**

DATE: 1/31/2021  
 TO: **Board of Directors**  
 FROM: **Vern Wood, Deputy Director**  
 RE: **January 2021 Expenditure Certification**

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein; that the claims represented by the vouchers listed below were just obligations of the SCIDpda; and that I am authorized to authenticate and certify said claims.

  
 Vern Wood, Deputy Director

Computer Run Checks	General Checking	1726	to	1743	\$	19,073.34
Electronic Funds Transfe	General Checking		eft		\$	48,066.03
				<b>Bush Hotel Commercial</b>	<b>\$</b>	<b>67,139.37</b>
Computer Run Checks	General Checking	1723	to	1730	\$	35,180.19
				<b>Bush Hotel Condo</b>	<b>\$</b>	<b>35,180.19</b>
Computer Run Checks	General Checking	197	to	197	\$	3,000.00
Electronic Funds Transfe	General Checking		eft		\$	5,457.15
				<b>Bush Hotel QalicB</b>	<b>\$</b>	<b>8,457.15</b>
Computer Run Checks	General Checking	958	to	988	\$	43,008.45
Electronic Funds Transfe	General Checking		eft		\$	16,681.47
				<b>Bush Hotel Residential</b>	<b>\$</b>	<b>59,689.92</b>
Electronic Funds Transfe	General Checking		eft		\$	335,859.22
				<b>CIDpda</b>	<b>\$</b>	<b>335,859.22</b>
Computer Run Checks	General Checking	3625	to	3647	\$	44,899.86
Electronic Funds Transfe	General Checking		eft		\$	27,482.08
				<b>DVA</b>	<b>\$</b>	<b>72,381.94</b>
Electronic Funds Transfe	General Checking		eft		\$	25.74
				<b>Hinghay</b>	<b>\$</b>	<b>25.74</b>
Computer Run Checks	General Checking	631	to	651	\$	79,579.52
				<b>IDVS1 Commercial</b>	<b>\$</b>	<b>79,579.52</b>
Computer Run Checks	General Checking	228	to	236	\$	47,289.78
				<b>IDVS2 Condo</b>	<b>\$</b>	<b>47,289.78</b>

Computer Run Checks	General Checking	365	to	375	\$	29,397.85
Electronic Funds Transfe	General Checking		eft		\$	2,735.37
Electronic Funds Transfe	Bond Revenue		eft		\$	15,000.00
				<b>IDVS2 Library &amp; Parking</b>	<b>\$</b>	<b>47,133.22</b>
Computer Run Checks	General Checking	491	to	500	\$	5,729.05
Electronic Funds Transfe	General Checking		eft		\$	4,812.34
				<b>IDVS2 Commercial</b>	<b>\$</b>	<b>10,541.39</b>
Computer Run Checks	General Checking	823	to	838	\$	10,127.44
Electronic Funds Transfe	General Checking		eft		\$	41,373.57
				<b>New Central Commercial</b>	<b>\$</b>	<b>51,501.01</b>
Computer Run Checks	General Checking	238	to	240	\$	36,603.91
Electronic Funds Transfe	General Checking		eft		\$	19,549.92
				<b>New Central Hotel</b>	<b>\$</b>	<b>56,153.83</b>
Electronic Funds Transfe	General Checking				\$	66,925.31
				<b>New Central Master Tenant</b>	<b>\$</b>	<b>66,925.31</b>
Computer Run Checks	General Checking	972	to	993	\$	14,023.86
Electronic Funds Transfe	General Checking		eft		\$	42,473.86
				<b>New Central Residential</b>	<b>\$</b>	<b>56,497.72</b>
Computer Run Checks	General Checking	1927	to	1986	\$	242,821.50
Electronic Funds Transfe	General Checking		eft		\$	5,937.94
Computer Run Checks	LH Replace. Reserves	113	to	113	\$	30,431.64
				<b>SCIDpda</b>	<b>\$</b>	<b>279,191.08</b>
					<b>\$</b>	<b>1,273,546.39</b>

The above checks and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Board and signed by me in open session in authentication of their approval on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chair



## SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,design19,dva,design20,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,ncentcom,ncentres,nchotel,ncmmanagr,ncmaster,pdacmmty,pdadev,pdamaint,pdaprop,scid AND mm/yy=01/2021-01/2021 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Note
<b>bhcommop - General Checking</b>				
1686	repser - Republic Services	1/7/2021	-2,136.95	Void; replaced w/ 1729
1726	coment - Commercial Entry Systems, Inc.	1/7/2021	867.04	Locks/Keys
1727	hdsupp - HD Supply Facilities Maintenance, LTD	1/7/2021	75.20	Supplies
1728	pdamaint - SCIDpda Maintenance Dept	1/7/2021	7,988.00	WOs
1729	repser - Republic Services	1/7/2021	2,136.95	Garbage/Waste Removal - 09/2020
1730	hdsupp - HD Supply Facilities Maintenance, LTD	1/14/2021	78.93	Janitorial - Supplies
1731	pdamaint - SCIDpda Maintenance Dept	1/14/2021	777.17	WOs
1732	repser - Republic Services	1/14/2021	2,296.28	Garbage/Waste Removal - 12/2020
1733	sou gla - Southeast Glass, Inc	1/14/2021	666.11	Maintenance - Other Vendors
1734	verwir - Verizon Wireless	1/14/2021	9.42	Telecomm
1735	wasman - Waste Management of Seattle	1/14/2021	1,543.43	Garbage/Waste Removal - 1 of 2
1736	watsec - Watson Security	1/14/2021	25.59	Locks/Keys
1737	welfar - Wells Fargo	1/14/2021	138.23	Supplies & Fire Systems/Sprinklers - Service Calls
1738	welfar - Wells Fargo	1/14/2021	3.94	Telecomm
1739	cedgro - Cedar Grove Organics Recycling	1/21/2021	129.65	Garbage/Waste Removal
1740	eltsys - ELTEC Systems, LLC	1/21/2021	341.11	Elevator - Contract
1741	scidpda - SCIDpda	1/21/2021	2,427.48	2020 Management Fee Reconciliation
1742	wasman - Waste Management of Seattle	1/21/2021	1,568.13	Garbage/Waste Removal - 2 of 2
1743	wesext - Western Exterminator Company	1/21/2021	137.63	Pest Control
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	1/7/2021	36,750.00	Rent
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	1/21/2021	11,316.03	Condo Billing
<b>Total bhcommop - General Checking</b>			<b>67,139.37</b>	
<b>bhcondop - General Checking</b>				
1723	citseacu - City of Seattle-Combined Utilities	1/14/2021	6,387.83	Garbage/Waste Removal & Water/Sewer - 12/2020
1724	ipfscorp - IPFS Corporation	1/14/2021	5,211.76	Insurance
1725	seacitli - Seattle City Light	1/14/2021	2,336.33	Electricity
1726	citsea - City of Seattle	1/21/2021	475.20	BIA Tax
1727	citseacu - City of Seattle-Combined Utilities	1/21/2021	6,614.03	Garbage/Waste Removal & Water/Sewer - 01/2021
1728	pugsou - Puget Sound Energy	1/21/2021	5,807.98	Natural Gas
1729	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/21/2021	4,173.53	HVAC/Boiler Maint - Contract - 12/2020
1730	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/28/2021	4,173.53	HVAC/Boiler Maint - Contract - 01/2021
<b>Total bhcondop - General Checking</b>			<b>35,180.19</b>	
<b>bhqalop - General Checking</b>				
197	bannymel - The Bank of New York Mellon Trust Co.	1/14/2021	3,000.00	Asset Management Fee
ACH	bannymel - The Bank of New York Mellon Trust Co.	1/15/2021	357.15	Interest Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	1/31/2021	5,100.00	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>8,457.15</b>	
<b>bhresope - General Checking</b>				
958	busimp - Business Impact NW	1/7/2021	1,604.68	Loan Payment - Monthly
959	cenlin - CenturyLink	1/7/2021	63.28	Telecomm
960	citseacu - City of Seattle-Combined Utilities	1/7/2021	143.57	Water/Sewer
961	hdsupp - HD Supply Facilities Maintenance, LTD	1/7/2021	939.31	Supplies
962	paclam - Pacific Lamp & Supply Company	1/7/2021	185.93	Supplies
963	pdamaint - SCIDpda Maintenance Dept	1/7/2021	10,837.51	WOs
964	scidpda - SCIDpda	1/7/2021	16,322.36	ID Billing
965	shewil - Sherwin-Williams Co.	1/7/2021	59.94	Supplies
966	sprague - Sprague	1/7/2021	500.00	Pest Control
967	sprague - Sprague	1/7/2021	50.50	Pest Control
968	lowes - Lowe's	1/14/2021	247.23	Supplies & UTO - Other Vendors
969	offdep - Office Depot	1/14/2021	24.89	Office Supplies/Equipment
970	pdamaint - SCIDpda Maintenance Dept	1/14/2021	185.98	WOs
971	scidpda - SCIDpda	1/14/2021	139.57	2020 Management Fee Reconciliation
972	seacitli - Seattle City Light	1/14/2021	216.48	Electricity
973	verwir - Verizon Wireless	1/14/2021	109.31	Telecomm
974	wasthous - WA State Housing Finance Commission	1/14/2021	2,375.00	HFC Monitoring Fee
975	welfar - Wells Fargo	1/14/2021	545.48	Supplies & Fire Systems/Sprinklers - Service Calls
976	welfar - Wells Fargo	1/14/2021	960.00	Tenant Retention
977	citsea - City of Seattle	1/21/2021	840.66	BIA Tax

Check#	Vendor	Check Date	Total Check	Note
978	eltsys - ELTEC Systems, LLC	1/21/2021	1,273.54	Elevator - Contract
979	hdsupp - HD Supply Facilities Maintenance, LTD	1/21/2021	518.95	Supplies
980	orcinf - Orca Information Inc	1/21/2021	42.00	Credit Screening Fee
981	seacitli - Seattle City Light	1/21/2021	1,322.82	Electricity
982	searub - Seattle Rubbish Removal	1/21/2021	269.46	Garbage/Waste Removal
983	shewil - Sherwin-Williams Co.	1/21/2021	479.76	UTO - Other Vendors
984	wesext - Western Exterminator Company	1/21/2021	275.25	Pest Control
985	buihar - Builders' Hardware & Supply Co	1/28/2021	72.94	Locks/Keys
986	paclam - Pacific Lamp & Supply Company	1/28/2021	117.04	Supplies
987	pdamaint - SCIDpda Maintenance Dept	1/28/2021	2,274.00	WOs
988	watsec - Watson Security	1/28/2021	11.01	Locks/Keys
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	1/21/2021	12,617.47	Condo Billing
ACH	thecom - The Commerce Bank of WA	1/31/2021	4,064.00	Loan Payment - Monthly
<b>Total bhresope - General Checking</b>			<b>59,689.92</b>	
<b>cidpdao3 - General Checking</b>				
ACH	scidpda - SCIDpda	1/7/2021	110,250.11	Donation Distribution
ACH	scidpda - SCIDpda	1/11/2021	225,609.11	Transfer to correct deposit made to wrong bank account
<b>Total cidpdao3 - General Checking</b>			<b>335,859.22</b>	
<b>cobocap1 - Comm Bond Revenue</b>				
ACH	idvs2lib - IDVS2 Library/Parking	1/15/2021	15,000.00	Transfer for operating expenses
<b>Total cobocap1 - Comm Bond Revenue</b>			<b>15,000.00</b>	
<b>dvaop - General Checking</b>				
3625	hdsupp - HD Supply Facilities Maintenance, LTD	1/7/2021	271.65	Small Tools/Equipment & Supplies
3626	idvs2lib - IDVS2 Library/Parking	1/7/2021	17,954.58	Loan Payment - Monthly
3627	pdamaint - SCIDpda Maintenance Dept	1/7/2021	2,892.00	WOs
3628	scidpda - SCIDpda	1/7/2021	13,870.81	ID Billing
3629	t0003188 - Qiu	1/7/2021	1,060.00	Move Out Refund
3630	eltsys - ELTEC Systems, LLC	1/14/2021	670.49	Elevator - Contract
3631	offdep - Office Depot	1/14/2021	24.89	Office Supplies/Equipment
3632	pdamaint - SCIDpda Maintenance Dept	1/14/2021	261.88	WOs
3633	scidpda - SCIDpda	1/14/2021	178.65	Accounting Fees
3634	verwir - Verizon Wireless	1/14/2021	74.70	Telecomm
3635	wasthous - WA State Housing Finance Commission	1/14/2021	1,960.00	HFC Monitoring Fee
3636	welfar - Wells Fargo	1/14/2021	52.18	Supplies
3637	welfar - Wells Fargo	1/14/2021	22.48	Telecomm
3638	welfar - Wells Fargo	1/14/2021	560.00	Tenant Retention
3639	welfar - Wells Fargo	1/14/2021	10.00	Tenant Retention
3640	hdsupp - HD Supply Facilities Maintenance, LTD	1/21/2021	47.82	Supplies
3641	orcinf - Orca Information Inc	1/21/2021	84.00	Credit Screening Fee
3642	wavbro - WAVE	1/21/2021	93.24	Telecomm
3643	cenlin - CenturyLink	1/28/2021	447.83	Telecomm
3644	hdsupp - HD Supply Facilities Maintenance, LTD	1/28/2021	134.28	Janitorial - Supplies
3645	pugsou - Puget Sound Energy	1/28/2021	3,888.22	Natural Gas
3646	watsec - Watson Security	1/28/2021	64.91	Locks/Keys
3647	wesext - Western Exterminator Company	1/28/2021	275.25	Pest Control
ACH	idvs2lib - IDVS2 Library/Parking	1/14/2021	1,950.00	Bond Admin Fee
ACH	idvsfth - IDVS 2 Family Housing LLC	1/15/2021	2,514.73	Replacement Reserve Deposit - Monthly
ACH	idvs2con - IDVS2 Condo Association	1/21/2021	23,017.35	Condo Billing
<b>Total dvaop - General Checking</b>			<b>72,381.94</b>	
<b>hingop2 - General Checking</b>				
ACH	paypal - PayPal	1/8/2021	25.74	Bank Fees/Charges
<b>Total hingop2 - General Checking</b>			<b>25.74</b>	
<b>idvs2op4 - General Checking</b>				
491	hdsupp - HD Supply Facilities Maintenance, LTD	1/7/2021	34.85	Small Tools/Equipment
492	pdamaint - SCIDpda Maintenance Dept	1/7/2021	1,254.00	WOs
493	scidpda - SCIDpda	1/7/2021	921.71	ID Billing
494	pdamaint - SCIDpda Maintenance Dept	1/14/2021	238.90	WOs
495	repser - Republic Services	1/14/2021	1,246.36	Garbage/Waste Removal
496	scidpda - SCIDpda	1/14/2021	126.01	Accounting Fees
497	verwir - Verizon Wireless	1/14/2021	1.86	Telecomm
498	wasman - Waste Management of Seattle	1/14/2021	1,792.89	Garbage/Waste Removal

		Check	Total	
Check#	Vendor	Date	Check	Note
499	welfar - Wells Fargo	1/14/2021	2.37	Telecomm
500	wesext - Western Exterminator Company	1/21/2021	110.10	Pest Control
ACH	herban - Heritage Bank	1/20/2021	4,812.34	Loan Payment - Monthly
<b>Total idvs2op4 - General Checking</b>			<b>10,541.39</b>	
<b>legreres - Replacement Reserve</b>				
113	ichs - International Community Health Services	1/7/2021	30,431.64	LH Fire Door - design expenses - OH approved
<b>Total legreres - Replacement Reserve</b>			<b>30,431.64</b>	
<b>nccomop2 - General Checking</b>				
823	pdamaint - SCIDpda Maintenance Dept	1/7/2021	2,839.00	WOs
824	citseacu - City of Seattle-Combined Utilities	1/14/2021	2,430.14	Water/Sewer
825	pdamaint - SCIDpda Maintenance Dept	1/14/2021	220.25	WOs
826	seacitli - Seattle City Light	1/14/2021	469.99	Electricity
827	verwir - Verizon Wireless	1/14/2021	6.64	Telecomm
828	wasman - Waste Management of Seattle	1/14/2021	29.45	Garbage/Waste Removal
829	welfar - Wells Fargo	1/14/2021	5.92	Telecomm
830	wesext - Western Exterminator Company	1/14/2021	192.68	Pest Control
831	citsea - City of Seattle	1/21/2021	254.42	BIA Tax
832	citseacu - City of Seattle-Combined Utilities	1/21/2021	2,418.16	Water/Sewer
833	eltsys - ELTEC Systems, LLC	1/21/2021	274.29	Elevator - Contract
834	scidpda - SCIDpda	1/21/2021	0.00	Void
835	wesext - Western Exterminator Company	1/21/2021	110.10	Pest Control
836	pdamaint - SCIDpda Maintenance Dept	1/28/2021	36.00	WOs
837	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/28/2021	647.72	HVAC/Boiler Maint - Contract
838	wesext - Western Exterminator Company	1/28/2021	192.68	Pest Control
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/7/2021	15,579.34	Insurance
ACH	scidpda - SCIDpda	1/7/2021	1,455.42	ID Billing
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/14/2021	21,774.06	Rent
ACH	scidpda - SCIDpda	1/14/2021	125.75	Accounting Fees
ACH	newcentr - SCIDPDA New Central Apartments, Inc	1/21/2021	2,439.00	WOs - correction
<b>Total nccomop2 - General Checking</b>			<b>51,501.01</b>	
<b>nchotop - General Checking</b>				
238	easwes - East-West Investment Co.	1/7/2021	4,853.77	Ground Lease Expense
239	proins - Propel Insurance	1/7/2021	29,098.50	Insurance
240	ipfscorp - IPFS Corporation	1/14/2021	2,651.64	Insurance
ACH	welfar - Wells Fargo	1/10/2021	19,549.92	Loan Payment - Monthly
<b>Total nchotop - General Checking</b>			<b>56,153.83</b>	
<b>ncmaster - General Checking</b>				
ACH	newcenth - New Central Hotel LLC	1/7/2021	29,098.50	Insurance
ACH	newcenth - New Central Hotel LLC	1/14/2021	37,826.81	Rent
<b>Total ncmaster - General Checking</b>			<b>66,925.31</b>	
<b>ncresop - General Checking</b>				
972	cenlin - CenturyLink	1/7/2021	59.39	Telecomm
973	hdsupp - HD Supply Facilities Maintenance, LTD	1/7/2021	280.03	Small Tools/Equipment
974	paclam - Pacific Lamp & Supply Company	1/7/2021	132.12	Supplies
975	seacitli - Seattle City Light	1/7/2021	4,447.12	Electricity
976	shewil - Sherwin-Williams Co.	1/7/2021	528.85	Supplies
977	citseacu - City of Seattle-Combined Utilities	1/14/2021	2,484.25	Garbage/Waste Removal & Water/Sewer
978	eltsys - ELTEC Systems, LLC	1/14/2021	274.29	Elevator - Contract
979	verwir - Verizon Wireless	1/14/2021	86.43	Telecomm
980	welfar - Wells Fargo	1/14/2021	272.34	Locks/Keys & Supplies
981	welfar - Wells Fargo	1/14/2021	11.04	Telecomm
982	welfar - Wells Fargo	1/14/2021	280.00	Tenant Retention
983	welfar - Wells Fargo	1/14/2021	10.00	Tenant Retention
984	wesext - Western Exterminator Company	1/14/2021	275.25	Pest Control
985	citsea - City of Seattle	1/21/2021	334.75	BIA Tax
986	citseacu - City of Seattle-Combined Utilities	1/21/2021	2,473.85	Garbage/Waste Removal & Water/Sewer
987	hdsupp - HD Supply Facilities Maintenance, LTD	1/21/2021	425.09	Supplies
988	scidpda - SCIDpda	1/21/2021	100.97	WOs
989	hdsupp - HD Supply Facilities Maintenance, LTD	1/28/2021	6.05	Janitorial - Supplies
990	paclam - Pacific Lamp & Supply Company	1/28/2021	84.00	Supplies
991	pugsou - Puget Sound Energy	1/28/2021	411.91	Natural Gas

		Check	Total	
Check#	Vendor	Date	Check	Note
992	thepar - The Part Works, Inc.	1/28/2021	240.99	Supplies
993	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/28/2021	805.14	HVAC/Boiler Maint - Contract
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/7/2021	13,519.16	Insurance
ACH	scidpda - SCIDpda	1/7/2021	10,436.43	ID Billing
ACH	newcenmt - New Central Hotel Master Tenant LLC	1/14/2021	17,885.75	Rent
ACH	scidpda - SCIDpda	1/14/2021	204.52	Accounting Fees
ACH	newcentr - SCIDPDA New Central Apartments, Inc	1/15/2021	428.00	Replacement Reserve Deposit - Monthly
<b>Total nresop - General Checking</b>			<b>56,497.72</b>	
<b>pdaopacc - General Checking</b>				
1927	wasden - Delta Dental of Washington	1/1/2021	2,234.50	Payroll Benefits - Dental
1928	beecon - B.E.E. Consulting, LLC	1/7/2021	4,800.00	Development Project - North Lot Housing
1929	bresha - Shanti Breznau Consulting, LLC	1/7/2021	19,318.75	Program - Professional Fees/Consulting
1930	bushcomm - SCIDpda Bush Hotel Commercial	1/7/2021	15,325.96	Rent
1931	dimsum - Dim Sum King	1/7/2021	520.00	Program Expenses - Resident Food Relief
1932	gounoo - Gourmet Noodle Bowl	1/7/2021	520.00	Program Expenses - Resident Food Relief
1933	hartfo - The Hartford	1/7/2021	839.88	Payroll Benefits - Life Insurance
1934	hohose - HO HO Seafood Restaurant	1/7/2021	520.00	Program Expenses - Resident Food Relief
1935	idvs2lib - IDVS2 Library/Parking	1/7/2021	145.00	Employee Parking
1936	infris - Inflection Risk Solutions, LLC DBA GoodHire	1/7/2021	71.02	Credit Screening Fee
1937	kaifou - of Washington Options Inc	1/7/2021	21,249.89	Payroll Benefits - Medical
1938	leejam - Lee	1/7/2021	736.60	Direct Fund Raising Expenses
1940	navben - Navia Benefit Solutions	1/7/2021	106.65	Payroll Benefits
1941	newcentc - SCIDPDA New Central Commercial, Inc	1/7/2021	1,186.44	Rent
1942	palsen - Palabra Senders Distributors, LLC	1/7/2021	3,000.00	Rent
1943	phnpen - Phnom Penh Noodle House LLC	1/7/2021	1,651.50	Program -Subcontracts
1944	spalig - SparkLab Lighting Design, LLC	1/7/2021	2,000.00	Program -Subcontracts
1945	therus - The Rushing Company, LLC	1/7/2021	5,000.00	Development Project - North Lot Housing
1946	visser - Vision Service Plan	1/7/2021	319.90	Payroll Benefits - Vision
1947	webtho - Weber Thompson	1/7/2021	95,360.08	Development Project - North Lot Housing
1948	idvs2lib - IDVS2 Library/Parking	1/7/2021	15,000.00	Cash Flow Loan
1949	asswas - Association of Washington Business	1/7/2021	500.00	Dues/Subscriptions
1950	finnel - Finney Neill & Co. P.S.	1/14/2021	825.00	Audit Fees
1951	forres - Fortuna Cafe	1/14/2021	638.58	Program Expenses
1952	forter - Forterra NW	1/14/2021	621.81	Dues/Subscriptions
1953	icda - Interim Community Development Assoc.	1/14/2021	3,750.00	Program - Subcontracts - Public Safety Assessment
1954	loccon - Locken Consulting LLC	1/14/2021	3,723.45	Professional Fees/Consulting
1956	offdep - Office Depot	1/14/2021	57.75	Office Supplies/Equipment
1957	pbseng - PBS Engineering and Environmental Inc.	1/14/2021	2,000.00	Development Project - North Lot Housing
1958	ricusa - Ricoh USA, Inc	1/14/2021	620.68	Copier Lease/Maintenance
1959	seacitli - Seattle City Light	1/14/2021	109.51	Electricity
1960	tecave - Techie Avenger Inc	1/14/2021	2,144.20	Computer - Maintenance
1961	verwir - Verizon Wireless	1/14/2021	899.31	Telecomm
1962	wavbro - WAVE	1/14/2021	132.45	Telecomm
1963	welfar - Wells Fargo	1/14/2021	39.99	Training/Education
1964	welfar - Wells Fargo	1/14/2021	702.00	Development Project - North Lot Housing
1965	welfar - Wells Fargo	1/14/2021	5,794.68	Program Expenses, Staff Appreciation, Dues/Subscriptions & Volunteer Appreciation
1966	welfar - Wells Fargo	1/14/2021	1,500.00	Community Outreach
1967	wesext - Western Exterminator Company	1/14/2021	104.60	Pest Control
1968	welfar - Wells Fargo	1/14/2021	18.75	Staff Appreciation & Program Expenses
1969	welfar - Wells Fargo	1/14/2021	269.34	Office Supplies/Equipment & Postage
1970	batmar - Batayola	1/21/2021	2,191.27	Program - Subcontracts
1971	citsea - City of Seattle	1/21/2021	256.36	BIA Tax
1972	citseaci - City of Seattle	1/21/2021	10,849.10	Development Project - North Lot Housing
1973	folsig - Foley Sign Company	1/21/2021	4,304.91	Program - Subcontracts
1974	impcap - Impact Capital	1/21/2021	4,139.18	Development Project - North Lot Housing
1975	net2ph - Net2Phone Inc.	1/21/2021	660.59	Telecomm
1976	nguvie - Nguoi Viet Tay Bac	1/21/2021	900.00	Program Expenses
1977	norasi - Northwest Asian Weekly	1/21/2021	1,656.00	Program Expenses
1981	3frodex - 3 Frogs Design, LLC	1/28/2021	900.00	Program - Subcontracts
1982	offdep - Office Depot	1/28/2021	77.05	Office Supplies/Equipment
1983	searub - Seattle Rubbish Removal	1/28/2021	101.62	Garbage/Waste Removal
1984	staaud - State Auditor's Office	1/28/2021	56.55	Audit Fees
1985	wesext - Western Exterminator Company	1/28/2021	104.60	Pest Control
1986	yarsys - Yardi Systems, Inc.	1/28/2021	2,266.00	Computer Software/Hardware/Licenses
ACH	citsearc - City of Seattle	1/21/2021	178.01	B&O Taxes

		Check	Total	
Check#	Vendor	Date	Check	Note
ACH	stwasec - State of WA - Secretary of State	1/25/2021	91.84	B&O Taxes
ACH	pdamaint - SCIDpda Maintenance Dept	1/6/2021	2,650.50	WOs
ACH	pdamaint - SCIDpda Maintenance Dept	1/14/2021	830.09	WOs
ACH	scidpda - SCIDpda	1/15/2021	2,187.50	LH Replacement Reserve Deposit - Monthly
<b>Total pdaopacc - General Checking</b>			<b>248,759.44</b>	
<b>vs10p - General Checking</b>				
631	contec - Convergent Technologies LLC	1/7/2021	710.15	Fire Systems/Sprinklers - Service Calls
632	pdamaint - SCIDpda Maintenance Dept	1/7/2021	590.00	WOs
633	scidpda - SCIDpda	1/7/2021	18,715.98	ID Billing
634	cenlin - CenturyLink	1/14/2021	80.99	Telecomm
635	citseacu - City of Seattle-Combined Utilities	1/14/2021	9,082.05	Water/Sewer
636	ipfscorp - IPFS Corporation	1/14/2021	2,685.81	Insurance
637	pdamaint - SCIDpda Maintenance Dept	1/14/2021	635.04	WOs
638	pugsou - Puget Sound Energy	1/14/2021	1,447.67	Natural Gas
639	repser - Republic Services	1/14/2021	1,929.36	Garbage/Waste Removal
640	scidpda - SCIDpda	1/14/2021	158.45	Accounting Fees
641	verwir - Verizon Wireless	1/14/2021	28.75	Telecomm
642	wasman - Waste Management of Seattle	1/14/2021	4,966.88	Garbage/Waste Removal
643	welfar - Wells Fargo	1/14/2021	2.37	Telecomm
644	welfar - Wells Fargo	1/14/2021	2.05	Postage
645	citsea - City of Seattle	1/21/2021	632.02	BIA Tax
646	citseacu - City of Seattle-Combined Utilities	1/21/2021	8,641.34	Water/Sewer
647	eltsys - ELTEC Systems, LLC	1/21/2021	1,365.43	Elevator - Contract
648	pugsou - Puget Sound Energy	1/21/2021	36.11	Natural Gas
649	seacitli - Seattle City Light	1/21/2021	16,394.06	Electricity
650	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/21/2021	10,990.46	HVAC/Boiler Maint - Contract
651	pugsou - Puget Sound Energy	1/28/2021	484.55	Natural Gas
<b>Total vs10p - General Checking</b>			<b>79,579.52</b>	
<b>vs2conop - General Checking</b>				
228	pdamaint - SCIDpda Maintenance Dept	1/7/2021	1,254.00	WOs
229	cenlin - CenturyLink	1/14/2021	59.70	Telecomm
230	ipfscorp - IPFS Corporation	1/14/2021	6,812.41	Insurance
231	seacitli - Seattle City Light	1/14/2021	244.77	Electricity
232	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/14/2021	2,146.84	HVAC/Boiler Maint - Contract - 12/2020
233	citsea - City of Seattle	1/21/2021	451.56	BIA Tax
234	citseacu - City of Seattle-Combined Utilities	1/21/2021	31,303.10	Garbage/Waste Removal & Water/Sewer
235	seacitli - Seattle City Light	1/21/2021	2,870.56	Electricity
236	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	1/28/2021	2,146.84	HVAC/Boiler Maint - Contract - 01/2021
<b>Total vs2conop - General Checking</b>			<b>47,289.78</b>	
<b>vs2lpop - General Checking</b>				
365	scidpda - SCIDpda	1/7/2021	9,304.09	ID Billing
366	usbank - US Bank/TFM/97298300/Julie Kammueeller	1/7/2021	14,794.79	Loan Payment - Monthly
367	cenlin - CenturyLink	1/14/2021	245.83	Telecomm
368	pdamaint - SCIDpda Maintenance Dept	1/14/2021	98.78	WOs
369	scidpda - SCIDpda	1/14/2021	359.88	Accounting Fee
370	usbank1 - US Bank	1/14/2021	3,900.00	Bond Admin Fee
371	verwir - Verizon Wireless	1/14/2021	36.43	Telecomm
372	welfar - Wells Fargo	1/14/2021	9.46	Telecomm
373	welfar - Wells Fargo	1/14/2021	69.86	Postage & Office Supplies/Equipment
374	eltsys - ELTEC Systems, LLC	1/21/2021	307.29	Elevator - Contract
375	cenlin - CenturyLink	1/28/2021	271.44	Telecomm
ACH	ldvs2con - IDVS2 Condo Association	1/21/2021	2,735.37	Condo Billing
<b>Total vs2lpop - General Checking</b>			<b>32,133.22</b>	
			<b>1,273,546.39</b>	

Concurrence Requests:

*Staff are required to seek concurrence for items that:*

- *the consideration exchanged or received by the SCIDpda exceeds \$10,000, or*
- *the performance by the SCIDpda extends over a one year period.*

**February 2020 Items**

**Real Estate Development, Josh Park lead**

**North Lot Development**

Weber Thompson - \$2.4 mil for architectural services for Building A and the site

State of Washington – conditional approval for \$3 million in funding for Building A development

King County – conditional approval for \$1million in funding for Building A development

**Community Initiatives, Jamie Lee lead**

**Only in Seattle, Office of Economic Development**

\$120,000 total

\$10K – translations for small business support work

\$45K – Staff support for small business work (17% of Jamie, 26% of An)

\$65K – Business Development Consultant (Shanti Breznau)

This contract will focus on small business recovery from the COVID 19 pandemic, support for development of a “feedback loop” with identified business owners to ensure that we are meeting the needs of the business community, maintenance of a business tracking sheet, management of small business relief team, tracking new developments and working on procurement of businesses, work with small businesses around fire prevention (in partnership with IDEC and SFD), management and implementation of public space projects.

**Washington State Department of Commerce Small Business Resiliency Network Grant via BECU Foundation**

\$50,000 (originally received through CIDPDA)

All of this funding goes to staffing for small business work (Jamie and An’s salary). This funding is intended to help network member organizations to continue to serve small businesses as they recover from pandemic impacts.

**Historic South Downtown**

\$34,920 (originally received through CIDPDA)

### Dragon Sculptures, Relocation Discussion and Feasibility Study

The funding will support two efforts to critically look at the topic of relocating the dragon sculptures (1) Designing and conducting a community engagement process to gauge interest and solicit feedback from the CID community and (2) hiring consultants to investigate the logistics, technology, and expertise required to physically move each dragon (if that is what the community desires). This project was born out of the neighborhood lighting study, which had recommendations for lighting these dragons.

## SCIDpda Management Reports

February 2021

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### **Executive Director**

*Maiko Winkler-Chin*

I have been reflecting on last month's board meeting discussion. The SCIDpda staff leadership, in considering potential board members, look to people with the personal histories, experiences, and skills that can add to making our organization stronger. We look at people tied to the geographic neighborhood, often through the lens of our charter, which states that our "efforts will be conducted in a manner that affords a continuing opportunity for local business and property owners, residents, community organizations, and visitors to carry on their traditional, as well as developing, Chinatown-International District activities." The list of stakeholders is long and broad, and we feel you all fit in as stakeholders.

We expect board members to bring their whole self into discussions—why else would we have wanted you to join the board? You were asked to join the board because of your professional, personal, and family experiences as well as connections you have within the CID. SCIDpda's mission and values, and your perspective, should be at the center of every discussion. The SCIDpda Board is expected to grapple with conflicting ideas and thoughts during conversations. Staff leadership enjoy watching the conflict – because it is the same conflicts we have internally within staff on issues, and because we learn a lot listening to the discussion. There is nothing easy about community development, but as we chart our path forward with our next strategic plan, let's remember to value and embrace dissenting views (and not take them too personally) because that conflict and tension makes us stronger and more thoughtful as we do our work.

### **Internal Work**

Kudos to Josh Park, who has been managing our two active real estate projects, has been shuffling a ton of paper, and learning much, all from home. Kudos also to Vern Wood for reviewing reams of legal documents. We as an organization have limited "muscle memory" on how to do these projects and how to work with the board through these processes; much has changed in the time we last did these deals, and it is important for us as an organization to build our own protocols, especially since we have another project on the horizon. We will be discussing this during the Staff Reports section of the agenda, as well as discussing and hopefully taking action on an omnibus resolution related to Yesler Family Housing.

Last year, Enterprise Community Partners offered us to do an organizational review with a finance focus, and we accepted, but asked for a delay until the start of the year. We just had our first meeting, and somehow see this fitting in with our strategic plan, and my Achieving Excellence program. We could see how it all fits together. Let's hope it comes together.

I am trying to carve out time for Achieving Excellence. The reading is challenging – it is not very long, but reading management theory books is more challenging than other reading I do at home. I am in "remote class" for from 2/15 – 2/25 for the Achieving Excellence program and will be out of office for the next 2 weeks. I will virtually be in Boston, but really on Beacon Hill.

### **External Work**

I resigned from the Mayor's Equitable Communities Initiative Task Force, which was originally established to think through how to distribute \$100 M, then reduced down to \$30 M. I resigned mainly because I do not have time to be fully present in those meetings, amongst other things.

I considered resigning from the Maritime and Industrial Advisory Group (SODO area), but that group should theoretically be complete in its work in the next month or so. To remind people why I am involved in these discussions – the land to the south of the CID is industrial (SODO), and



because we had supported Pioneer Square in discussions about the WOSCA site. This is the 3<sup>rd</sup> or 4<sup>th</sup> Industrial Lands conversation I have participated in during my tenure, and I am not sure if this conversation will move or change anything.

In their reports, Jared and Jamie mention vaccination efforts in the district and our part in the work – we will discuss in the Staff Reports section of the board agenda who we have worked with, our prioritization method, who we have angered, and what our plans are going forward.

With Mayor Durkan not seeking re-election, the organization needs to consider how to ensure any programs or initiatives not administratively formalized have a life beyond the end of Mayor Durkan's term. We will be discussing Sound Transit in Staff Reports, but staff need to consider which other efforts require this work and what the board's role should or could be in it.

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## **Property Operations**

*Jared Jonson*

### **COVID Needs**

SCIDpda Staff (Community Initiatives/Property Operations) and volunteers continue weekly grocery delivery to both SCIDpda and non-PDA buildings. Through the end of January, we are still averaging 350 bags per week. Since the beginning of the pandemic we have delivered approximately 17,000 bags of groceries. Senior meals are still being provided by ICHS, while the restaurant meal program will restart in February thanks to a small grant.

Vaccine distribution started this month in the CID. The entire system for vaccine distribution is rife with inequity. We are doing our best to serve residents in PDA buildings and other buildings in the neighborhood. In late January, SCIDpda staff began working with the Mayor's Office, Seattle Fire Dept., and ICHS to begin vaccination of our most vulnerable residents and (thanks to Jamie's efforts) business employees. We prioritized SCIDpda residents, seniors from non-pda managed buildings and SRO residents, and also workers from groceries and restaurants. In January, we facilitated 250 first-dose vaccinations. By mid-February, the number will grow to well over 500.

### **Public Safety/Security**

SCIDpda properties (and neighborhood as a whole) continue to experience challenges of public safety. A number of properties across the neighborhood have been broken into or experienced attempted break-ins. At SCIDpda properties alone, we have had close to 10 separate incidents since November. At the end of February, we will be doing another CPTED (Crime Prevention through Environmental Design) walk with SPD for some of our properties to consider ways to improve security at our properties. We are also experiencing a growing number of houseless individuals constantly trashing the space under the Bush awning (area below Hing Hay Coworks), impeding access for staff and residents, and being a nuisance in general. Our neighborhood has a new REACH case manager who is assisting getting some of these individuals connected to services.

### **Residential Property Management**

Residential property management continues to be stable and in good financial health. Collection rates for rents billed are good across all properties. Accounts Receivable (AR) is stable except for the Louisa. In the past month, we have been working closer with the Louisa owners to "right-size" rent rates and on efforts to market the building. We are seeing some early positive returns and hope to see an improvement in vacancy this quarter. Resident wellness checks continue on a regular basis each month. Behavioral health continues to be a challenge at some of our properties. The Resident Services Coordinator position announcement is now live. Please refer candidates to Jared if you know any quality candidates.

### **Commercial Property Management**

Restaurants and businesses continue to struggle due to the increase in COVID cases and restrictions. Despite this, overall commercial remains steady, anchored by our key tenants. In January, we began renewal and/or restructuring leases of six tenants—in line with our 2021 goals of retaining all commercial tenants. Bush Commercial AR has significantly improved with a \$36k payment from 21 Progress. There is additional AR from 21 Progress that will be settled next month. In December we were awarded \$100k in All-In Washington funds. A portion of these funds will be used to assist at-risk PDA commercial tenants. Thanks to our team's efforts, many of our eligible commercial tenants were able to get their first doses of the COVID vaccine.

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### **Community Initiatives**

*Jamie Lee*

#### **Small Business**

We have continued to support businesses in receiving grants from both the City and the State, who released grants in January. Our team supports businesses in applying and then in getting the proper information (bank and tax info) to the granting entity to receive the funds. We are projecting that the small business relief team (Friends of Little Saigon, CID Business Improvement Area, and SCIDpda) has helped leverage about \$1.3 million dollars collectively to businesses in the CID from outside funders, beyond the Small Business Relief Fund. Additionally, we are helping businesses in this round of PPP funds as well as providing translated guidance from the State of Washington with the loosened restrictions now in Washington State.

February 12 is the last day for folks to donate to the CID Restaurants and other Small Businesses Relief Fund. As of 2/11, we raised \$893,000. We will be awarding our fourth and final round of funding the week of 2/15, which we intentionally wanted to do for Lunar New Year.

#### **Public Space**

We continue to work on ongoing projects, such as lighting the Hing Hay Park pagoda, Kobe Terrace Park stone lantern, and Maynard Alley. We also received a grant from Historic South Downtown for resituating lightpole dragons currently in challenging locations (primarily due to tree growth) and feasibility on it. This project is part of the effort to light the dragons in the CID.

#### **Vaccines**

Working with Property Operations, our teams supported vaccinations for just over 150 employees of businesses that phase qualify (part of the over 500 individuals Jared's mentioned above). We continue to work with businesses to develop headcounts for the different vaccine phases and are hoping to continue working with ICHS to streamline the process so that businesses are able to access vaccines. I am humbled and proud of how our staff at SCIDpda has stepped up to support this process – many of our younger staff being bilingual and able to support these vaccine clinics in Mandarin, Cantonese, Toisanese, Vietnamese, and Korean.

#### **Staffing**

Miran Kim will be leaving SCIDpda at the end of March to head to our neighbor to the north (Montreal to be exact) to continue her graduate studies. Miran's position as HHC Coordinator was eliminated at the end of 2020 due to lack of revenue at Hing Hay Coworks. Miran remained on staff for Q1 of 2021 to support our food delivery program as well as administrative support for Community Initiatives (CI). We currently have a Program Liaison position open for Community Initiatives.

#### **Support for RED projects**

CI staff are working closely with Real Estate Development and Property Operations on our upcoming Yesler and North Lot projects. This includes communications for groundbreakings at

both projects as well as community preference policies, affirmative marketing strategies, art at both projects, and considerations for the commercial space at Yesler Family Housing.

**RESOLUTION OF  
SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY,  
A WASHINGTON PUBLIC CORPORATION  
(Yesler Family Housing)**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Seattle Chinatown-International District Preservation and Development Authority, a Washington public corporation (“**SCIDpda**”), is organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110;

**WHEREAS**, SCIDpda was organized for the purpose, among others, of affording a structure to work for the conservation and renewal of the unique cultural and ethnic characteristic of the area historically known as the Chinatown-International District, including developing and operating affordable low income housing;

**WHEREAS**, SCIDpda desires to participate with Community Roots Housing, a Washington public corporation (“**CRH**”) in the development of real property located at 1215 East Fir Street, Seattle, WA (the “**Property**”) as a mixed-use building to be developed as 156 units of affordable housing (inclusive of one manager unit) (the “**Housing**”), approximately 7,907 square feet of child care space (the “**Child Care Space**”), and approximately 2,355 square feet of retail space (the “**Retail Space**” and collectively with the Housing and Child Care Space, the “**Project**”);

**WHEREAS**, SCIDpda and CRH have formed Monku LLC, a Washington limited liability company (“**Monku**”) to serve as the initial general partner of Big Village LLLP, a Washington limited liability limited partnership (the “**Partnership**”);

**WHEREAS**, SCIDpda currently serves as initial limited partner of the Partnership;

**WHEREAS**, CRH and its affiliate, CH Development Association, a Washington nonprofit corporation (“**CHDA**”), have formed CRH Yesler LLC, a Delaware limited liability company (the “**Co General Partner**”), of which CHDA serves as the sole member and CRH serves as the manager and springing member;

**WHEREAS**, Monku has withdrawn or will withdraw as general partner of the Partnership and the Co General Partner now serves or will serve as co general partner of the Partnership with a 0.0049% partnership interest and SCIDpda now serves or will serve as managing general partner with a 0.0051% partnership interest (in its capacity as managing general partner, the “**Managing General Partner**”);

**WHEREAS**, the Partnership desires to lease the Property from the Housing Authority of the City of Seattle (“**SHA**”) pursuant to a long term ground lease (the “**Ground Lease**”) and the Partnership will construct, own and operate the Project thereon;

**WHEREAS**, the Partnership desires to lease the Child Care Space to SCIDpda pursuant to a master lease (the “**Child Care Master Lease**”) and lease the Retail Space to SCIDpda pursuant to a separate master lease (the “**Retail Master Lease**”);

**WHEREAS**, the Child Care Master Lease will allow SCIDpda to sublease the Child Care Space to Denise Louie Education Center, a Washington nonprofit corporation (“**DLEC**”) pursuant to a sublease of the Child Care Space (the “**Child Care Sublease**”);

**WHEREAS**, SCIDpda will serve in several capacities in this transaction including, but not limited to, (i) in its own capacity as a public corporation, (ii) in its capacity as Managing General Partner, (iii) in its capacity as a sponsor of the Project, (iv) in its capacity as co-developer of the Project, (v) in its capacity as guarantor under the various guarantees required in connection with the financing of the Project, and (vi) in its capacity as property manager of the Project (together, the “**Capacities**”);

**WHEREAS**, SCIDpda, in its applicable Capacities, desires that the Partnership lease the Property from SHA, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Ground Lease and any documents related to the lease of the Property, including but not limited to the Ground Lease;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires that the Partnership lease the Child Care Space and Retail Space to SCIDpda, and in connection therewith, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Child Care Master Lease and Retail Master Lease and any documents related to the sublease of the Child Care Space and Retail Space, including but not limited to the Child Care Master Lease and Retail Master Lease;

**WHEREAS**, SCIDpda, in capacity as a public corporation, desires to sublease the Child Care Space to DLEC, and in connection therewith, SCIDpda desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Child Care Sublease and any documents related to the sublease of the Child Care Space;

**WHEREAS**, SCIDPDA, in its applicable Capacities, desires to negotiate, enter into, execute, deliver a Regulatory Agreement (Extended Use Agreement) and such other documentation as may be reasonably required in connection with obtaining the allocation of Federal Low-Income Housing Tax Credits (the “**Tax Credits**”) for the Project (collectively, the “**Tax Credit Documents**”);

**WHEREAS**, SCIDpda, in its applicable Capacities, executed the letter of intent dated October 29, 2020, a copy of which is attached hereto as **Exhibit A** from Hudson Housing Capital LLC (“**Hudson**”), setting forth the preliminary terms under which Hudson or its designee (the “**Limited Partner**”) will make an equity investment in and be admitted as a limited partner of the Partnership (the “**Equity Investment**”);

**WHEREAS**, the Limited Partner requires that its admission to the Partnership and the rights and obligations of the general partners of the Partnership, developers, property manager and guarantors be governed by an Amended and Restated Agreement of Limited Partnership and those Equity Documents listed on **Exhibit C**, together with such other documentation as may be reasonably required in connection with the admission of the Limited Partner to the Partnership (collectively, the “**Equity Documents**”);

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Equity Documents;

**WHEREAS**, CRH has approved the issuance of notes in an aggregate principal amount of not to exceed \$52,000,000 (collectively, the “**Governmental Note**”), the proceeds of which will be used to make a loan (“**Project Loan**”) to the Partnership to provide financing for a portion of the cost of the acquisition and development of the Project; has determined the terms and covenants of the Governmental Note; has authorized the execution and delivery of a funding loan agreement with respect to the Governmental Note, a project loan agreement providing for repayment of the Project Loan (defined below) and the form of a regulatory agreement governing the use of the Project; has provided for the execution and delivery of the Governmental Note to Capital One, National Association (“**CONA**”) and JPMorgan Chase Bank, N.A. (“**Chase**” and together with CONA, the “**Construction Lender**”);

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform its obligations under any documents related to the issuance of the Governmental Note, including but not limited to those Tax-Exempt Loan Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, has executed a term sheet dated October 29, 2020, a copy of which is attached hereto as **Exhibit B** from CONA, setting forth the preliminary terms of construction financing in the approximate amount of \$48,120,305 to be provided to the Partnership pursuant to the Tax-Exempt Loan Documents;

**WHEREAS**, SCIDpda, in its applicable Capacities, will execute a commitment with CONA, in its capacity as permanent lender (“**Forward Commitment**”), setting forth the terms upon which, upon conversion and delivery of the Freddie Mac Documents listed on **Exhibit C**, CONA will make a Freddie Mac Forward Tax Exempt Loan through its acquisition of the then-outstanding portion of the Governmental Note in the approximate amount of \$31,197,000 (the “**Term Loan**”);

**WHEREAS**, CONA will execute a commitment with Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) setting forth the terms upon which, upon conversion and delivery of the Freddie Mac Documents listed on Exhibit C, that Freddie Mac will purchase the Term Loan from CONA;

**WHEREAS**, the proceeds of the Governmental Note will fund the Project Loan which will be used solely to pay capital costs for the development of the Project and certain costs of issuing the Governmental Note;

**WHEREAS**, SCIDPpda, in its applicable Capacities, desires to (i) have the Partnership obtain additional construction financing from CONA in the approximate amount of \$6,723,936 (the “**Taxable Loan**”) to be used to pay for costs of the development of the Project and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the Taxable Loan Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to (i) have the Partnership obtain financing from the City of Seattle Office of Housing (“**OH**”) in the approximate principal amount of \$6,000,000 (the “**OH Loan**”) to be used to pay for costs of the development of the Project and (ii)

negotiate, enter into, execute, deliver and perform the applicable obligations under the OH Loan Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to (i) have the Partnership obtain financing from SHA in an amount not to exceed \$5,000,000 (the “***SHA Loan***”) to be used to pay for costs of the development of the Project and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the SHA Loan Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to participate in the development of the Project, serve as co-developer of the Project, and, if required, cause a portion of the developer fee to be deferred and paid out of cash flow from the Project’s operations;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to (1) have SCIDpda make a loan to the Partnership in the approximate amount of \$2,500,000 (the “***Sponsor Loan 1***”) with the proceeds of an upfront lease payment under the Child Care Sublease with Child Care Bonus funds from the City of Seattle Human Services Department (“***HSD***”), which will be used to repay a portion of the Taxable Loan and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the Sponsor Loan 1 Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to (1) have SCIDpda make a loan to the Partnership in the approximate amount of \$800,000 (the “***Sponsor Loan 2***”), with the proceeds of an upfront lease payment under the Child Care Sublease with funds from the Washington State Department of Commerce (the “***State***”), which will be used to repay a portion of the Taxable Loan and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the Sponsor Loan 2 Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to (1) have SCIDpda make a loan to the Partnership in the approximate amount of \$1,050,470 (the “***Sponsor Loan 3***”), with the proceeds of an upfront lease payment under the Child Care Sublease with funds from DLEC’s capital campaign, which will be used to repay a portion of the costs to construct the Child Care Space and (ii) negotiate, enter into, execute, deliver and perform the applicable obligations under the Sponsor Loan 3 Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to provide additional funds to the Project (if necessary or advisable) in the approximate amount of \$800,000, which will be in the form of an additional loan from SCIDpda to the Partnership (the “***Sponsor Loan 4***”) or through the Managing General Partner, in the form of a capital contribution (the “***Managing General Partner Capital Contribution***”);

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to have CRH and/or the Co General Partner provide additional funds to the Project (if necessary or advisable) in the approximate amount of \$800,000, which will be in the form of a loan from CRH to the Partnership (the “***Sponsor Loan 5***”) or through the Co General Partner, in the form of a capital contribution (the “***Co General Partner Capital Contribution***”);

**WHEREAS**, the Partnership’s obligations with respect to the Governmental Note, Project Loan, the Term Loan, Taxable Loan, OH Loan, SHA Loan, Sponsor Loan 1, Sponsor Loan 2,

Sponsor Loan 3, Sponsor Loan 4 or the Managing General Partner Capital Contribution, and Sponsor Loan 5 or the Co General Partner Capital Contribution (the “***Project Loans***”) will be evidenced by those Documents listed on **Exhibit C** attached hereto, and such other documentation as may be reasonably required in connection with the making of the various loans to the Partnership, all with terms as approved by the Authorized Representative (as defined herein) (collectively, the “***Financing Documents***”);

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under the Financing Documents;

**WHEREAS**, SCIDpda may be asked to act as guarantor for any of the Project Loans or the Equity Investment, and SCIDpda has found it to be in the best interests in its applicable Capacities to act as guarantor for any of the Project Loans and Equity Investment, as applicable, in furtherance of the foregoing;

**WHEREAS**, SCIDpda may be asked to act as guarantor for obligations of SCIDPDA arising under the Child Care Master Lease, and SCIDpda has found it to be in the best interests in its applicable Capacities to act as guarantor for any of the obligations of SCIDPDA arising under the Child Care Master Lease, as applicable, in furtherance of the foregoing;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to negotiate, enter into, execute, deliver and perform the applicable obligations under any documents related to the design, development and construction of the Project, including but not limited to those Development Documents listed on **Exhibit C**;

**WHEREAS**, SCIDpda has advanced funds for predevelopment costs for the Project, which funds shall be reimbursed to SCIDpda upon the closing of the financing;

**WHEREAS**, SCIDpda, in its applicable Capacities, desires to have SCIDpda serve as the property manager of the Project; and

**WHEREAS**, the Board of SCIDpda deems it to be in the best interest of SCIDpda to take all actions reasonably necessary or advisable to (i) serve as Managing General Partner; (ii) cause the Partnership to enter into the Ground Lease; (iii) enter into the Child Care Master Lease, Retail Master Lease, and Child Care Sublease; (iv) close on the Project Loans and Equity Investment; (v) serve as guarantor for any of the Project Loans, Equity Investment and obligations of SCIDpda arising under the Child Care Master Lease and Retail Master Lease; (vi) serve as developer of the Project; (vii) serve as property manager of the Project; and (viii) conduct predevelopment work in furtherance of the development of the Project.

## **RESOLUTIONS**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of SCIDpda as follows:

1. The above recitals are hereby incorporated into these Resolutions.
2. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the Managing General Partner and to enter into, execute, and deliver all such



documents as may be required or advisable to be admitted as a general partner of the Partnership.

3. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to take such actions as may be reasonably required in order for the Partnership to construct, develop and operate the Project.
4. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to lease the Property from SHA, including, but not limited to, the Ground Lease.
5. That SCIDPDA, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for the Partnership to lease the Child Care Space and Retail Space to SCIDpda, including, but not limited to, the Child Care Master Lease and Retail Master Lease.
6. That SCIDPDA, in its applicable Capacities, is authorized, empowered and directed to negotiate, execute and deliver such documents as may be reasonably required in order for SCIDpda to sublease the Child Care Space to DLEC, including, but not limited to, the Child Care Sublease.
7. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Tax Credit Documents listed on **Exhibit C** and such other documents as may be required in connection with the award of the Tax Credits.
8. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Equity Documents listed on **Exhibit C** and such other documents as may be required by the Limited Partner in connection with the Limited Partner's admission to the Partnership.
9. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to negotiate, enter into, execute and deliver the Forward Commitment and the Financing Documents listed on **Exhibit C**, including, but not limited to, the Tax-Exempt Loan Documents, Project Loan Documents, Freddie Mac Loan Documents, Taxable Loan Documents, OH Loan Documents, SHA Loan Documents, Sponsor Loan 1 Documents, Sponsor Loan 2 Documents, Sponsor Loan 3 Documents, Sponsor Loan 4 or Managing General Partner Capital Contribution, Sponsor Loan 5 or the Co General Partner Capital Contribution and any such other documents as may be required with respect to the Governmental Note, Project Loan (including, without limitation, the issuance, sale and conversion thereof), Term Loan, Taxable Loan, OH Loan, SHA Loan, Sponsor Loan 1, Sponsor Loan 2, Sponsor Loan 3, Sponsor Loan 4 or the Managing General Partner Capital Contribution, and Sponsor Loan 5 or the Co General Partner Capital Contribution.
10. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the guarantor under, and negotiate, enter into, execute and deliver, the guarantees listed on **Exhibit C** and such other documents as may be required by the Limited Partner, Construction Lender, Freddie Mac and any other party providing financing for the Project.

11. That SCIDpda, in its applicable Capacities, is authorized and empowered to defer any portion of the developer fee payable to SCIDpda by the Partnership to be paid out of Project cash flow.
12. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to execute and deliver such documents as may be required for the design, construction, and development of the Project, including, but not limited to, the Development Documents listed on **Exhibit C**.
13. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to serve as the property manager of the Project and to execute and deliver such documents as may be required to serve as property manager of the Project, including but not limited to the Property Management Agreement listed on **Exhibit C** and such other documents as may be required by the Limited Partner, Construction Lender, Freddie Mac and any other party providing financing for the Project.
14. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to execute and deliver any other documents as may be required to finance the development and construction of the Project, including but not limited to those Miscellaneous Documents listed on **Exhibit C**.
15. That SCIDpda, in its applicable Capacities, is authorized, empowered and directed to undertake such further acts and to execute and deliver such other documents as may be deemed reasonably necessary or proper in order to carry into effect any of the provisions of these Resolutions.
16. That any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed or taken by any one of the following individuals, acting alone, or their duly appointed successors (the “***Authorized Representatives***”):  
  
Maiko Winkler-Chin, Executive Director  
  
Mindy Au, Board President
17. Any one Authorized Representative is authorized, empowered and directed to take such further action on behalf of the SCIDpda, in its applicable Capacities, as such Authorized Representative may deem necessary to effectuate the foregoing.
18. That any and all acts authorized pursuant to these Resolutions and performed prior to the passage of these Resolutions are hereby ratified and affirmed.

*[Remainder of Page Intentionally Blank]*

### CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of Seattle Chinatown-International District Preservation and Development Authority (“Corporation”) and that the foregoing Resolutions were duly adopted at a meeting of the Board of the Corporation held on \_\_\_\_\_, 2021, in accordance with the Charter and Rules and Regulations of the Corporation upon proper notice and at which time a quorum was present and that the above named officers are officers of the Corporation and occupy the position set opposite their name.

Dated \_\_\_\_\_, 2021

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit “A”**  
Equity Letter of Intent

**Exhibit “B”**  
Construction Loan Term Sheet

**Exhibit “C”**  
**List of Documents**

**A. Tax-Exempt Loan Documents**

1. Project Loan Agreement
2. Regulatory Agreement
3. Tax Certificate of Borrower
4. Acknowledgment of Non-Arbitrage Certificate of CRH, in its capacity as issuer of the Governmental Note
5. General Certificate of Borrower
6. Incumbency Certificate and Signature Identification Certificate

**B. Lease Documents**

1. Ground Lease
2. Memorandum of Lease
3. Child Care Master Lease
4. Retail Master Lease
5. Child Care Sublease

**C. Organizational Documents**

1. Contribution and Indemnity Agreement between CRH and SCIDpda
2. Incumbency Certificates

**D. Equity Documents**

1. Amended and Restated Agreement of Limited Partnership
2. Development Agreement
3. Unconditional Guaranty
4. Certification and Agreement
5. Certificate of General Partner and Guarantor
6. Partnership Management Fee Agreement
7. Such other additional documents as reasonable or required by the Limited Partner

**E. Project Loan Documents**

1. Co-Lender Agreement
2. Construction Disbursement Agreement
3. Promissory Note A
4. Promissory Note B
5. Allonge to Promissory Note (Tranche A)
6. Allonge to Promissory Note (Tranche B)
7. Leasehold Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing
8. Joint and Several Completion Guaranty
9. Joint and Several Payment and Non-Recourse Carveout Guaranty
10. Guarantor's Affidavit
11. Joint and Several Hazardous Material Indemnity Agreement
12. Assignment of Deed of Trust and Loan Documents

13. Collateral Assignment and Pledge of General Partnership Interests and Security Agreement
14. Assignment and Subordination of Management Agreement
15. Assignment and Subordination of Development Agreement
16. Assignment of Agreement to enter into a Housing Assistance Payments Contract
17. Assignment of Contracts
18. Certification of Development Budget
19. Agreement Regarding Debtor/Creditor Relationship
20. Disbursement Agreement
21. Investor Equity Assignment and Security Agreement and Financing Statement
22. Publicity Agreement
23. Requisition Authorization Statement
24. Such other additional documents as reasonable or required by Construction Lender

**F. Freddie Mac Documents**

1. Construction Phase Financing Agreement
2. Amended and Restated Project Note
3. Amended and Restated Multifamily Deed of Trust, Assignment of Rents, and Security Agreement - Washington
4. Guaranty – Multistate
5. Continuing Covenant Agreement
6. Consent to Assignment of HAP Contract as Security for Freddie Mac Financing
7. Assignment of Management Agreement and Subordination of Management Fees
8. Certificate of Borrower
9. Subordination Agreements
10. Such other additional documents as reasonable or required by Freddie Mac

**G. Taxable Loan Documents**

1. Construction Loan Agreement
2. Construction Loan Note
3. Such other additional documents as reasonable or required by the Construction Lender

**H. OH Loan Documents**

4. Loan Agreement
5. Promissory Note
6. Leasehold Deed of Trust, Assignment of Rents, Security Agreement, and Fixture Filing
7. Certificate and Indemnity Agreement Regarding Hazardous Substances and Building Laws
8. Regulatory Agreement
9. Subordinate Assignment of Architect's Agreement and Plans and Specifications
10. Subordinate Assignment of Construction Contracts
11. FIRPTA Certification

**I. SHA Loan Documents**

1. Loan Agreement
2. Promissory Note
3. Deed of Trust
4. Regulatory Agreement

**J. Sponsor Loan 1 Documents**

1. Promissory Note
2. Sponsor Leasehold Deed of Trust
3. Assignment of Deed of Trust to City of Seattle Human Services Department

**K. Sponsor Loan 2 Documents**

1. Promissory Note
2. Sponsor Leasehold Deed of Trust
3. Assignment of Deed of Trust to State of Washington Department of Commerce

**L. Sponsor Loan 3 Documents**

1. Promissory Note
2. Sponsor Leasehold Deed of Trust

**M. Sponsor Loan 4 Documents**

1. Promissory Note
2. Sponsor Leasehold Deed of Trust

**N. Sponsor Loan 5 Documents**

1. Promissory Note
2. Sponsor Leasehold Deed of Trust

**O. Tax Credit Documents**

1. Regulatory Agreement (Extended Use Agreement)
2. Election of Applicable Percentage
3. Tax Credit Application

**P. Development Documents**

1. A102 and A201 Construction Contract (Primary Contract)
2. A102 and A201 Construction Contract (Child Care Contract)
3. B101 Architect Agreement
4. Engineering Contracts

**Q. Miscellaneous Documents**

1. Priority and Subordination Agreement
2. Reliance Certificate
3. Mechanic Lien Indemnification
4. Owner Title Affidavit(s)
5. Non-Imputation Affidavit and Indemnity
6. Estimated Closing Statement(s)
7. Property Management Agreement
8. Assignment and Assumption of Work Product Agreement
9. Agreement to Enter into a Housing Assistance Payments Contract
10. Covenants and Restrictions for Child Care Space