

**NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT INC.
AGENDA OF THE BOARD OF DIRECTORS MEETING**

March 26, 2025

**New Horizons Board of Directors Meeting will take place immediately following the
Housing Authority of the County of Santa Cruz Board of Commissioners Meeting**

**HOUSING AUTHORITY OFFICES
2160 41st Avenue, Capitola, CA 95010**

1. Roll Call

NEW HORIZONS BOARD OF DIRECTORS:

Chairperson Providence Martinez Alaniz	4 year term expires, February 10, 2027
Vice Chairperson Annette Melendrez	4 year term expires, September 29, 2027
Commissioner Carol Berg	4 year term expires, May 21, 2025
Commissioner Ligaya Eligio	2 year term expires, October 18, 2026
Commissioner Silvia Morales	4 year term September 1, 2027
Commissioner Andy Schiffrin	4 year term expires, March 17, 2027
Commissioner Richard Schmale	2 year term expires, May 12, 2025

2. Consideration of Late Additions and Changes to the Agenda

3. Consent Agenda

A. Minutes of the December 11, 2024 Meeting

Motion to Approve

B. Minutes of the February 26, 2025 Meeting

Motion to Approve

C. Architectural Services Contract Award

Motion to Delegate Authority to the Executive Director to Execute a Contract for Architectural Services for the Development of 2021 Chanticleer Avenue

4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Directors is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.

5. Unfinished Business

6. New Business

7. Closed Session

8. Report on Closed Session

9. Adjournment

*New Horizons complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT INC MINUTES OF THE MEETING HELD DECEMBER 11, 2024, AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2160 41ST AVENUE, CAPITOLA, CA 95010

AGENDA ITEM NO. 1 Roll Call

Chairperson Martinez Alaniz called the meeting to order at 12:10 p.m. Members present Chairperson Martinez Alaniz, Vice Chairperson Melendrez Directors Berg, Eligio, Schiffrin and Schmale

Members Absent

Director Morales

Staff Present

Jennifer Panetta, Tom Graham, Aaron Pomeroy, Suzi Merriam and Courtney Byrd of the Housing Authority

AGENDA ITEM NO. 2. Consideration of Late Additions or Changes to the Agenda

None.

AGENDA ITEM NO. 3 Consent Agenda

Chairperson Martinez Alaniz asked for a motion to approve the Consent Agenda unless any Board of Directors or members of the public would like to pull an item from the agenda or have comments/questions on an item.

Director Berg moved for the approval of the Consent Agenda; Director Melendrez seconded the motion and it was passed by the following vote:

AYES: Directors Berg, Eligio, Martinez Alaniz, Melendrez. Schiffrin and Schmale
NOES: None
ABSENT: Director Morales
ABSTAIN: None

Agenda Item 3A. Approved the Minutes of the Meeting October 2, 2024

Agenda Item 3B. Approval to Delegate Authority to the Executive Director to Execute a Contract for Solar Photovoltaic (PV) Design and Installation Services with Grid Alternatives

AGENDA ITEM NO. 4 Oral Communications

No written correspondence or emails with comments were submitted and no public members joined the meeting.

AGENDA ITEM NO. 5 Unfinished Business

None.

AGENDA ITEM NO. 6 New Business

None.

The Board of Directors entered closed session at 12:11p.m.

The Board of Directors exited closed session at 12:32 p.m.

AGENDA ITEM NO. 7 Closed Session

A. Real Property Negotiations (Government Code § 54956.8)

Property: 3501, 3507, 3509 & 3513 Portola Drive, Santa Cruz County, APN: 032041-68

Agency Negotiation: Jenny Panetta, Secretary; Tom Graham, Deputy Executive Director; and Suzi Merriam, Development Director

Negotiating Parties: Robert E. & Rosalie T. Dettle Living Trust

Under Negotiation: Price and terms of payment

AGENDA ITEM NO. 8 Report on Closed Session

The Board of Directors Approve Recommendation authorizing the Secretary to: (i) purchase the property located at 3501, 3507, 3509 & 3513 Portola Drive from the current owner, the Robert E. & Rosalie T. Dettle Living Trust, for up to \$6,730,000 and enter into all documents necessary to effectuate that purchase, including but not limited to purchase and sale agreement, grant deed, escrow instructions, and regulatory agreement; and (ii) obtain a Loan from the Housing Authority, if necessary, and enter into all documents necessary to provide a Loan including but not limited to promissory note, and deed of trust.

AYES: Directors Berg, Eligio, Martinez Alaniz, Melendrez. Schiffrin and Schmale

NOES: None

ABSENT: Director Morales

ABSTAIN: None

AGENDA ITEM NO. 9 Adjournment

The Board of Directors meeting was adjourned at 12:32 p.m. I hereby certify that these minutes were approved by the New Horizons Board of Directors, on the Twenty Sixth, of March 2025

NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT INC MINUTES OF THE MEETING HELD DECEMBER 11, 2024, AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2160 41ST AVENUE, CAPITOLA, CA 95010

Chairperson

ATTEST: _____

Secretary

NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT INC MINUTES OF THE MEETING HELD FEBRUARY 26, AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2160 41ST AVENUE, CAPITOLA, CA 95010

AGENDA ITEM NO. 1 Roll Call

Chairperson Martinez Alaniz called the meeting to order at 1:03 p.m. Members present Chairperson Martinez Alaniz, Vice Chairperson Melendrez, Directors Berg, Eligio, Morales, Schiffrin and Schmale

Members Absent

None.

Staff Present

Jennifer Panetta, Tom Graham, Aaron Pomeroy and Courtney Byrd of the Housing Authority

AGENDA ITEM NO 2. Consideration of Late Additions or Changes to the Agenda

None.

AGENDA ITEM NO. 3 Consent Agenda

Chairperson Martinez Alaniz asked for a motion to approve the Consent Agenda unless any Board of Directors or members of the public would like to pull an item from the agenda or have comments/questions on an item.

Director Schiffrin moved for the approval of the Consent Agenda; Director Melendrez seconded the motion and it was passed by the following vote:

AYES: Directors Berg, Eligio, Martinez Alaniz, Melendrez. Morales, Schiffrin and Schmale
NOES: None
ABSENT: None
ABSTAIN: None

Agenda Item 3A. Received Receive FY 2023-24 Tax Returns

Agenda Item 3B. Authorized Executive Director to Execute Amended Contract to Increase Maximum Contract Amount

Agenda Item 3C. Approved the Audited Financial Statements for Fiscal Year Ending June 30, 2024 for New Horizons

Agenda Item 3D. Executed Resolution 2025-01 for the allocation of up to \$3.5M for gap financing to close-out the Natural Bridges Apartments project.

Agenda Item 3E. Executed Resolution 2025-02 to further document the Board of Directors decision to authorize the Secretary to acquire 2021 – 2031 Chanticleer Avenue for \$2,900,000, and Resolution 2025-03 for the allocation of \$1,240,000 for pre-development expenses.

NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT INC MINUTES OF THE MEETING HELD FEBRUARY 26, AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2160 41ST AVENUE, CAPITOLA, CA 95010

AGENDA ITEM NO. 4 Oral Communications

No written correspondence or emails with comments were submitted and no public members joined the meeting.

AGENDA ITEM NO. 5 Unfinished Business

None.

AGENDA ITEM NO. 6 New Business

None.

AGENDA ITEM NO. 7 Closed Session

None.

AGENDA ITEM NO. 8 Report on Closed Session

None.

AGENDA ITEM NO. 9 Adjournment

The Board of Directors meeting was adjourned at 1:04 p.m. I hereby certify that these minutes were approved by the New Horizons Board of Directors, on the Twenty Sixth, of March 2025.

Chairperson of New Horizons

ATTEST: _____

Secretary of New Horizons

AGENDA ITEM SUMMARY

MEETING DATE: March 26, 2025

ITEM NUMBER: 3C

FROM: Development Director

SUBJECT: Architectural Services Contract Award

RECOMMENDATION: Delegate Authority to the Executive Director to Execute a Contract for Architectural Services for the Development of 2021 Chanticleer Avenue

BACKGROUND SUMMARY:

In January 2025, New Horizons Affordable Housing and Development (New Horizons) issued a Request for Qualifications (RFQ) for Architectural Services for the development of 2021 Chanticleer Avenue. The purpose of this RFQ was to solicit proposals from licensed architectural teams to design the project. The Architect team includes all required subconsultants such as civil, structural, and mechanical engineers necessary to design the project and obtain permits for construction.

This RFQ was posted online on BidNet January 6, 2025, and closed at 5:00 p.m. on Friday, February 7, 2025. New Horizons received 15 proposals, of which 11 met the minimum qualifications for review.

Review Process

The New Horizons evaluation panel consisted of HACSC staff, including four members of the executive management team to review and score each proposal.

The panel evaluated proposals based on their qualifications and experience, project understanding, approach, proposed team, and cost. 10 Over Studio received the top score of 93 out of 100 points possible.

Selected Firm

Ten Over Studio, with offices located in San Luis Obispo, has extensive experience with the design of medium and large-scale affordable housing projects throughout the Bay Area and Central California. Local examples of their affordable housing projects include Pacific Station North and South, Santa Cruz Library mixed-use and 136 River Street p in downtown Santa Cruz. Ten Over

Studio's references highlighted their accessibility, responsiveness, and consideration of costs in project design and during construction.

Scope of Work

The Scope of Work for Architectural Services for 2021 Chanticleer includes the supervision and direction of all major subconsultants required to develop the site layout, design, and construction documentation necessary to obtain entitlements and building permits to construct the project. The Scope of Work includes assistance to New Horizons during the bidding process to hire a general contractor and regular meetings throughout the construction period to handle change orders and ensure construction adheres to the plans.

The design phase of the project is anticipated to start in April 2025. The Scope of Work includes meeting with staff as well as the New Horizons Board of Directors.

Contract Execution

Upon Board approval, New Horizons plans to enter into a contract with Ten Over Studios for \$1,217,000. In addition to the contract amount, New Horizons requests authorization of up to 10% of the contract amount for any unforeseen and additional costs related to the project.

RECOMMENDATION: Delegate Authority to the Executive Director to Execute a Contract for Architectural Services with Ten Over Studio including contingency amounts.

NEW HORIZONS AFFORDABLE HOUSING AND DEVELOPMENT