

## Regular Board Meeting

Jackson/Teton County Housing Authority  
Wednesday October 6, 2021 at 2pm  
Via Zoom (link included below)



1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Review of August Financials
5. Consideration of Millward HOA Proposed Plan Forward and Timeline
6. Matters from Staff
7. Matters from Board
8. Adjourn

The Housing Department is inviting you to a scheduled Zoom meeting.

Topic: HAB Regular Board Meeting

Time: Oct 6, 2021 02:00 PM Mountain Time (US and Canada)

### [Join Zoom Meeting](https://us06web.zoom.us/j/89864124634?pwd=WVh4eDNNTUNQdloweHVUQkFuSGM2QT09)

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Meeting ID: 898 6412 4634

Passcode: 317929

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JACKSON/TETON COUNTY HOUSING AUTHORITY

**Balance Sheet**

As of August 31, 2021

	Aug 31, 21	Jul 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
FIB - Administration	468,612.34	456,485.07	12,127.27
FIB - Millward Ground Lease	90,135.42	90,503.39	(367.97)
FIB - Supply	1,268,568.86	1,268,556.95	11.91
Total Checking/Savings	1,827,316.62	1,815,545.41	11,771.21
Accounts Receivable			
Ground Lease Receivables	3,616.67	1,663.36	1,953.31
Total Accounts Receivable	3,616.67	1,663.36	1,953.31
Other Current Assets			
Notes Receivable	320,000.00	320,000.00	0.00
Total Other Current Assets	320,000.00	320,000.00	0.00
Total Current Assets	2,150,933.29	2,137,208.77	13,724.52
Fixed Assets			
Buildings & Improvements			
260 West Broadway	1,391,040.08	1,391,040.08	0.00
Accumulated Depreciation	(860,949.06)	(860,949.06)	0.00
The Grove Phase I	6,789,580.35	6,789,580.35	0.00
Total Buildings & Improvements	7,319,671.37	7,319,671.37	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
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	9,325,107.32	9,325,107.32	0.00
Total Fixed Assets	16,666,803.38	16,666,803.38	0.00
Other Assets			
Allowance for Doubtful Accou...	(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 Receiv...	270,000.00	270,000.00	0.00
Total Other Assets	0.00	0.00	0.00
<b>TOTAL ASSETS</b>	<b>18,817,736.67</b>	<b>18,804,012.15</b>	<b>13,724.52</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	603.60	539.58	64.02
Total Accounts Payable	603.60	539.58	64.02
Other Current Liabilities			
Current Portion of LTD	123,000.00	123,000.00	0.00
Escrow Payable	8,948.63	4,779.63	4,169.00
Security Deposits	39,779.58	39,779.58	0.00
Total Other Current Liabilities	171,728.21	167,559.21	4,169.00
Total Current Liabilities	172,331.81	168,098.79	4,233.02

## JACKSON/TETON COUNTY HOUSING AUTHORITY

**Balance Sheet**

As of August 31, 2021

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	Aug 31, 21	Jul 31, 21	\$ Change
Long Term Liabilities			
Current Portion of LT Debt	(123,000.00)	(123,000.00)	0.00
Note Payable - First Republic	2,456,814.86	2,461,270.50	(4,455.64)
Total Long Term Liabilities	2,333,814.86	2,338,270.50	(4,455.64)
Total Liabilities	2,506,146.67	2,506,369.29	(222.62)
Equity			
Retained Earnings	16,277,941.97	16,277,941.97	0.00
Net Income	33,648.03	19,700.89	13,947.14
Total Equity	16,311,590.00	16,297,642.86	13,947.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,817,736.67</b>	<b>18,804,012.15</b>	<b>13,724.52</b>

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

August 2021

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	0.00	19,260.82	0.00	1,440.00	31,204.45	51,905.27
Total Income	0.00	19,260.82	0.00	1,440.00	31,204.45	51,905.27
Gross Profit	0.00	19,260.82	0.00	1,440.00	31,204.45	51,905.27
Expense						
Insurance	0.00	(115.65)	0.00	0.00	11,696.00	11,580.35
Management Fees	0.00	0.00	0.00	0.00	3,200.00	3,200.00
Professional Fees	2,225.00	0.00	0.00	0.00	0.00	2,225.00
Rent(Ground Lease Fee)	0.00	13,638.78	0.00	0.00	0.00	13,638.78
Repairs & Maintenance	0.00	352.50	0.00	367.97	1,408.00	2,128.47
Taxes & Licenses	0.00	(153.73)	0.00	0.00	0.00	(153.73)
Telephone	0.00	0.00	0.00	0.00	153.06	153.06
Utilities	0.00	331.55	0.00	0.00	(958.18)	(626.63)
Total Expense	2,225.00	14,053.45	0.00	367.97	15,498.88	32,145.30
Net Ordinary Income	(2,225.00)	5,207.37	0.00	1,072.03	15,705.57	19,759.97
Other Income/Expense						
Other Income						
Interest Income	4.03	0.00	11.12	0.79	0.00	15.94
Total Other Income	4.03	0.00	11.12	0.79	0.00	15.94
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	5,828.77	5,828.77
Total Other Expense	0.00	0.00	0.00	0.00	5,828.77	5,828.77
Net Other Income	4.03	0.00	11.12	0.79	(5,828.77)	(5,812.83)
Net Income	(2,220.97)	5,207.37	11.12	1,072.82	9,876.80	13,947.14

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July through August 2021

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	0.00	38,521.64	1,355.00	2,930.00	62,408.90	105,215.54
Total Income	0.00	38,521.64	1,355.00	2,930.00	62,408.90	105,215.54
Gross Profit	0.00	38,521.64	1,355.00	2,930.00	62,408.90	105,215.54
Expense						
Insurance	0.00	(231.30)	0.00	0.00	11,696.00	11,464.70
Management Fees	0.00	0.00	0.00	0.00	6,400.00	6,400.00
Professional Fees	4,525.00	0.00	0.00	0.00	0.00	4,525.00
Rent(Ground Lease Fee)	0.00	27,277.56	0.00	0.00	0.00	27,277.56
Repairs & Maintenance	0.00	557.75	0.00	1,068.85	7,106.20	8,732.80
Taxes & Licenses	0.00	(307.46)	0.00	0.00	0.00	(307.46)
Telephone	0.00	0.00	0.00	0.00	153.06	153.06
Utilities	0.00	648.54	0.00	0.00	1,034.75	1,683.29
Total Expense	4,525.00	27,945.09	0.00	1,068.85	26,390.01	59,928.95
Net Ordinary Income	(4,525.00)	10,576.55	1,355.00	1,861.15	36,018.89	45,286.59
Other Income/Expense						
Other Income						
Interest Income	7.85	0.00	21.53	1.54	0.00	30.92
Total Other Income	7.85	0.00	21.53	1.54	0.00	30.92
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	11,669.48	11,669.48
Total Other Expense	0.00	0.00	0.00	0.00	11,669.48	11,669.48
Net Other Income	7.85	0.00	21.53	1.54	(11,669.48)	(11,638.56)
Net Income	(4,517.15)	10,576.55	1,376.53	1,862.69	24,349.41	33,648.03

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

August 2021

	SPET	Other	Total Housing Supply
Ordinary Income/Expense			
Income			
Rent Income	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Insurance	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00
Professional Fees	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00
Taxes & Licenses	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
Utilities	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00
Net Ordinary Income	0.00	0.00	0.00
Other Income/Expense			
Other Income			
Interest Income	10.74	0.38	11.12
Total Other Income	10.74	0.38	11.12
Other Expense			
Interest Expense	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	10.74	0.38	11.12
Net Income	10.74	0.38	11.12

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July through August 2021

	Hall	SPET	Wilson Meadows	Wilson Park	Other	Total Housing Supply
Ordinary Income/Expense						
Income						
Rent Income	400.00	0.00	580.00	375.00	0.00	1,355.00
Total Income	400.00	0.00	580.00	375.00	0.00	1,355.00
Gross Profit	400.00	0.00	580.00	375.00	0.00	1,355.00
Expense						
Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Ordinary Income	400.00	0.00	580.00	375.00	0.00	1,355.00
Other Income/Expense						
Other Income						
Interest Income	0.00	20.81	0.00	0.00	0.72	21.53
Total Other Income	0.00	20.81	0.00	0.00	0.72	21.53
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	20.81	0.00	0.00	0.72	21.53
Net Income	400.00	20.81	580.00	375.00	0.72	1,376.53



MEMO

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Housing Department Staff  
**DATE:** October 4, 2021  
**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, 2021.

**Grove Renewals:** All 20 of the residential tenants at The Grove have been requalified and their leases were renewed September 1, 2021, based on the Board's direction from the July 2 meeting.



Unit	Bedrooms	Sales Price / Restriction Type	Total Applicants	Average Points	Selected Household Entries	Status
45 Pine Glades	2	\$234,192 Affordable 80- 120%	10	5	6 entries picked on 4	Closed
Grove Unit 210 Phase 1 Rental	2	\$664/month Affordable 0- 50%	5	4	5 entries picked on 1	Moved in
765 Wind River Lane	2	\$383,216 Workforce	31	7	7 entries picked on 5	Closed
931 Sandcherry Way	2	\$214,619 Affordable 50- 80%	5	6	9 entries picked on 4	Closed
1261 Allen Way	2	\$369,533 Workforce	87	6	12 entries picked on 1	Closed
55-1 Virginian Condos	1	\$xx Workforce	NA	NA	NA	Pending
4163 Melody Ranch Drive	5	\$1,950,000 Workforce – no appreciation cap	Pending	Pending	Pending	Pending
3455 Tensleep Drive	2	\$840,000 Workforce value: \$684,700	Added as part of the Preservation Program	NA	NA	Closed
1395 Primrose Lane	3	\$1,056,000 Attainable 4	For sale by owner	NA	NA	Closed
905 Sandcherry Way	1	\$166,872 50 – 80%	9	3	3 entries picked on 3	Closed
824 W Snow King – 810 West	2	\$267,590 Affordable 80- 120%	35	4	7 entries picked on 5	Closed
Grove Unit 304 Phase 1 Rental	2	\$744/month Affordable 0- 50%	10	4	4 entries Picked on 2	Moved in
320 E Sagebrush Dr #2-B	2	\$968,000 Workforce Value: \$818,000	Added as part of the Preservation Program	NA	NA	Closed

4235 Polo Pony Drive	3	\$995,000 Attainable for sale by owner – at closing: sunset clause removed, restriction changed to Workforce	For sale by owner	NA	NA	Closed
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Sarah Bochicchio - purchase

- Sarah owns Creekside Market and has two children.

Lisa Walker - rental

- Lisa is self employed as a graphic design artist, she has two children.

Wendy Martinez and Elizabeth Martinez - purchase

- Wendy works at Habitat and Elizabeth works at Teton Behavior Therapy

Keith and Socorro Florence - purchase

- Keith works at Napa, and Socorro works at Moose Children’s Academy

Elizabeth Drew Higgins and Johnson Campbell Whippie - purchase

- Elizabeth works at Veterans Advantage, Johnson works for Teton County School District

Colby & Lucy Stevens

- Colby is Transportation Director, and Lucy is an RN., they have three children.

Olga Baeva Johnson - purchase

- Olga works at St. Johns, she has one child

Anthony & Jenny Swentosky – purchase

- Anthony works for the School District and Jenny works for State of WY, they have two children

Jessica and Jason Moore - purchase

- Jessica works at TCSD, and Jason is a fishing guide, they have one child.

Ilya Rosikhin and Jessica Rush - purchase

- Ilya works at Four Seasons and Jessica works at Broulims in Alpine, they have three children.

Brian McGeogh and Vanessa Sulzer - purchase

- Brian works at St. Johns and Vanessa is a self-employed Yoga Instructor.

Cristina Briones - rental

- Cristina is a self-employed housekeeper; she has three children.

**Westview Condominiums** – There were 16, 2-bed workforce units that closed since June of 2021. 8 were purchased by local businesses, to be used to house their workforce, and 8 were purchased by individual members of the workforce who will reside in the units. The original sales of these units were sold by owners and qualified by the Housing Department the units will now have a capped appreciation and will be sold through the Weighted Drawing process. There was also a 2-bedroom 3-bathroom Workforce unit that sold at 645 S. Cache. It was sold to a Local Business who will use it to house their employees.

**Town of Jackson Employee Rentals 1/1/2021 to present** –33 units have been rented to Town employees since January 1, 2021.

**Teton County Employee Rentals 1/1/2021 to present-** 15 units have been rented to County employees since January 1, 2021.

**COMPLIANCE: Update not available due to vacancy in Compliance Specialist Position. Data below is through August 30, 2021.**

	Since Last HAB Meeting	Since January 1, 2021
Affordable/Workforce Rental Housing Added to Inventory	1	47 added to Database
Requests to Rent/Leave of Absence	0	3 Rental/1 Leave
Requests for Exception	0	4
Qualified Mortgage Request	2 approved/2 pending	23 approved/ 2pending
Transfer of Title	0	2 approved/1 pending
Occupancy Agreement	0	5 complete
Reasonable Accommodation	1 approved	1 approved/ 1 pending
Transfer on Death Deed	0	1 recorded/3 pending
Workforce Ownership Requalification's – Total – 57	2021 requalification's will be sent Sept of 2021.	56 have requalified – 1 updated restriction to rental
Affordable Check-ins	21 due in 2021 – Request sent 6/4/21 – Deadline 7/16/21	21 verified/ 2 pending
Proof of Insurance	Ongoing	Ongoing
Violations	4 Owner/ 0 Employee	11 Owner/ 16 Employee

Units with Sunset Clause	Sunset Clause Expired	Total Releases Recorded	Expirations Pending	Expire in 2021	Expire in 2022
98	48	31	0	2 (1-Aug/1-Oct)	4

**Livability Standards Review** – All deed restricted units must go through the Housing Department for a Livability Standards Review. The Livability Standards exist in the Housing Rules and Regulations. They have requirements for linear feet of cabinets and counter tops, sizes for appliances, storage, room sizes, etc. Each restricted unit must be approved by the Housing Department prior to issuance of a building permit. Once the units are built, staff inspects them, meets with the developer to review compliance with the deed restriction, and ensures the restriction gets recorded prior to issuance of Certificate of Occupancy. **Since January 2021 staff has conducted Livability Standards review for 26 units. Staff has also conducted development reviews on 73 development applications.**

**Online Systems** – Staff continues to meet monthly with Greenwood mapping, which is proving to be helpful with communicating our needs to them. We are getting closer to moving our entire Access Database to a web-based system. Next on the list is the rental units.

**Spanish-Language Outreach** – Brandon continues to translate documents and website material as needed. Over 250 Spanish language employee/resident housing needs assessment surveys have been completed as part of the Regional Housing Needs Assessment project. We are working closely with Voices JH on this outreach.

**Homeowner Spotlights** Check out our website and social media pages for new Homeowner Spotlights!

**Community Presentations** – Last month, staff presented to the Teton County Library Board and the JH Conservation Alliance’s CLI class. For this month, no new presentations are scheduled. Staff will send another reminder next month to businesses/organizations.

**Preservation Program:**

Homes Purchased: Two with two more scheduled to close on or before November 30, 2021.

Funds used: \$583,665 (includes pending closings)

No existing homeowners have sold us a restriction yet.

**Housing Rules and Regulations:**

The Housing Rules and Regulations were adopted by the Town Council and County Commissioners on September 13, 2021. A lot of public comment was received, especially concerning allowing DACA recipients to purchase homes. Most of the comments were for the rule allowing it. In December, staff will take the revised deed restriction templates to the Council and BCC for consideration.

**Regional Housing Needs Assessment and Housing Nexus Study:**

A new Housing Needs Assessment and Nexus Study is underway. This time, the needs assessment will include Teton County Wyoming, northern Lincoln County Wyoming, and Teton County Idaho. The focus is on the resident and employee housing market, what residents and employees of the region can afford and what they are able to find and not find. It will identify how much, what type, at which price point, and for whom housing is needed across the entire housing spectrum (extremely low income through higher incomes). Almost 3,000 surveys have been completed thus far.

The Housing nexus study will evaluate the impact of new residential and commercial development on the need for affordable, workforce housing. The outcome will help target town/county development codes and identify other strategies that can be used to better address employee housing needs linked to continued demand for and use of services in Teton County. The stakeholder group for this effort has met twice.

You can find more information about these studies on our website [here](#).



## STAFF REPORT

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Stacy Stoker, Housing Manager  
**DATE:** October 4, 2021  
**SUBJECT:** October 6, 2021 Housing Authority Board Agenda

### Items 1 – 5 Attachments

- Financials for August, 2021
- Staff Update

### Item 6. Consideration of Millward HOA Proposed Path Forward and Timeline

#### **Purpose:**

The Housing Authority Board will discuss the path forward and timeline proposed by the Millward Redevelopment HOA.

#### **Background**

The Millward Redevelopment is an Affordable Housing ownership development created by the Housing Authority in 2003/2004. It consists of 49 units, one of which was built by Habitat. The Housing Authority has retained ownership of the land and leases it to the owners of the units (Ground Lease).

The Millward Homeowners Association and their elected board provides enforcement for the Millward Rules and Regulations (attached). The Housing Authority created the Millward Rules and Regulations and entrusted the HOA with enforcing them. The Housing Department's policy is to keep at arm's length and allow the HOAs or property management companies hired by the HOAs to enforce the rules for all restricted developments.

Several violations of the Rules and Regulations for Millward Redevelopment have come to the attention of the Housing Department. It appears that, in some instances, the HOA has not been enforcing the Rules and Regulations. Additionally, previous iterations of the Millward Redevelopment HOA boards failed to keep complete records of violation notices, approvals, fines, etc.

On August 4, 2021 the Housing Authority Board approved the issuance of a letter to the Millward Redevelopment HOA Board requesting the HOA Board provide a proposed path forward and timeline to accomplish it by September 13, 2021. The HOA Board met this deadline. The proposed path forward and timeline is attached.

The proposal includes several action items to be completed throughout September and October. The Millward Redevelopment HOA will hold their annual all-resident meeting on October 26, 2021. At this

meeting the Board will share an overview of the data stemming from the information gathered and get feedback from the members of the HOA. The HOA Board intends to use the information and feedback to develop a rough draft of revised CC&Rs and deck regulations. Housing Authority Board approval will be required prior to these documents going into effect.

**Staff Recommendation:**

The proposal submitted is detailed with action items based on a timeline to get to ascertain the depth of the compliance issues. Staff recommends requesting an update from the HOA Board at the Housing Authority Board's November 3 meeting. This update should include the overview that was shared with the HOA and conclusions drawn from the feedback received.

**Motion:**

I move to direct staff to request an update from the Millward Redevelopment HOA Board that includes an overview of what occurred at the HOA's October 26 meeting and to present said update at the Housing Authority's November 3 Regular Meeting.

## Proposed Plan and Schedule for Addressing Historic Challenges with the Interpretation and Enforcement of the Millward CC&Rs

Date	Action
August 25th, 2021	<p>On August 25th, 2021, the Millward HOA informed residents via email that over the next three weeks the board would be conducting site visits and photographing each home. This was done in accordance with the guidance of Lisa Potzernitz of TCHA. The objectives for this included establishing baseline data regarding compliance matters and further identifying emerging themes with compliance issues and historic challenges with the interpretation and enforcement of the Millward CC&amp;Rs and the Millward Deck Regulations.</p>
August 25th, 2021	<p>On August 25th, 2021, the Millward HOA informed residents via email of the letter from the JTCHAB regarding historic challenges with the interpretation and enforcement of the Millward CC&amp;Rs and its directive to develop a plan for addressing them. The board informed residents that as part of addressing these matters, it will work to review and revise these regulations.</p> <p>The board communicated that its objective in doing this is to provide residents with greater clarity, consistency, and certainty regarding these guidelines, their interpretation, and enforcement. The board emphasized that any changes to these governing documents needed to be made in accordance with the feedback, guidance, and approval of JTCHA and in accordance with other relevant governing documents (including the Millward Master Plan, Millward Ground Leases, county regulations, the most recent Housing Department Rules and Regulations, etc.). The board also emphasized that it aimed for this process to be as collaborative and transparent as possible and rooted in ongoing communication.</p> <p>As part of this communication, the board requested that residents review each item of the Millward CC&amp;Rs and provide feedback on it using a Google Form that the board created. This stood to enable the board to get a better assessment of residents’ understandings of and sentiments toward specific regulations, approaches to their enforcement, and solicit feedback on how these regulations could be revised to provide greater clarity, certainty, and better meet the needs of residents and JTCHA. This also provided an opportunity to invite residents to closely review and become reacquainted with relevant regulations affecting the Millward neighborhood. Residents were given a two week window for providing feedback and were sent follow-up reminders to help ensure widespread participation.</p>

September 1, 2021	The Millward HOA distributed physical notices to each home informing residents of upcoming site visits in conjunction with the board's efforts to address issues with the CC&Rs. By distributing physical notices, the board hoped to ensure all residents were given ample notice regarding site visits and that this information reached all residents of a household (and not just the appointed point of contact for each home who received the board's earlier email notice).
September 3 and September 4, 2021	Board members photographed every home in the Millward neighborhood. They photographed the front, back, and sides of homes, views of the yard, and took any additional photos necessary to provide an accurate documentation of a home's exterior and yard.
September 4th - September 20th, 2021	Board members will upload these photos to a Google Drive folder created for each home and label each photo with relevant information (i.e. home address and the specific view provided, such as the front view, side view, etc.)
September 8th, 2021	Final day for residents to submit feedback on the Millward CC&Rs and Deck Regulations using the Google Form the board created and distributed
September 15th - 29th, 2021	The board will review the qualitative and quantitative data stemming from the feedback Millward residents provided via the Google Form it created and distributed.
Early October, 2021	During the board's quarterly meeting (date t.b.d.), it will discuss this data and key themes and areas for improvement it identified while conducting site visits.
October - December, 2021	<p>The Millward HOA board will create a database compiling all physical and digital records it has of exterior modifications to a home and yard that the current board and past boards have authorized.</p> <p>Using the photographs it took during site visits as baseline data, the board will work to identify any substantial exterior modifications for which it does not have records. Once it has done this, the current HOA board will work with residents and members of past boards to attain greater clarity regarding these modifications and any records they have of their approval. It will update this database accordingly.</p>
October 26th, 2021	At the annual all-resident Millward HOA meeting, the board will share an overview of the data stemming from resident feedback and discuss next steps for harnessing this feedback to shape efforts to work with JTCHA to revise and enforce the Millward CC&Rs and Deck Regulations.



	<p><i>Please note that at this meeting, residents will elect three new board members, each of whom will serve a two-year term. These new board members will start their terms on January 1, 2022 and be joined by two returning board members.</i></p>
November, 2021	<p>The board will work to develop a rough draft of a revised version of the CC&amp;Rs and the Millward Deck Regulations. This aims to guide future compliance efforts and ensure regulations affecting the development are clear and comprehensive. This also provides an opportunity to work with JTCHA to address matters that perhaps need to be updated in the CC&amp;Rs at this point in the neighborhood’s lifespan. For instance, the CC&amp;Rs fail to define what constitutes the exterior maintenance of a home even though they state the HOA is responsible for it. Given the neighborhood’s age, we are encountering more and more maintenance issues with home components like windows, garage doors, entry doors, sliding doors, etc. The HOA needs to explicitly state what it is responsible for both to reduce its financial liability and to provide residents with greater clarity so they can plan for key expenditures for which they are responsible.</p> <p>During this initial round of revisions, the Millward HOA anticipates being in close contact with JTCHA to solicit its guidance, insights, and clarity.</p>
December 1, 2021	<p>The Millward HOA will submit an initial draft of its proposed revisions to the JTCHA to solicit informal feedback. To be clear, it is not submitting this draft for a formal vote. If the Millward HOA board anticipates any challenge meeting this milestone, it will inform JTCHA in advance of it.</p> <p>At this time, the Millward HOA will also provide JTCHA with a general update and overview of its progress in addressing the historic challenges with the interpretation and enforcement of the Millward CC&amp;Rs and Millward Deck Regulations.</p>
Late January, 2022	<p>The new Millward HOA board will review this plan and timeline and make any modifications it deems necessary. It will inform JTCHA of any changes by January 28th, 2021.</p>
Late January, 2022	<p>JTCHA will provide the Millward HOA with feedback on its proposed revisions to the Millward CC&amp;Rs and Millward Deck Regulations.</p> <p><i>Note: The Millward HOA board realizes that this is a busy and dynamic time of year. If JTCHA feels it needs more time to provide informal feedback on this initial draft, please inform the Millward</i></p>

	<i>HOA board in advance of January.</i>
February, 2022	The HOA board will make revisions to its proposed version of the Millward CC&Rs and the Millward Deck Regulations in accordance with feedback from JTCHA. If deemed appropriate at this stage, the Millward HOA board will seek legal counsel to ensure the proposed regulations are in compliance with all relevant state and federal regulations.
March 9, 2022	The board will submit what it hopes to be a final version of its proposed revisions to the Millward CC&Rs and Deck Regulations to JTCHA for its informal review. To be clear, it is not submitting this draft for a formal vote.
March 30, 2022	JTCHA will provide the Millward HOA board with feedback on its proposed revisions to the Millward CC&Rs and Millward Deck Regulations.
Early April, 2022	The Millward HOA will make any additional revisions to its proposed version of the Millward CC&Rs and Millward Deck Regulations. It will again seek legal counsel if necessary to review these latest changes and ensure they are in compliance with all relevant state and federal regulations.
Late April, 2022	The Millward HOA board will hold a special election for residents to vote on the revised changes to the Millward CC&Rs and Deck Regulations.
Early May, 2022	Based on the outcome of this election, the Millward HOA board will compile a final, new version of the Millward CC&Rs and Deck Regulations consisting of the specific changes and provisions that residents have formally approved.
May 11, 2022	The Millward HOA will submit this final, approved version of the Millward CC&Rs and Deck Regulations to JTCHA for a formal vote.
June, 2022	<p>If these new versions of the Millward CC&amp;Rs and Millward Deck Regulations are approved, the Millward HOA board will distribute them via email to all residents and inform them that, moving forward, these documents will serve as the foundation for the neighborhood and for addressing compliance matters.</p> <p>The HOA board will also review any substantial exterior modifications made to homes and yards of which it has no record. Using the revised CC&amp;Rs as the foundation for its efforts, the Millward HOA board will develop a plan for working with residents to bring these modifications into compliance. This may include</p>

	undoing specific modifications or developing an affidavit whereby a resident confirms he/she/they will bring a home into compliance within a set timeframe or at the time of a home's sale.
June 29th, 2022	The Millward HOA board will submit this plan to JTCHA to solicit its feedback.
Late July, 2022	Based on feedback from JTCHA, the Millward HOA will revise this plan accordingly and then use it as the foundation for addressing compliance matters concerning modifications to a home's exterior and yard.