



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

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AGENDA TUOLUMNE COUNTY HOUSING LOAN REVIEW COMMITTEE Regular Meeting Wednesday, April 19, 2023 11:00 a.m.

Community Development Department
4th Floor Conference Room
48 Yaney Ave.
Sonora, CA 95370

1. CALL THE MEETING TO ORDER AND ESTABLISHMENT OF QUORUM

2. PUBLIC COMMENT

The public may speak on any item, not on the agenda. No action may be taken by the Committee.

3. CONSIDERATION OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 15, 2023.

4. FIRST TIME HOMEBUYER PROGRAM

A. Consideration and action concerning first-time homebuyer assistance in an amount not to exceed \$87,000 for a Habitat home located at 22252 Haughton Circle Drive, Sonora, CA 95370.

B. Consideration and action concerning first-time homebuyer assistance in an amount not to exceed \$41,000 for a Habitat home located at 22256 Haughton Circle Drive, Sonora, CA 95370.

5. NEXT MEETING

The Committee's next scheduled meeting date Wednesday, May 17, 2023, at 11:00 am.

6. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department at (209) 533-5637. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11)



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HOUSING LOAN REVIEW COMMITTEE Regular Meeting *Unapproved Minutes* Wednesday, February 15, 2023 CDD 4th Floor Conference Room

PRESENT: Chair Supervisor Anaiah Kirk; Eva Questo, Amador Tuolumne Community Action Agency (ATCAA); Quincy Yaley, Community Development Department Director, Brian Bell, Community Development Department Chief Building Official

ABSENT: Casie Schornick, Realtor/Property Manager; Alison Daniels, Realtor/Property Manager; Jamie Trimeloni, Banking/Lending

STAFF: Rachel Bell, Community Development Department Business Manager; Jodi Shoemake, Community Development Department Administrative Assistant; Karen Gray, Community Development Department Fiscal Technician

The Committee may have rearranged its agenda during the meeting; however, the minutes have been prepared to follow the printed agenda, for the purpose of consistency.

CALL MEETING TO ORDER AND ESTABLISH QUORUM

Chair Kirk called meeting of February 15, 2023, to order at 11:04 a.m.

Supervisor Kirk: Present
Eva Questo: Present
Casie Schornick: Absent
Alison Daniels: Absent
Jamie Trimeloni: Absent
Quincy Yaley: Present
Brian Bell: Present

There is a quorum, with Ms. Trimeloni, Ms. Schornick and Ms. Daniels absent.

PUBLIC COMMENT

Chair Kirk opened for public comment, seeing none he closed public comment.

DISCUSSION AND CONSIDERATION OF MEETING DAY AND TIME

No change.

CONSIDERATION OF MINUTES OF THE REGULAR MEETINGS OF MAY 18, 2022, AND AUGUST 17, 2022.

Chair Kirk asked if there are any comments or corrections to the minutes or is there a motion to approve the minutes of May 18, 2022, and August 17, 2022.

Moved by Quincy Yaley and seconded by Brian Bell to approve.

Supervisor Kirk: Aye
Eva Questo: Aye
Casie Schornick: Absent
Alison Daniels: Absent
Jamie Trimeloni: Absent
Quincy Yaley: Aye
Brian Bell: Aye

Motion carried 4-0, with Ms. Trimeloni, Ms. Schornick and Ms. Daniels absent.

FIRST TIME HOMEBUYER PROGRAM

A. Update of status of HCD HOME program.

Ms. Bell indicated we are still waiting for HCD to update some policy procedures for HUD. Ms. Bell had a very good discussion with HCD representatives concerning HUD and some HCD policies. They are close to resolving the issues, hopefully in March. Another item discussed is the program income application for the Hidden Meadows Terrace Project. When we originally started this project, we were able to submit a paper application because their online portal was not up and running. Then, HCD told us we could not do a paper application and need to wait until the portal was open, which was holding up some funding on this project. Since this meeting, they have opened a test portal and will let us try it as a test project. So now, we are submitting our application, working with our consultant to gather all our final documentation for the application. We are monitoring 127 loans totaling approximately \$11M, verifying they are paying their property taxes, home-owners insurance, proof of occupancy, and good standing on primary loan. Our Code Compliance Inspectors will conduct a visual inspection of the property each year to verify the property is well kept.

B. Review and approval of CalHOME first-time homebuyer program guidelines.

Ms. Bell explained our HOME Program and CalHOME Program Guidelines were previously combined in one document. We currently do not have a CalHOME grant, but we do have program income in our CalHOME Trust Account. HCD told us we need to have a separate set of guidelines for each program. CalHOME is a state program and HOME is a federal program. Because we are not applying for a CalHOME Grant, but only have program income, these CalHOME Guidelines do not need to be submitted to HCD for approval. We just need them here on site if they are ever requested. Habitat for Humanity just finished preparing an approved set of CalHOME Guidelines. We used their guidelines as a template and updated it with our program specifics. Ms. Bell indicated she also had them reviewed by County Counsel.

Moved by Brian Bell and seconded by Chair Supervisor Kirk to approve the guidelines.

Supervisor Kirk: Aye
Eva Questo: Aye
Casie Schornick: Absent
Alison Daniels: Absent
Jamie Trimeloni: Absent
Quincy Yaley: Aye
Brian Bell: Aye

Motion carried 4-0, with Ms. Trimeloni, Ms. Schornick and Ms. Daniels absent.

C. Consideration and action concerning first-time homebuyer assistance in an amount not to exceed \$81,000 for a Habitat home located at 22252 Haughton Circle Drive, Sonora, CA 95370.

Ms. Bell gave a brief overview of the written report provided to the HLRC Committee Members and answered some questions.

Moved by Brian Bell and seconded by Quincy Yaley to approve.

Supervisor Kirk: Aye
Eva Questo: Aye
Casie Schornick: Absent
Alison Daniels: Absent
Jamie Trimeloni: Absent
Quincy Yaley: Aye
Brian Bell: Aye

Motion carried 4-0, with Ms. Trimeloni, Ms. Schornick and Ms. Daniels absent.

D. Consideration and action concerning first-time homebuyer assistance in an amount not to exceed \$30,000 for a Habitat home located at 22256 Haughton Circle Drive, Sonora, CA 95370.

Ms. Bell gave a brief overview of the written report provided to the HLRC Committee Members and answered some questions.

Moved by Chair Kirk and seconded by Brian Bell to approve.

Supervisor Kirk: Aye
Eva Questo: Aye
Casie Schornick: Absent
Alison Daniels: Absent
Jamie Trimeloni: Absent
Quincy Yaley: Aye
Brian Bell: Aye

Motion carried 4-0, with Ms. Trimeloni, Ms. Schornick and Ms. Daniels absent.

MEETING ADJOURNED

Chair Kirk adjourned the meeting at 11:27 am.

RB:js