

Board of Commissioners

Chair Katie Walters
Vice Chair Becky Erickson
Rob Putaansuu
Clarence Moriwaki
Brittany Dunklin
Christine Rolfes
Oran Root
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TTY/TDD 711

<http://www.housingkitsap.org>

Special Note:

Effective June 1, 2022, Housing Kitsap Board of Commissioners Meetings will be hybrid meetings held both virtually via Zoom and with an in-person option at the Housing Kitsap Main Office.

Members of the public interested in participating in the meeting in-person may join in the conference room of the Housing Kitsap Main Office at 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Members of the public interested in participating in the meeting virtually may do so via video conference or by logging/calling in to the link or telephone numbers below. Members of the public may indicate their interest in speaking during public participation by sending a "chat" to the meeting host who will unmute your phone or microphone.

Join Zoom Meeting

<https://us02web.zoom.us/j/88673749549?pwd=7aLaWZfTyq9d1WqUnbJLnGx42H6ogg.1>

Meeting ID: 886 7374 9549

Passcode: 399940

Dial by your location

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/kdRegPZlZl>

Please note: the meeting is open to the public and no action will be taken to prohibit or otherwise limit the public's attendance from this meeting.

Written comments may be sent to HousingKitsap@housingkitsap.org prior to the meeting.



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

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HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

September 23, 2025

9:00 am – 11:00 am

2244 NW Bucklin Hill Rd, Silverdale, WA 98383 and via Teleconference

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Comment** (Please limit comments to 3 minutes)
- 4. Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. August 26, 2025 Meeting Minutes
- B. August 2025 Disbursement Reports

Page 4
Page 10

5. Discussion Items

- A. HUD Financial Data Schedule Submission

Page 21

6. Action Items

- A. Discussion and possible action regarding Resolution 2025-28 authorizing
submittal of an application to USDA Rural Housing Services for A 523 Technical



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Assistance Grant for the Mutual Self-Help Housing Program	Page 22
B. Discussion and possible action regarding Resolution 2025-29 authorizing the Executive Director to sign closing documents to purchase 502 Cave Ave NE Bainbridge Island	Page 24
C. Discussion and possible action regarding Resolution 2025-30 approving revisions to the Housing Kitsap Employee Handbook with updated annual leave accruals and personal holidays.	Page 47
D. Discussion and possible action regarding Resolution 2025-31 approving revisions to the Housing Kitsap Administrative Plan for the Housing Choice Voucher program	Page 51
E. Discussion and possible action regarding Resolution 2025-32 nominating and approving Housing Kitsap Commissioners as Board of Directors for Building Affordable Strategic Innovative Communities (“BASIC”)	Page 56

7. Program Updates

This is an opportunity for Board members to ask any specific questions regarding the program updates included in the attachments, no presentations are planned.

A. Executive Director/Executive Committee Update (Heather Blough)	Page 80
B. Finance Division Update (Roan Blacker)	Page 82
C. Property Management Update (Jennifer Di Vitto)	Page 86
D. Compliance Department Update (Freddy Linares)	Page 90
E. Single Family Program Update (Dean Nail)	Page 94
F. Procurement & Administration Updates (Laura Auerbach)	Page 96

8. Board Announcements and Community Updates

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

9. Adjourn



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**HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
AUGUST 26, 2025
MINUTES**

Board in Attendance: Kitsap County Commissioner Katie Walters (Chair), Mayor of City of Poulsbo Becky Erickson (Vice Chair), Kitsap County Commissioner Oran Root, City of Bainbridge Island Council Member Clarence Moriwaki, Resident Commissioner Brittany Dunklin

Attending Staff: Executive Director Heather Blough, Regional Director of Property Management Jennifer Di Vitto, Executive Assistant and Office Manager Katie Loehrs, Director of Finance Roan Blacker, Director of Compliance Freddy Linares, Director of Procurement and Administration Laura Auerbach, Regional Director of Property Management Jules Nadda, Property Manager LorAine Harden, Property Manager Jenny Harsin, Property Management Records Clerk Kitty Eaton, Property Manager Tanya Howard, Property Manager Vanessa Pedroza, Compliance Specialist Antanette Gentile, Single Family Program Manager Gloria Devery, Housing Specialist Joy Bice

Absent: Mayor of City of Port Orchard Rob Putaansuu, Kitsap County Commissioner Christine Rolfes

Public in attendance: Bridget Carver, Susan Yake, Patricia Schlack, Sean Callahan

1. Call to Order:

Chair Walters called the meeting to order at approximately 9:00 am.

2. Approval of Agenda:

Commissioner Moriwaki moved to approve the agenda. The motion was seconded by Commissioner Root. *Agenda approved.*

3. Public Comments:

Susan Yake informed the Board that she self-tested three homes in Fairview and found mold. Heather Blough suggested that Susan make an appointment with her to have a dialogue about the houses. Commissioner Walters informed Susan Yake that there are consent forms for release of information in order to discuss details regarding residents.

Bridget Carver informed the Board that there is mold in her home too and requested help for it.

Patricia Schlack asked if the Board had been in these homes to see their condition. Commissioner Root replied that he attempted to, but the tenant denied access to the unit.

4. Consent Agenda:

Commissioner Erickson moved to approve the consent agenda. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

5. Discussion Items

A. Order of termination of households should Housing Choice Voucher assistance be insufficient

Heather Blough directed the Board's attention to page 27 of the Board report for an informational sheet regarding the requested order of steps if there is insufficient funding for the Housing Choice Voucher program. Heather added that HK is working closely with HUD on the plan.

Freddy Linares added that HK's current shortfall action plan does not include termination of any households.

B. Retention Committee recommendation discussion

Chair Walters asked if there was any feedback on the Temporary Summer Hour Policy. Kristie Opp-Hermida replied that positive feedback was received from staff. Kristie added that August 29, 2025, will be the last day of the Summer Hours.

Kristie informed the Board that she pulled information from other Public Housing Authorities and local government agencies. The Retention Committee is suggesting adding one personal holiday and changing the initial increase in annual leave accrual to three years instead of five.

Heather Blough added that it is important to stay on par with other employers in order to retain employees. Commissioners Moriwaki added that it sounds like a reasonable plan.

Heather informed the Board that the suggested changes will be brought back to the Board as an action item at the next Board meeting.

C. Hostmark/Cottage Bay – partnership opportunities for preservation of affordable housing

Heather Blough informed the Board that two different developers have approached HK with partnership requests that will enable them to keep their affordable standing and property exempt tax benefits. Freddy Linares added that Housing Kitsap would not be the managing agent for either project.

Commissioner Erickson notified the Board about a recent Seattle Times article regarding the struggles of affordable housing properties being sold and losing their affordable status. Commissioner Erickson added that partnership is a good idea, as long as the companies are thoroughly vetted, to prevent losing affordable housing in Kitsap.

The Board suggested contacting the Sheriff's office and Novogradac during the vetting process for additional insight on these two properties.

D. HUD Financial Data Schedule unaudited submission due 8/30/2025

Roan Blacker informed the Board that the Financial Data Schedule (FDS) unaudited submission is due two months after the end of the fiscal year. Roan added that HK requested and received an extension just in case, but the plan is to submit on time at the end of August.

6. Action Items

A. Discussion and possible action regarding Resolution 2025-23 approving the Section Eight Management Assessment Program (SEMAP) self-assessment submission for FYE 6/30/2025

Freddy Linares informed the Board that SEMAP is an annual requirement for HUD. Freddy added that for two quarters this year Bremerton Housing Authority managed the HCV program and for two quarters HK managed the program.

Commissioner Moriwaki moved to approve Resolution 2025-23. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

B. Discussion and possible action regarding Resolution 2025-24 approving an updated Tenant Selection and Continued Occupancy Policy for Nordic Cottages

Freddy Linares informed the Board that a discrepancy between the previously approved Tenant Selection and Continued Occupancy Policy (TSCOP) and the HOME Contract was discovered. The TSCOP is being updated to change the age eligibility to age 55 or disabled. Freddy added that, fortunately, this is getting updated before the waitlist opens on August 28, 2025.

Commissioner Erickson moved to approve Resolution 2025-24. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

C. Discussion and possible action regarding Resolution 2025-25 approving the Executive Director to execute construction contract 2026-1-SC for construction of Southern Cross in the amount of \$1,666,810.00

Laura Auerbach informed the Board that the construction of Southern Cross was awarded to Jag Construction.

Heather Blough directed the Board's attention to the architect's rendition of the project on page 243 of the Board report.

Commissioner Moriwaki moved to approve Resolution 2025-25. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

D. Discussion and possible action regarding Resolution 2025-26 approving an application to the Washington State Department of Commerce in the amount of \$2,500,000 for partial funding for the purchase of 17 townhomes in the development known as Stone Ridge, in Silverdale Washington

Gloria Devery informed the Board that HK wants to apply for funding to purchase 17 townhomes that will be already built by the developer. Gloria explained that Self-Help is also planning to purchase lots in Stone Ridge. Gloria added that HK also applied for Community Development Block Grant (CDBG) funding.

Commissioner Dunklin moved to approve Resolution 2025-26. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

E. Discussion and possible action regarding Resolution 2025-27 approving the Solar Grant Agreements for Golden Tides II

Gloria Devery informed the Board that HK received grants from Puget Sound Energy and Washington State University to cover the cost of installing solar panels at Golden Tides II. The expected savings is around \$10,000.

Heather Blough added that the solar panels will cover the community spaces and any additional cost savings will be split between residents.

Gloria added that HK is continuing to apply for this grant and hopes to be awarded for the main office as well.

Commissioner Moriwaki moved to approve Resolution 2025-27. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

7. Program Updates

A. Executive Director/Executive Committee:

Heather Blough noted the information in the report and offered to answer any questions.

Chair Walters informed the Board that she met with Heather to discuss how to address some of the issues brought up in public comments while also protecting the residents' personal information. Heather explained that several of the issues have been addressed. Heather added that more information is needed from residents, and any advocates must have a release of information.

Commissioner Erickson asked for additional information regarding the \$400,000 shortfall in the HCV program. Heather explained that HUD is holding the reserves of the program and is using them to pay the Housing Assistance Payments (HAP). Heather added that HK is working with HUD's shortfall prevention team.

B. Finance Division:

Roan Blacker informed the Board that the financial statements year-to-date and month-to-date are the same because the new Fiscal Year began July 1, 2025. Commissioner Moriwaki asked why the cashflow statements are projecting negatives each month. Roan explained that the cash flow is conservative and may not show all the activities that will have a positive impact.

C. Property Management:

Jennifer Di Vitto informed the Board that the waitlist for Nordic Cottages will be open August 28-29, 2025. Jennifer also directed the Board's attention to the snapshot of FY 2024-2025 on page 233 of the Board report. Jennifer added that the Heritage electrical panel replacement has been completed.

Commissioner Dunklin noted that the high number of applications received for the three- and four-bedroom waitlists for HK Homes shows how great the need for larger units is.

D. Compliance Department:

Freddy Linares informed the Board that there is an action plan for shortfall that is already in motion. Freddy added that new vouchers cannot currently be issued.

E. Single Family:

Gloria Devery informed the Board that the USDA interest rates are currently 5.125%. Gloria explained that Riverstone Group 4 has been packaged and sent to USDA. Gloria added that groups are being identified for Lakeland.

F. Administration and Procurement:

Laura Auerbach informed the Board that the Finch elevator is complete, the contractor met the deadline, and the residents expressed being impressed with the contractor. Laura explained that the CDBG grants for 2025 are still on hold. Laura added that a contractor was selected for the Kingston Ridge roof replacement, and the Heritage stair replacement is going back out to bid.

8. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Commissioner Moriwaki informed the Board that the Bainbridge Island Museum of Art held a fundraiser. One of the auction items was for Commissioner Moriwaki to wear a costume at the upcoming City Council Meeting.

Commissioner Erickson informed the Board that they are looking for additional locations for Nordic Cottages. Commissioner Erickson explained that cities and counties need to start owning affordable housing because the private sector is not reliable.

Chair Walters informed the Board that the community survey closes September 8, 2025.

9. Adjournment:

The meeting adjourned at 10:10 am.

ATTEST:

ATTEST:

Heather Blough
Executive Director

Katherine T. Walters
Chair

Date Approved

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To: Housing Kitsap Board of Commissioners
 From: Heather Blough, Executive Director
 Subject: Approval August 2025 Disbursements and/or Fund Transfers
 Date: September 23, 2025

KCCHA General Fund (New) – 4711	\$	585,384.00
KCCHA General Fund – 1524		583.00
Section 8 Fund (New) – 6311		630,773.00
Section 8 Fund – 8918		70.00
HK_MF_All-Owned_SD (New) – 8711		547,581.00
Self Help Family Account (New) - 2111		392,090.00
Self Help General Account (New) - 2112		12,465.00
HK_MF_Sep_Corp_OP (New) – 7911		572,581.00
HK_MF_Sep_Corp_SD (New) – 0911		3,020.00
HK_MF_All-Owned_SD (New) – 1711		877.00
RB/PO Vista Replacement Reserve – 1324		10.00
RB/PO Vista Operating Reserve – 2660		10.00
Self Help SHOP Account (New) – 3911		46,534.00
	\$	2,791,978.00

Disbursements of \$2,023,845 plus transfers of \$768,133 equal total payments of \$2,791,978.

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim.”

 Heather Blough
 Executive Director

Date

 Katherine Walters, Chair

Date

Payment Summary
August 2025 Board Cash Disbursement Report

Bank-NEW	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	133426	v0000253 - PACIFIC NORTHWEST TITLE	8/1/2025	420.00
hkgf4711 - KCCHA - GENERAL FUND	133427	v0000253 - PACIFIC NORTHWEST TITLE	8/1/2025	314.96
hkgf4711 - KCCHA - GENERAL FUND	JE 6247	ACH DR- METKC	8/1/2025	6,086.43
hkgf4711 - KCCHA - GENERAL FUND	JE 6249	ACH DR- USable Life Premium Payment	8/1/2025	2,813.92
hkgf4711 - KCCHA - GENERAL FUND	JE 6292	ACH DR- BASIC BENEFITS	8/4/2025	38.70
hkgf4711 - KCCHA - GENERAL FUND	JE 6285	ACH DR- PAYNW AUGUST 08, 2025 PAYROLL	8/7/2025	101,432.35
hkgf4711 - KCCHA - GENERAL FUND	JE 6286	ACH DR- PAYROLL MANUAL CHECKS	8/7/2025	1,601.63
hkgf4711 - KCCHA - GENERAL FUND	JE 6287	ACH DR- PAYNW AUGUST 08, 2025 TAX DEPOSITS	8/7/2025	21,547.46
hkgf4711 - KCCHA - GENERAL FUND	JE 6293	ACH DR- GORDON, ALYWORTH & TAMI	8/7/2025	364.80
hkgf4711 - KCCHA - GENERAL FUND	JE 6294	ACH DR- WASHINGTON STATE SUPPORT	8/7/2025	230.76
hkgf4711 - KCCHA - GENERAL FUND	133428	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/7/2025	710.07
hkgf4711 - KCCHA - GENERAL FUND	133429	v0000692 - AMERICAN WEST CONTRACTING, CO	8/7/2025	1,364.92
hkgf4711 - KCCHA - GENERAL FUND	133430	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/7/2025	527.89
hkgf4711 - KCCHA - GENERAL FUND	133431	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	8/7/2025	1,503.62
hkgf4711 - KCCHA - GENERAL FUND	133432	V0000065 - CASCADE NATURAL GAS CORP.	8/7/2025	32.16
hkgf4711 - KCCHA - GENERAL FUND	133433	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	8/7/2025	20,926.00
hkgf4711 - KCCHA - GENERAL FUND	133434	v0000114 - FIRST CHOICE HEALTH NETWORK	8/7/2025	100.00
hkgf4711 - KCCHA - GENERAL FUND	133435	v0000132 - HARRP	8/7/2025	780.00
hkgf4711 - KCCHA - GENERAL FUND	133436	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/7/2025	165.89
hkgf4711 - KCCHA - GENERAL FUND	133437	V0000316 - SOUND APPRAISAL GROUP, INC.	8/7/2025	1,400.00
hkgf4711 - KCCHA - GENERAL FUND	133438	V0000347 - VERIZON WIRELESS	8/7/2025	2,163.37
hkgf4711 - KCCHA - GENERAL FUND	133439	V0000137 - HENDEN ELECTRIC, INC	8/8/2025	194,573.01
hkgf4711 - KCCHA - GENERAL FUND	JE 6302	ACH DR- HSA CONTRIBUTION	8/8/2025	465.38
hkgf4711 - KCCHA - GENERAL FUND	JE 6303	ACH DR- PAYNW INVOICE AUGUST 8, 2025 PAYROLL	8/8/2025	832.39
hkgf4711 - KCCHA - GENERAL FUND	133440	V0000371 - 3R TECHNOLOGY LLC	8/14/2025	175.50
hkgf4711 - KCCHA - GENERAL FUND	133441	v0000376 - BRETEYS CONSTRUCTION LLC	8/14/2025	3,774.13
hkgf4711 - KCCHA - GENERAL FUND	133442	v0000079 - COFFEE NEWS KITSAP	8/14/2025	400.00
hkgf4711 - KCCHA - GENERAL FUND	133443	V0000109 - FED EX	8/14/2025	28.47
hkgf4711 - KCCHA - GENERAL FUND	133444	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	8/14/2025	3,670.55
hkgf4711 - KCCHA - GENERAL FUND	133445	v0000134 - HAWKINS DELAFIELD & WOOD LLP	8/14/2025	9,657.00
hkgf4711 - KCCHA - GENERAL FUND	133446	v0000243 - NW COMMNET LLC	8/14/2025	405.95
hkgf4711 - KCCHA - GENERAL FUND	133447	V0000272 - PUGET SOUND ENERGY	8/14/2025	670.54
hkgf4711 - KCCHA - GENERAL FUND	133448	V0000312 - SILVERDALE WATER DISTRICT	8/14/2025	217.66
hkgf4711 - KCCHA - GENERAL FUND	133449	v0000694 - WRIGHT, ADRIAN	8/14/2025	5.50
hkgf4711 - KCCHA - GENERAL FUND	99142025	v0000011 - 76 FLEET	8/14/2025	2,441.56
hkgf4711 - KCCHA - GENERAL FUND	99464528	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	8/15/2025	159.38
hkgf4711 - KCCHA - GENERAL FUND	99464645	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	8/15/2025	3,435.63
hkgf4711 - KCCHA - GENERAL FUND	99464781	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/15/2025	62.46
hkgf4711 - KCCHA - GENERAL FUND	JE 6453	ACH DR- WA DRS PAYMENT	8/19/2025	31,847.45
hkgf4711 - KCCHA - GENERAL FUND	JE 6471	ACH DR- PAYNW AUGUST 22, 2025 PAYROLL	8/21/2025	105,575.54
hkgf4711 - KCCHA - GENERAL FUND	JE 6472	ACH DR- PAYNW AUGUST 22, 2025 TAX DEPOSITS	8/21/2025	21,772.83
hkgf4711 - KCCHA - GENERAL FUND	JE 6473	ACH DR- WASHINGTON STATE SUPPORT	8/21/2025	230.76
hkgf4711 - KCCHA - GENERAL FUND	JE 6474	ACH DR- GORDON, ALYWORTH & TAMI	8/21/2025	364.80
hkgf4711 - KCCHA - GENERAL FUND	133450	V0000026 - APEX LOCKOUT AND LOCKSMITH SERVICES, LLC	8/21/2025	881.00
hkgf4711 - KCCHA - GENERAL FUND	133451	v0000027 - APPLETREE ANSWERS	8/21/2025	1,525.18
hkgf4711 - KCCHA - GENERAL FUND	133452	V0000041 - BLOUGH, HEATHER	8/21/2025	926.66
hkgf4711 - KCCHA - GENERAL FUND	133453	v0000042 - BLX GROUP LLC	8/21/2025	3,250.00
hkgf4711 - KCCHA - GENERAL FUND	133454	v0000406 - CENTURYLINK (LUMEN)	8/21/2025	33.60
hkgf4711 - KCCHA - GENERAL FUND	133455	v0000498 - HARSIN, JENNY	8/21/2025	72.75
hkgf4711 - KCCHA - GENERAL FUND	133456	V0000193 - LEMAY MOBILE SHREDDING	8/21/2025	119.85
hkgf4711 - KCCHA - GENERAL FUND	133457	V0000272 - PUGET SOUND ENERGY	8/21/2025	2,633.28
hkgf4711 - KCCHA - GENERAL FUND	133458	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	8/21/2025	417.30
hkgf4711 - KCCHA - GENERAL FUND	133459	V0000365 - WESTBAY AUTO PARTS, INC	8/21/2025	198.99
hkgf4711 - KCCHA - GENERAL FUND	133460	v0000667 - WESTERN EXTERMINATOR	8/21/2025	125.00
hkgf4711 - KCCHA - GENERAL FUND	133461	V0000121 - GLOBAL VERIFICATION NETWORK	8/21/2025	224.85
hkgf4711 - KCCHA - GENERAL FUND	133462	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	8/21/2025	261.57
hkgf4711 - KCCHA - GENERAL FUND	133463	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	8/21/2025	431.68
hkgf4711 - KCCHA - GENERAL FUND	133464	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	8/21/2025	142.85
hkgf4711 - KCCHA - GENERAL FUND	133465	V0000370 - YARDI SYSTEMS, INC.	8/21/2025	3,314.00
hkgf4711 - KCCHA - GENERAL FUND	JE 6501	ACH DR- HSA CONTRIBUTION	8/22/2025	465.38
hkgf4711 - KCCHA - GENERAL FUND	JE 6502	ACH DR- PAYNW INVOICE AUGUST 22, 2025 PAYROLL	8/22/2025	181.54
hkgf4711 - KCCHA - GENERAL FUND	99081506	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/25/2025	29.94

Payment Summary
August 2025 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	JE 6510	ACH DR- VOYA DEFERRED COMP	8/28/2025	15,405.17
hkgf4711 - KCCHA - GENERAL FUND	JE 6511	ACH DR- WA DRS PAYMENT	8/28/2025	4,444.70
hkgf4711 - KCCHA - GENERAL FUND	133466	v0000479 - AUERBACH, LAURA	8/28/2025	401.33
hkgf4711 - KCCHA - GENERAL FUND	133467	V0000065 - CASCADE NATURAL GAS CORP.	8/28/2025	23.03
hkgf4711 - KCCHA - GENERAL FUND	133468	V0000068 - CDW GOVERNMENT, INC.	8/28/2025	734.39
hkgf4711 - KCCHA - GENERAL FUND	133469	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/28/2025	208.50
hkgf4711 - KCCHA - GENERAL FUND	133470	V0000222 - MORSE & BROWN COMMERCIAL PROPERTIES	8/28/2025	590.88
hkgf4711 - KCCHA - GENERAL FUND	133471	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/28/2025	463.16
hkgf4711 - KCCHA - GENERAL FUND	133472	v0000314 - SMS CLEANING, INC.	8/28/2025	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	133473	V0000170 - KITSAP BUILDING ASSOCIATION	8/28/2025	805.00
hkgf4711 - KCCHA - GENERAL FUND	133474	V0000183 - KITSAP P.U.D.#1	8/28/2025	201.66
hkgf4711 - KCCHA - GENERAL FUND	133475	V0000272 - PUGET SOUND ENERGY	8/28/2025	259.26
hkgf4711 - KCCHA - GENERAL FUND	133476	V0000309 - SH-OLYMPIC SPRINGS INC.	8/28/2025	19.90
				585,383.82

Bank	Check#	Vendor	Date	Amount
hk1524 - KCCHA - GENERAL FUND	JE 6331	JULY 2025 KEY BANK ANALYSIS SERVICE FEE PAYMENT	8/8/2025	582.81
				582.81

Bank-NEW	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	24192	v9004279 - Abbey Lane Apartments	8/1/2025	3,243.00
hk6311 - Section 8-Hsg Choice Vouchers	24193	v9005018 - ADAMS, JAY PRESTON	8/1/2025	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	24194	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	8/1/2025	1,612.00
hk6311 - Section 8-Hsg Choice Vouchers	24195	v9006343 - Ad-West Realty Services/Silvercrest Apartments	8/1/2025	1,308.00
hk6311 - Section 8-Hsg Choice Vouchers	24196	v9004829 - Ad-West Realty Svc/Island Terrace A	8/1/2025	2,355.00
hk6311 - Section 8-Hsg Choice Vouchers	24197	v9006226 - Allan Frey/Michael E Closser	8/1/2025	1,190.00
hk6311 - Section 8-Hsg Choice Vouchers	24198	v9000028 - Alta Pointe Apartments	8/1/2025	1,454.00
hk6311 - Section 8-Hsg Choice Vouchers	24199	v9003727 - Andrew Hento, Jr.	8/1/2025	427.00
hk6311 - Section 8-Hsg Choice Vouchers	24200	v9005673 - Andrew M. & Irene L. Lopez	8/1/2025	1,744.00
hk6311 - Section 8-Hsg Choice Vouchers	24201	v9005028 - Ashford I and II Apartments	8/1/2025	703.00
hk6311 - Section 8-Hsg Choice Vouchers	24202	v9006232 - Avenue 5 Apts/Ridgetop Apartments	8/1/2025	4,769.00
hk6311 - Section 8-Hsg Choice Vouchers	24203	v9006508 - Avenue 5/Atlas Apartments	8/1/2025	2,987.00
hk6311 - Section 8-Hsg Choice Vouchers	24204	v8000593 - BAGGERLY, KEITH	8/1/2025	1,023.00
hk6311 - Section 8-Hsg Choice Vouchers	24205	v9005879 - Bay Bridge Apts	8/1/2025	6,089.00
hk6311 - Section 8-Hsg Choice Vouchers	24206	v9000477 - Blue Heron Securities LLC	8/1/2025	985.00
hk6311 - Section 8-Hsg Choice Vouchers	24207	v8000555 - BPM5 LLC	8/1/2025	991.00
hk6311 - Section 8-Hsg Choice Vouchers	24208	v9005119 - Butler	8/1/2025	1,013.00
hk6311 - Section 8-Hsg Choice Vouchers	24209	v9001546 - CALNAN, TIMOTHY G.	8/1/2025	1,717.00
hk6311 - Section 8-Hsg Choice Vouchers	24210	v9005624 - Carol Chafee	8/1/2025	195.00
hk6311 - Section 8-Hsg Choice Vouchers	24211	v0000690 - CASCADE RIDGE APARTMENTS	8/1/2025	1,546.00
hk6311 - Section 8-Hsg Choice Vouchers	24212	v8000644 - CG WELLINGTON, LLC	8/1/2025	1,456.00
hk6311 - Section 8-Hsg Choice Vouchers	24213	v7000594 - COOPER, DAVID	8/1/2025	798.00
hk6311 - Section 8-Hsg Choice Vouchers	24214	v9005793 - Daniel & Ramona Kroener	8/1/2025	139.00
hk6311 - Section 8-Hsg Choice Vouchers	24215	v9000359 - David L Butcher	8/1/2025	1,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24216	v0000675 - DEBORAH LEE HOLM	8/1/2025	1,519.00
hk6311 - Section 8-Hsg Choice Vouchers	24217	v9006675 - Del E. Mueller	8/1/2025	1,936.00
hk6311 - Section 8-Hsg Choice Vouchers	24218	v0000538 - DONLIN, CLANCY	8/1/2025	2,750.00
hk6311 - Section 8-Hsg Choice Vouchers	24219	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	8/1/2025	1,147.00
hk6311 - Section 8-Hsg Choice Vouchers	24220	v9000881 - Eric Holm	8/1/2025	10,812.00
hk6311 - Section 8-Hsg Choice Vouchers	24221	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	8/1/2025	1,542.00
hk6311 - Section 8-Hsg Choice Vouchers	24222	v9007128 - Eulalia Tomas Gonzales	8/1/2025	1,920.00
hk6311 - Section 8-Hsg Choice Vouchers	24223	v8000647 - GATEWAY PROPERTY MANAGEMENT	8/1/2025	633.00
hk6311 - Section 8-Hsg Choice Vouchers	24224	v9006369 - Good Prop Mgmt/Seattle Youth Home Services LLC	8/1/2025	938.00
hk6311 - Section 8-Hsg Choice Vouchers	24225	v0000679 - GRANCORP HOLDINGS/SILVERDALE SHORES	8/1/2025	1,403.00
hk6311 - Section 8-Hsg Choice Vouchers	24226	v9000764 - Griffin Glen Apartments	8/1/2025	1,427.00
hk6311 - Section 8-Hsg Choice Vouchers	24227	v9000858 - Hidden Firs III	8/1/2025	2,186.00
hk6311 - Section 8-Hsg Choice Vouchers	24228	v9001508 - Housing Resources Bainbridge/Forest Home	8/1/2025	2,414.00
hk6311 - Section 8-Hsg Choice Vouchers	24229	v9001507 - Housing Resources Bainbridge/Island Home	8/1/2025	8,293.00
hk6311 - Section 8-Hsg Choice Vouchers	24230	v8000642 - HPA II BORROWER 2020-2 LLC	8/1/2025	3,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24231	v9005727 - Irrevocable Living Trust of Dorothy Lee	8/1/2025	996.00
hk6311 - Section 8-Hsg Choice Vouchers	24232	v9007037 - Ison Realty/Bloomington Ave LLC	8/1/2025	1,144.00
hk6311 - Section 8-Hsg Choice Vouchers	24233	v9001509 - Janet West Home	8/1/2025	1,487.00
hk6311 - Section 8-Hsg Choice Vouchers	24234	v9004679 - Joan Davis	8/1/2025	335.00

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hk6311	- Section 8-Hsg Choice Vouchers	24235	v9002019 - JOHNSON, JOELINE R.	8/1/2025	2,435.00
hk6311	- Section 8-Hsg Choice Vouchers	24236	v9005575 - JP Housing LLC	8/1/2025	978.00
hk6311	- Section 8-Hsg Choice Vouchers	24237	v9006516 - Julie Bowling	8/1/2025	570.00
hk6311	- Section 8-Hsg Choice Vouchers	24238	v9005590 - Lacey Newman	8/1/2025	700.00
hk6311	- Section 8-Hsg Choice Vouchers	24239	v9006249 - Lund Pointe Apartments	8/1/2025	1,320.00
hk6311	- Section 8-Hsg Choice Vouchers	24240	v8000536 - MARINER'S GLEN APARTMENTS	8/1/2025	1,516.00
hk6311	- Section 8-Hsg Choice Vouchers	24241	v9006373 - Marty D. Lemon/Sydney LLC	8/1/2025	962.00
hk6311	- Section 8-Hsg Choice Vouchers	24242	v9006443 - Mary E. Heskett	8/1/2025	1,504.00
hk6311	- Section 8-Hsg Choice Vouchers	24243	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	8/1/2025	1,326.00
hk6311	- Section 8-Hsg Choice Vouchers	24244	v9002683 - Mike Foley	8/1/2025	707.00
hk6311	- Section 8-Hsg Choice Vouchers	24245	v9002914 - Mobile Properties Joint Junction LLC	8/1/2025	1,461.00
hk6311	- Section 8-Hsg Choice Vouchers	24246	v9002908 - Neil or Judy Bass	8/1/2025	1,798.00
hk6311	- Section 8-Hsg Choice Vouchers	24247	v9006887 - Norland Trails/Kitsap Olhava LLC	8/1/2025	2,481.00
hk6311	- Section 8-Hsg Choice Vouchers	24248	v9006312 - NSE Kitsap Fee Owner, LLC	8/1/2025	2,147.00
hk6311	- Section 8-Hsg Choice Vouchers	24249	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	8/1/2025	2,455.00
hk6311	- Section 8-Hsg Choice Vouchers	24251	v9005633 - Olympic Pointe Apartments	8/1/2025	9,961.00
hk6311	- Section 8-Hsg Choice Vouchers	24252	v9006043 - Olympic Village Apts.	8/1/2025	1,897.00
hk6311	- Section 8-Hsg Choice Vouchers	24253	v9001264 - Orchard On The Green	8/1/2025	6,292.00
hk6311	- Section 8-Hsg Choice Vouchers	24254	v8000554 - ORCHARD PARK LLC	8/1/2025	4,326.00
hk6311	- Section 8-Hsg Choice Vouchers	24255	v8000645 - PARAMOUNT REAL ESTATE GROUP	8/1/2025	1,912.00
hk6311	- Section 8-Hsg Choice Vouchers	24256	v9006061 - Park Shore Property Management/Einspahr	8/1/2025	1,098.00
hk6311	- Section 8-Hsg Choice Vouchers	24257	v9002790 - Parkhurst Apartments	8/1/2025	1,668.00
hk6311	- Section 8-Hsg Choice Vouchers	24258	v8000641 - PARKSHORE PROPERTY MANAGEMENT	8/1/2025	1,539.00
hk6311	- Section 8-Hsg Choice Vouchers	24259	v9001563 - Parkwood Terrace Apartment Homes	8/1/2025	2,678.00
hk6311	- Section 8-Hsg Choice Vouchers	24260	v9006398 - Pickett Prop Mgmt/Shigeta	8/1/2025	1,548.00
hk6311	- Section 8-Hsg Choice Vouchers	24261	v9006680 - Pickett Prop Mgmt/Watson	8/1/2025	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	24262	v9006133 - Pickett Property Mgmt/Nelson	8/1/2025	146.00
hk6311	- Section 8-Hsg Choice Vouchers	24263	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	8/1/2025	1,754.00
hk6311	- Section 8-Hsg Choice Vouchers	24264	v9005805 - Pine Ridge Apartments	8/1/2025	934.00
hk6311	- Section 8-Hsg Choice Vouchers	24265	v8000520 - PORT ORCHARD MULTIFAMILY LLC	8/1/2025	1,819.00
hk6311	- Section 8-Hsg Choice Vouchers	24266	v9007066 - Port Washington LLC	8/1/2025	1,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24267	v9004359 - Rawlin Swanson	8/1/2025	2,463.00
hk6311	- Section 8-Hsg Choice Vouchers	24268	v9006236 - Really Property Management/Borgatti	8/1/2025	1,548.00
hk6311	- Section 8-Hsg Choice Vouchers	24269	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	8/1/2025	1,799.00
hk6311	- Section 8-Hsg Choice Vouchers	24270	v9005570 - REALLY PROPERTY MANAGEMENT/LOLLMAN	8/1/2025	2,650.00
hk6311	- Section 8-Hsg Choice Vouchers	24271	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	8/1/2025	1,659.00
hk6311	- Section 8-Hsg Choice Vouchers	24272	v9007117 - REally Property Mgmt	8/1/2025	2,796.00
hk6311	- Section 8-Hsg Choice Vouchers	24273	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	8/1/2025	3,320.00
hk6311	- Section 8-Hsg Choice Vouchers	24274	v9006946 - Reeder Management Inc / Bay Breeze Apartments	8/1/2025	917.00
hk6311	- Section 8-Hsg Choice Vouchers	24275	v0000456 - REID PROPERTY MANAGEMENT LLC	8/1/2025	1,359.00
hk6311	- Section 8-Hsg Choice Vouchers	24276	v9006048 - Remax Connect/Webb	8/1/2025	1,436.00
hk6311	- Section 8-Hsg Choice Vouchers	24277	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	8/1/2025	3,720.00
hk6311	- Section 8-Hsg Choice Vouchers	24278	v8000546 - RENEW PROPERTY MANAGEMENT, LLC	8/1/2025	3,231.00
hk6311	- Section 8-Hsg Choice Vouchers	24279	v0000628 - RENEW PROPERTY MANAGEMENT, LLC	8/1/2025	657.00
hk6311	- Section 8-Hsg Choice Vouchers	24280	v0000630 - RENEW PROPERTY MANAGEMENT, LLC	8/1/2025	1,128.00
hk6311	- Section 8-Hsg Choice Vouchers	24281	v9000568 - Robert W Dick	8/1/2025	1,205.00
hk6311	- Section 8-Hsg Choice Vouchers	24282	v9001367 - Russell Frey Enterprise	8/1/2025	1,276.00
hk6311	- Section 8-Hsg Choice Vouchers	24283	v9003213 - Scandia Knolls Assoc. Limited Partnership	8/1/2025	3,487.00
hk6311	- Section 8-Hsg Choice Vouchers	24284	v8000589 - SILVA, CHRISTOPHER	8/1/2025	2,042.00
hk6311	- Section 8-Hsg Choice Vouchers	24285	v9005984 - Spencer Sutherland	8/1/2025	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	24286	v9004177 - Steven Durupt	8/1/2025	636.00
hk6311	- Section 8-Hsg Choice Vouchers	24287	v9006568 - TAM Residential/Cottage Bay Apartments	8/1/2025	9,665.00
hk6311	- Section 8-Hsg Choice Vouchers	24288	v9006561 - TAM Residential/Viewcrest Village Apts	8/1/2025	20,407.00
hk6311	- Section 8-Hsg Choice Vouchers	24289	v9006082 - The Diplomat Apartments	8/1/2025	2,304.00
hk6311	- Section 8-Hsg Choice Vouchers	24290	v0000483 - THE JOSEPH GROUP	8/1/2025	2,474.00
hk6311	- Section 8-Hsg Choice Vouchers	24291	v9006149 - The Neiders Company/Orchard Pointe Apartments	8/1/2025	1,662.00
hk6311	- Section 8-Hsg Choice Vouchers	24292	v9007049 - The Ridge at Payseno Lane Apartments	8/1/2025	1,973.00
hk6311	- Section 8-Hsg Choice Vouchers	24293	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	8/1/2025	1,685.00
hk6311	- Section 8-Hsg Choice Vouchers	24294	v9003785 - The Summit - HAP acct	8/1/2025	2,195.00
hk6311	- Section 8-Hsg Choice Vouchers	24295	v9005941 - Theodore and Janet Apeland	8/1/2025	845.00
hk6311	- Section 8-Hsg Choice Vouchers	24296	v9006083 - Tip Top Property Investments LLC	8/1/2025	2,544.00
hk6311	- Section 8-Hsg Choice Vouchers	24297	v9003323 - Total Property Management/Lund Village	8/1/2025	1,323.00
hk6311	- Section 8-Hsg Choice Vouchers	24298	v9006573 - TYLER and KYLA McKEAN	8/1/2025	1,800.00

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hk6311	- Section 8-Hsg Choice Vouchers	24299	v9007126 - Vineet Wahi	8/1/2025	2,764.00
hk6311	- Section 8-Hsg Choice Vouchers	24300	v9005602 - Vintage at Bremerton	8/1/2025	10,644.00
hk6311	- Section 8-Hsg Choice Vouchers	24301	v9006533 - Vintage at Silverdale	8/1/2025	12,784.00
hk6311	- Section 8-Hsg Choice Vouchers	24302	v0000494 - VINTAGE AT SILVERDALE, LLC	8/1/2025	1,992.00
hk6311	- Section 8-Hsg Choice Vouchers	24303	v9001125 - Weatherstone Apartment Homes	8/1/2025	2,293.00
hk6311	- Section 8-Hsg Choice Vouchers	24304	v9006025 - William Brasch	8/1/2025	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24305	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	8/1/2025	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	24306	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	8/1/2025	1,650.00
hk6311	- Section 8-Hsg Choice Vouchers	24307	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	8/1/2025	1,537.00
hk6311	- Section 8-Hsg Choice Vouchers	24308	v9006419 - WOZLECK, JAMES L.	8/1/2025	1,350.00
hk6311	- Section 8-Hsg Choice Vouchers	24309	t0008479 - Ayers	8/1/2025	96.00
hk6311	- Section 8-Hsg Choice Vouchers	24310	t0041910 - Bernier	8/1/2025	27.00
hk6311	- Section 8-Hsg Choice Vouchers	24311	t9001224 - Burke	8/1/2025	216.00
hk6311	- Section 8-Hsg Choice Vouchers	24312	t9001320 - Cardot	8/1/2025	19.00
hk6311	- Section 8-Hsg Choice Vouchers	24313	t0007789 - Clark	8/1/2025	33.00
hk6311	- Section 8-Hsg Choice Vouchers	24314	t0003138 - Duchesneau	8/1/2025	315.00
hk6311	- Section 8-Hsg Choice Vouchers	24315	t9001279 - Evanoff	8/1/2025	133.00
hk6311	- Section 8-Hsg Choice Vouchers	24316	t9001283 - Glitch	8/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24317	t0007791 - Johnson	8/1/2025	89.00
hk6311	- Section 8-Hsg Choice Vouchers	24318	t0017679 - Jones	8/1/2025	107.00
hk6311	- Section 8-Hsg Choice Vouchers	24319	t9001280 - Kahuhu	8/1/2025	128.00
hk6311	- Section 8-Hsg Choice Vouchers	24320	t0001826 - Kellman	8/1/2025	43.00
hk6311	- Section 8-Hsg Choice Vouchers	24321	t0035825 - Koehler	8/1/2025	94.00
hk6311	- Section 8-Hsg Choice Vouchers	24322	t0036894 - Lewis	8/1/2025	156.00
hk6311	- Section 8-Hsg Choice Vouchers	24323	t9001243 - Lucas Domingo	8/1/2025	86.00
hk6311	- Section 8-Hsg Choice Vouchers	24324	t0036944 - Madrid	8/1/2025	122.00
hk6311	- Section 8-Hsg Choice Vouchers	24325	t0014727 - Miller	8/1/2025	29.00
hk6311	- Section 8-Hsg Choice Vouchers	24326	t0035768 - Morse	8/1/2025	238.00
hk6311	- Section 8-Hsg Choice Vouchers	24327	t0036809 - Nguyen	8/1/2025	191.00
hk6311	- Section 8-Hsg Choice Vouchers	24328	t0014850 - Niles	8/1/2025	110.00
hk6311	- Section 8-Hsg Choice Vouchers	24329	t0017684 - Padilla Rangel	8/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24330	t9001226 - Reitsma	8/1/2025	49.00
hk6311	- Section 8-Hsg Choice Vouchers	24331	t0014175 - Rhea	8/1/2025	369.00
hk6311	- Section 8-Hsg Choice Vouchers	24332	t0038936 - Roller	8/1/2025	410.00
hk6311	- Section 8-Hsg Choice Vouchers	24333	t9001311 - Roth	8/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24334	t0007032 - Sadewasser	8/1/2025	91.00
hk6311	- Section 8-Hsg Choice Vouchers	24335	t0016776 - Sanders	8/1/2025	218.00
hk6311	- Section 8-Hsg Choice Vouchers	24336	t0017698 - Sayles	8/1/2025	39.00
hk6311	- Section 8-Hsg Choice Vouchers	24337	t9001179 - Schneider	8/1/2025	62.00
hk6311	- Section 8-Hsg Choice Vouchers	24338	t0006818 - Sherwood	8/1/2025	27.00
hk6311	- Section 8-Hsg Choice Vouchers	24339	t0036913 - Stolzenburg	8/1/2025	76.00
hk6311	- Section 8-Hsg Choice Vouchers	24340	t0017846 - Swenson	8/1/2025	91.00
hk6311	- Section 8-Hsg Choice Vouchers	24341	t9001490 - Talkington	8/1/2025	74.00
hk6311	- Section 8-Hsg Choice Vouchers	24342	t0013267 - Tillis	8/1/2025	261.00
hk6311	- Section 8-Hsg Choice Vouchers	24343	t0036497 - Turner	8/1/2025	11.00
hk6311	- Section 8-Hsg Choice Vouchers	24344	t9001483 - Ussin	8/1/2025	70.00
hk6311	- Section 8-Hsg Choice Vouchers	24345	t0038860 - VanBuren	8/1/2025	101.00
hk6311	- Section 8-Hsg Choice Vouchers	24346	t0036775 - VanGesen	8/1/2025	75.00
hk6311	- Section 8-Hsg Choice Vouchers	24347	t0035827 - Wilson	8/1/2025	154.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v8000664 - BERNTSEN, SPENCER	8/5/2025	4,191.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9000008 - James and Cecilia Adrian	8/5/2025	14,411.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9000445 - CLARK, STEPHEN M.	8/5/2025	842.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9000641 - Carmen Evans	8/5/2025	661.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9000729 - GAINES, MARK A.	8/5/2025	1,776.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9001416 - Frank J Prentice	8/5/2025	385.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9005809 - Evert, Brenda	8/5/2025	931.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9006774 - Carlos E. Aceves	8/5/2025	3,500.00
hk6311	- Section 8-Hsg Choice Vouchers	99170111	v9007024 - Deborah McRae	8/5/2025	365.00
hk6311	- Section 8-Hsg Choice Vouchers	99170113	v0000493 - HARCOURTS PENINSULA PROPERTIES	8/5/2025	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	99170113	v8000514 - CDJ3@WA PROPERTY LLC	8/5/2025	2,427.00
hk6311	- Section 8-Hsg Choice Vouchers	99170113	v8000519 - KITSAP MENTAL HEALTH SERVICES	8/5/2025	6,038.00
hk6311	- Section 8-Hsg Choice Vouchers	99170113	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	8/5/2025	3,987.00
hk6311	- Section 8-Hsg Choice Vouchers	99170113	v9003457 - EP Holdings LLC/Erlands Point Apartments	8/5/2025	1,760.00

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hk6311 - Section 8-Hsg Choice Vouchers	99170113	v9006030 - Brenna Fields/Aspen Orchard LLC	8/5/2025	1,036.00
hk6311 - Section 8-Hsg Choice Vouchers	99170113	v9006311 - Details Property Mgmt/Kallander	8/5/2025	1,707.00
hk6311 - Section 8-Hsg Choice Vouchers	99170113	v9006611 - ID Ent Rentals LLC	8/5/2025	1,400.00
hk6311 - Section 8-Hsg Choice Vouchers	99170113	v9007013 - ID Ent Rentals LLC/Haj	8/5/2025	2,700.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v0000001 - Housing Kitsap	8/5/2025	1,382.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v0000001 - Housing Kitsap	8/5/2025	1,191.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v0000005 - Kitsap Apartments	8/5/2025	2,056.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9000747 - Golden Tides III Dyes Inlet	8/5/2025	2,607.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9000966 - Kingston Ridge Apartments	8/5/2025	5,952.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9001022 - Liberty Bay Associates Ltd	8/5/2025	19,393.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9001278 - Park Place Apartments	8/5/2025	4,838.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9001405 - Port Orchard Valley Apartments	8/5/2025	28,814.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9001407 - Port Orchard Vista Apartments	8/5/2025	18,758.00
hk6311 - Section 8-Hsg Choice Vouchers	99170170	v9005615 - Fjord Vista II	8/5/2025	640.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v0000001 - Housing Kitsap	8/5/2025	84,852.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v0000001 - Housing Kitsap	8/5/2025	36,796.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v0000001 - Housing Kitsap	8/5/2025	29,103.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v9000691 - Finch Place Associates	8/5/2025	540.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v9001050 - Madrona Manor	8/5/2025	11,131.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v9005608 - Golden Tides II	8/5/2025	8,486.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v9007124 - Housing Kitsap (for Golden Tides 1)	8/5/2025	12,541.00
hk6311 - Section 8-Hsg Choice Vouchers	99170188	v9007129 - Housing Kitsap (for Nollwood)	8/5/2025	7,221.00
hk6311 - Section 8-Hsg Choice Vouchers	24348	v9006025 - William Brasch	8/6/2025	3,100.00
hk6311 - Section 8-Hsg Choice Vouchers	24349	v9005984 - Spencer Sutherland	8/13/2025	4,575.00
hk6311 - Section 8-Hsg Choice Vouchers	24350	v9001509 - Janet West Home	8/26/2025	76.00
hk6311 - Section 8-Hsg Choice Vouchers	24351	v0000691 - REALLY PROP MGMT/MONTMINY	8/26/2025	2,850.00
hk6311 - Section 8-Hsg Choice Vouchers	24352	v9001367 - Russell Frey Enterprise	8/26/2025	448.00
hk6311 - Section 8-Hsg Choice Vouchers	24354	v0000483 - THE JOSEPH GROUP	8/26/2025	346.00
hk6311 - Section 8-Hsg Choice Vouchers	24355	v9006533 - Vintage at Silverdale	8/26/2025	46.00
hk6311 - Section 8-Hsg Choice Vouchers	24356	v8000519 - KITSAP MENTAL HEALTH SERVICES	8/26/2025	9,000.00
hk6311 - Section 8-Hsg Choice Vouchers	24357	v0000494 - VINTAGE AT SILVERDALE, LLC	8/26/2025	22.00
hk6311 - Section 8-Hsg Choice Vouchers	24358	v9002790 - Parkhurst Apartments	8/28/2025	1,668.00
				630,773.00

Bank	Check#	Vendor	Date	Amount
hcv8918 - Section 8-Hsg Choice Vouchers	JE 6452	ACH DR- JULY 2025 BANK ANALYSIS FEE	8/15/2025	69.77
				69.77

Bank-NEW	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2166	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	8/1/2025	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2167	t0000105 - Evans	8/4/2025	3.00
hkop8711 - HK_MF_All-Owned_OP	2168	t0000107 - Garfield	8/4/2025	89.00
hkop8711 - HK_MF_All-Owned_OP	2169	t0000075 - Johnston	8/4/2025	63.00
hkop8711 - HK_MF_All-Owned_OP	2170	t0000111 - Wiklund	8/4/2025	78.00
hkop8711 - HK_MF_All-Owned_OP	JE 6332	This payment was deposited/allocated to Fjord Vista II Kitsap Bank a	8/5/2025	640.00
hkop8711 - HK_MF_All-Owned_OP	JE 6440	May HAP Correction (-2483+2403=\$80)	8/5/2025	80.00
hkop8711 - HK_MF_All-Owned_OP	JE 6442	Repay Hap July 2025 Overpayment	8/5/2025	2,483.00
hkop8711 - HK_MF_All-Owned_OP	JE 6443	May HAP correction (-1996+1738=\$258)	8/5/2025	258.00
hkop8711 - HK_MF_All-Owned_OP	JE 6444	Repay HAP June 2025 overpayment	8/5/2025	1,996.00
hkop8711 - HK_MF_All-Owned_OP	JE 6445	REPAY HAP JULY 2025 OVERPAYMENT	8/5/2025	1,996.00
hkop8711 - HK_MF_All-Owned_OP	JE 6446	REPAY HAP MAY 2025 OVERPAYMENT	8/5/2025	1,337.00
hkop8711 - HK_MF_All-Owned_OP	JE 6447	REPAY HAP JUNE 2025 OVERPAYMENT	8/5/2025	1,337.00
hkop8711 - HK_MF_All-Owned_OP	JE 6448	REPAY HAP JULY 2025 OVERPAYMENT	8/5/2025	1,337.00
hkop8711 - HK_MF_All-Owned_OP	JE 6458	HAP REPAYMENT	8/5/2025	1,993.00
hkop8711 - HK_MF_All-Owned_OP	JE 6459	REPAY HAP	8/5/2025	2,392.00
hkop8711 - HK_MF_All-Owned_OP	JE 6461	HAP Corrections / Repayments	8/5/2025	2,071.00
hkop8711 - HK_MF_All-Owned_OP	JE 6462	HAP REPAY OVERPAYMENT	8/5/2025	2,469.00
hkop8711 - HK_MF_All-Owned_OP	JE 6463	HAP REPAY OVERPAYMENT	8/5/2025	2,469.00
hkop8711 - HK_MF_All-Owned_OP	JE 6301	FUND TRANSFER- HK HOMES IF PAYMENT	8/7/2025	154,619.71
hkop8711 - HK_MF_All-Owned_OP	99008296	V0000136 - HD SUPPLY - ACCT.#104436	8/7/2025	3,464.56
hkop8711 - HK_MF_All-Owned_OP	99324943	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/7/2025	3,947.37
hkop8711 - HK_MF_All-Owned_OP	2171	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/7/2025	1,007.63
hkop8711 - HK_MF_All-Owned_OP	2172	v0000598 - ASHLEY'S CLEANING	8/7/2025	550.00

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hkop8711 - HK_MF_All-Owned_OP	2173	V0000034 - BAINBRIDGE DISPOSAL, INC.	8/7/2025	1,245.66
hkop8711 - HK_MF_All-Owned_OP	2174	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/7/2025	4,601.39
hkop8711 - HK_MF_All-Owned_OP	2175	V0000070 - CINTAS FIRE 636525	8/7/2025	15,024.36
hkop8711 - HK_MF_All-Owned_OP	2176	V0000121 - GLOBAL VERIFICATION NETWORK	8/7/2025	99.60
hkop8711 - HK_MF_All-Owned_OP	2177	v0000267 - POULSBO, CITY OF	8/7/2025	7,723.18
hkop8711 - HK_MF_All-Owned_OP	2178	V0000272 - PUGET SOUND ENERGY	8/7/2025	1,581.67
hkop8711 - HK_MF_All-Owned_OP	2179	V0000294 - SCOTT MCLENDONS HARDWARE	8/7/2025	129.98
hkop8711 - HK_MF_All-Owned_OP	2180	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/7/2025	3,009.68
hkop8711 - HK_MF_All-Owned_OP	2181	V0000359 - WAVE ASTOUND	8/7/2025	76.89
hkop8711 - HK_MF_All-Owned_OP	2182	V0000362 - WEST SOUND UTILITY DISTRICT	8/7/2025	11,475.78
hkop8711 - HK_MF_All-Owned_OP	99423982	v0000201 - LOWES - AM DEPT	8/8/2025	323.25
hkop8711 - HK_MF_All-Owned_OP	JE 6330		8/13/2025	3.95
hkop8711 - HK_MF_All-Owned_OP	2183	t0000338 - C/O Carmen Gilchrist	8/13/2025	408.55
hkop8711 - HK_MF_All-Owned_OP	2184	V0000050 - BREMERTON CITY OF-Utility Billing	8/14/2025	1,596.06
hkop8711 - HK_MF_All-Owned_OP	2185	V0000065 - CASCADE NATURAL GAS CORP.	8/14/2025	349.00
hkop8711 - HK_MF_All-Owned_OP	2186	V0000070 - CINTAS FIRE 636525	8/14/2025	1,234.72
hkop8711 - HK_MF_All-Owned_OP	2187	V0000080 - COMCAST	8/14/2025	153.44
hkop8711 - HK_MF_All-Owned_OP	2188	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	8/14/2025	12.50
hkop8711 - HK_MF_All-Owned_OP	2189	V0000121 - GLOBAL VERIFICATION NETWORK	8/14/2025	361.10
hkop8711 - HK_MF_All-Owned_OP	2190	V0000126 - GRECCO, RICK	8/14/2025	100.50
hkop8711 - HK_MF_All-Owned_OP	2191	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/14/2025	10,801.70
hkop8711 - HK_MF_All-Owned_OP	2192	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	8/14/2025	1,810.79
hkop8711 - HK_MF_All-Owned_OP	2193	v0000416 - PETTY CASH FUND - MADRONA MANOR	8/14/2025	81.35
hkop8711 - HK_MF_All-Owned_OP	2194	v0000267 - POULSBO, CITY OF	8/14/2025	845.26
hkop8711 - HK_MF_All-Owned_OP	2195	V0000272 - PUGET SOUND ENERGY	8/14/2025	3,860.27
hkop8711 - HK_MF_All-Owned_OP	2196	V0000294 - SCOTT MCLENDONS HARDWARE	8/14/2025	25.55
hkop8711 - HK_MF_All-Owned_OP	2197	V0000312 - SILVERDALE WATER DISTRICT	8/14/2025	1,318.94
hkop8711 - HK_MF_All-Owned_OP	RC 39595	Returned item t9001560	8/14/2025	1,178.00
hkop8711 - HK_MF_All-Owned_OP	99161465	v0000201 - LOWES - AM DEPT	8/14/2025	2,396.90
hkop8711 - HK_MF_All-Owned_OP	99465090	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/15/2025	101.03
hkop8711 - HK_MF_All-Owned_OP	JE 6441	Repay Hap June 2025 Overpayments	8/15/2025	2,483.00
hkop8711 - HK_MF_All-Owned_OP	99570994	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	8/18/2025	861.37
hkop8711 - HK_MF_All-Owned_OP	99521390	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/20/2025	9,219.55
hkop8711 - HK_MF_All-Owned_OP	99078809	V0000136 - HD SUPPLY - ACCT.#104436	8/20/2025	1,696.35
hkop8711 - HK_MF_All-Owned_OP	99433132	v0000201 - LOWES - AM DEPT	8/21/2025	6,025.78
hkop8711 - HK_MF_All-Owned_OP	99447106	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/21/2025	319.90
hkop8711 - HK_MF_All-Owned_OP	JE 6490	FUND TRANSFER- HK HOMES INTERCOMPANY PAYMENT	8/21/2025	182,258.55
hkop8711 - HK_MF_All-Owned_OP	JE 6491	FUND TRANSFER- GOLDEN TIDES II INTERCOMPANY PAYMENT	8/21/2025	36,129.93
hkop8711 - HK_MF_All-Owned_OP	JE 6492	FUND TRANSFER- ORCHARD BLUFF INTERCOMPANY PAYMENT	8/21/2025	21,565.75
hkop8711 - HK_MF_All-Owned_OP	2198	V0000041 - BLOUGH, HEATHER	8/21/2025	272.72
hkop8711 - HK_MF_All-Owned_OP	2199	V0000121 - GLOBAL VERIFICATION NETWORK	8/21/2025	104.60
hkop8711 - HK_MF_All-Owned_OP	2200	v0000498 - HARSIN, JENNY	8/21/2025	225.26
hkop8711 - HK_MF_All-Owned_OP	2201	V0000138 - HENERY HARDWARE, INC.	8/21/2025	43.55
hkop8711 - HK_MF_All-Owned_OP	2202	v0000506 - PETTY CASH FUND - KINGSTON RIDGE	8/21/2025	21.54
hkop8711 - HK_MF_All-Owned_OP	2203	v0000444 - PETTY CASH FUND - WINDSONG APTS	8/21/2025	97.50
hkop8711 - HK_MF_All-Owned_OP	2204	V0000272 - PUGET SOUND ENERGY	8/21/2025	1,275.01
hkop8711 - HK_MF_All-Owned_OP	2205	V0000287 - RODDA PAINT COMPANY	8/21/2025	500.87
hkop8711 - HK_MF_All-Owned_OP	2206	V0000312 - SILVERDALE WATER DISTRICT	8/21/2025	1,147.57
hkop8711 - HK_MF_All-Owned_OP	2207	V0000294 - SCOTT MCLENDONS HARDWARE	8/21/2025	49.98
hkop8711 - HK_MF_All-Owned_OP	2208	v0000424 - TRS MECHANICAL, INC	8/21/2025	817.12
hkop8711 - HK_MF_All-Owned_OP	99412925	V0000136 - HD SUPPLY - ACCT.#104436	8/25/2025	3,062.20
hkop8711 - HK_MF_All-Owned_OP	99640817	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/25/2025	5,210.06
hkop8711 - HK_MF_All-Owned_OP	2209	v0000598 - ASHLEY'S CLEANING	8/28/2025	250.00
hkop8711 - HK_MF_All-Owned_OP	2210	V0000050 - BREMERTON CITY OF-Utility Billing	8/28/2025	4,844.87
hkop8711 - HK_MF_All-Owned_OP	2211	V0000065 - CASCADE NATURAL GAS CORP.	8/28/2025	380.57
hkop8711 - HK_MF_All-Owned_OP	2212	V0000070 - CINTAS FIRE 636525	8/28/2025	202.00
hkop8711 - HK_MF_All-Owned_OP	2213	V0000080 - COMCAST	8/28/2025	91.18
hkop8711 - HK_MF_All-Owned_OP	2214	V0000126 - GRECCO, RICK	8/28/2025	35.20
hkop8711 - HK_MF_All-Owned_OP	2215	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/28/2025	36.15
hkop8711 - HK_MF_All-Owned_OP	2216	v0000700 - PETTY CASH FUND-FINCH PLACE	8/28/2025	150.00
hkop8711 - HK_MF_All-Owned_OP	2217	v0000701 - PETTY CASH FUND-RHODODENDRON APTS	8/28/2025	150.00
hkop8711 - HK_MF_All-Owned_OP	2218	v0000702 - PETTY CASH FUND-TIME SQUARE APTS	8/28/2025	150.00
hkop8711 - HK_MF_All-Owned_OP	2219	V0000262 - PITNEY BOWES RESERVE ACCOUNT	8/28/2025	1,000.00

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hkop8711 - HK_MF_All-Owned_OP	2220	V0000271 - PUCKETT & REDFORD P.L.L.C.	8/28/2025	94.40
hkop8711 - HK_MF_All-Owned_OP	2221	V0000272 - PUGET SOUND ENERGY	8/28/2025	318.56
hkop8711 - HK_MF_All-Owned_OP	2222	V0000294 - SCOTT MCLENDONS HARDWARE	8/28/2025	60.45
hkop8711 - HK_MF_All-Owned_OP	2223	V0000359 - WAVE ASTOUND	8/28/2025	289.03
hkop8711 - HK_MF_All-Owned_OP	99829015	V0000136 - HD SUPPLY - ACCT.#104436	8/29/2025	365.84
hkop8711 - HK_MF_All-Owned_OP	99415239	v0000201 - LOWES - AM DEPT	8/30/2025	1,000.98
				547,581.37

Bank-NEW	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20446	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	8/1/2025	15,479.95
self2111 - Self Help - Family AP Acct	20447	v0000029 - ARROW LUMBER & HARDWARE LLC	8/11/2025	353.72
self2111 - Self Help - Family AP Acct	20448	V0000043 - B-MORE ELECTRIC	8/11/2025	12,407.29
self2111 - Self Help - Family AP Acct	20449	V0000061 - CALPORTLAND COMPANY	8/11/2025	5,758.81
self2111 - Self Help - Family AP Acct	20450	V0000096 - DS SALES ASSOCIATES	8/11/2025	33,350.18
self2111 - Self Help - Family AP Acct	20451	V0000097 - DTG RECYCLE	8/11/2025	472.05
self2111 - Self Help - Family AP Acct	20452	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	8/11/2025	15,494.13
self2111 - Self Help - Family AP Acct	20453	v0000484 - JAG CONSTRUCTION LLC	8/11/2025	5,187.38
self2111 - Self Help - Family AP Acct	20454	V0000179 - KITSAP GARAGE DOOR CO.	8/11/2025	2,187.09
self2111 - Self Help - Family AP Acct	20455	v0000204 - MADRONA HOMES LLC	8/11/2025	13,014.92
self2111 - Self Help - Family AP Acct	20456	v0000557 - MARIO'S PLUMBING	8/11/2025	14,963.17
self2111 - Self Help - Family AP Acct	20457	V0000218 - MITCHELL LUMBER CO	8/11/2025	29,392.20
self2111 - Self Help - Family AP Acct	20458	v0000611 - NEWMAN, ERIC	8/11/2025	60.92
self2111 - Self Help - Family AP Acct	20459	v0000666 - PEOPLES, BREANN	8/11/2025	62.37
self2111 - Self Help - Family AP Acct	20460	V0000265 - PORT ORCHARD SAND & GRAVEL COMPANY	8/11/2025	3,036.34
self2111 - Self Help - Family AP Acct	20461	V0000287 - RODDA PAINT COMPANY	8/11/2025	1,535.03
self2111 - Self Help - Family AP Acct	20462	V0000294 - SCOTT MCLENDONS HARDWARE	8/11/2025	59.01
self2111 - Self Help - Family AP Acct	20463	v0000302 - SH - HOME DEPOT - STORE	8/11/2025	1,668.13
self2111 - Self Help - Family AP Acct	20464	v0000653 - SNYDER, MARCELA	8/11/2025	59.26
self2111 - Self Help - Family AP Acct	20465	v0000344 - VALLEY SUPPLY CO.	8/11/2025	4,158.50
self2111 - Self Help - Family AP Acct	20466	V0000360 - WELLFLEET GROUP LLC	8/11/2025	828.00
self2111 - Self Help - Family AP Acct	20467	v0000072 - COMMUNITY DEVELOPMENT	8/22/2025	92,020.14
self2111 - Self Help - Family AP Acct	20468	V0000179 - KITSAP GARAGE DOOR CO.	8/22/2025	2,737.96
self2111 - Self Help - Family AP Acct	20469	V0000272 - PUGET SOUND ENERGY	8/22/2025	1,969.85
self2111 - Self Help - Family AP Acct	20470	V0000287 - RODDA PAINT COMPANY	8/22/2025	1,751.27
self2111 - Self Help - Family AP Acct	20471	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	11,331.74
self2111 - Self Help - Family AP Acct	20472	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	10,436.30
self2111 - Self Help - Family AP Acct	20473	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	11,391.63
self2111 - Self Help - Family AP Acct	20474	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	10,599.48
self2111 - Self Help - Family AP Acct	20475	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	16,777.09
self2111 - Self Help - Family AP Acct	20476	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	11,388.66
self2111 - Self Help - Family AP Acct	20477	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	17,324.36
self2111 - Self Help - Family AP Acct	20478	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	11,893.49
self2111 - Self Help - Family AP Acct	20479	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	17,805.88
self2111 - Self Help - Family AP Acct	20480	v0000343 - USDA RURAL DEVELOPMENT	8/22/2025	9,894.76
self2111 - Self Help - Family AP Acct	20481	v0000344 - VALLEY SUPPLY CO.	8/22/2025	5,239.40
				392,090.46

Bank-NEW	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	18	V0000043 - B-MORE ELECTRIC	8/11/2025	1,305.87
shga2112 - SELF-HELP GENERAL ACCOUNT	19	V0000097 - DTG RECYCLE	8/11/2025	188.82
shga2112 - SELF-HELP GENERAL ACCOUNT	20	v0000590 - KITSAP EXCAVATION	8/11/2025	400.00
shga2112 - SELF-HELP GENERAL ACCOUNT	21	v0000421 - RAR FENCE LLC	8/11/2025	72.00
shga2112 - SELF-HELP GENERAL ACCOUNT	22	V0000287 - RODDA PAINT COMPANY	8/11/2025	127.59
shga2112 - SELF-HELP GENERAL ACCOUNT	23	v0000302 - SH - HOME DEPOT - STORE	8/11/2025	501.94
shga2112 - SELF-HELP GENERAL ACCOUNT	24	V0000316 - SOUND APPRAISAL GROUP, INC.	8/13/2025	400.00
shga2112 - SELF-HELP GENERAL ACCOUNT	99464724	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/15/2025	22.78
shga2112 - SELF-HELP GENERAL ACCOUNT	25	v0000023 - AMERICAN REPORTING COMPANY	8/21/2025	153.00
shga2112 - SELF-HELP GENERAL ACCOUNT	26	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	8/21/2025	470.68
shga2112 - SELF-HELP GENERAL ACCOUNT	27	v0000405 - CONNOLLY INSURANCE AGENCY INC	8/22/2025	1,152.00
shga2112 - SELF-HELP GENERAL ACCOUNT	28	V0000227 - MYPRINTINGSERVICES.COM	8/22/2025	283.00
shga2112 - SELF-HELP GENERAL ACCOUNT	29	V0000228 - N.L. OLSON & ASSOCIATES	8/22/2025	6,480.00
shga2112 - SELF-HELP GENERAL ACCOUNT	30	V0000272 - PUGET SOUND ENERGY	8/22/2025	174.80
shga2112 - SELF-HELP GENERAL ACCOUNT	31	V0000287 - RODDA PAINT COMPANY	8/22/2025	732.22

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12,464.70

Bank-NEW	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3242	v0000189 - LAND TITLE of KITSAP COUNTY	8/5/2025	316.50
shop3911 - Self Help SHOP	3243	V0000209 - MASON PUD3	8/22/2025	32,760.91
shop3911 - Self Help SHOP	3244	V0000228 - N.L. OLSON & ASSOCIATES	8/22/2025	3,957.00
shop3911 - Self Help SHOP	3245	v0000695 - PBS ENGINEERING AND ENVIRONMENTAL LLC	8/22/2025	9,500.00
				46,534.41

Bank-NEW	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	99472402	V0000135 - HD SUPPLY - #3320024	8/1/2025	6,387.59
hk7911 - HK_MF_Sep_Corp_OP	389	t9000439 - Bowman	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	390	t0000141 - Bryant	8/4/2025	72.00
hk7911 - HK_MF_Sep_Corp_OP	391	t9000478 - Collis-Rush	8/4/2025	39.00
hk7911 - HK_MF_Sep_Corp_OP	392	t9000416 - Cyphers	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	393	t9000444 - Cyphers	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	394	t9000534 - Dunn	8/4/2025	12.00
hk7911 - HK_MF_Sep_Corp_OP	395	t9000458 - Fisher	8/4/2025	53.00
hk7911 - HK_MF_Sep_Corp_OP	396	t9000459 - Fontana	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	397	t9000410 - Harris	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	398	t9001330 - Haynes	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	399	t9000462 - Hoskinson	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	400	t9000564 - JOHNSON	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	401	t9000488 - Lohse	8/4/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	402	t9000517 - LOWRIE	8/4/2025	39.00
hk7911 - HK_MF_Sep_Corp_OP	403	t9000508 - Maier	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	404	t9000437 - Mason	8/4/2025	77.00
hk7911 - HK_MF_Sep_Corp_OP	405	t0000124 - Modica	8/4/2025	84.00
hk7911 - HK_MF_Sep_Corp_OP	406	t9000512 - OHNEMUS	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	407	t0000150 - Rhodelander	8/4/2025	38.00
hk7911 - HK_MF_Sep_Corp_OP	408	t9000424 - Robertson	8/4/2025	63.00
hk7911 - HK_MF_Sep_Corp_OP	409	t9000562 - SANDERS	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	410	t9000743 - Scherler-Evenson	8/4/2025	113.00
hk7911 - HK_MF_Sep_Corp_OP	411	t9001487 - Short	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	412	t9000497 - ST. JOHN	8/4/2025	62.00
hk7911 - HK_MF_Sep_Corp_OP	413	t9000560 - WIPFF	8/4/2025	15.00
hk7911 - HK_MF_Sep_Corp_OP	JE 6334	TENANT PAYMENT CORRECTION. JULY PAYMENT WAS PAID EARLY	8/5/2025	1,746.00
hk7911 - HK_MF_Sep_Corp_OP	JE 6392	Clawback of HAP overpayment 04/25, 05/25, 06/25, 07/25. Please r	8/5/2025	6,216.00
hk7911 - HK_MF_Sep_Corp_OP	JE 6395	Repay Hap April, May, June, July 2025	8/5/2025	1,987.00
hk7911 - HK_MF_Sep_Corp_OP	JE 6396	May Repay HAP overpayment	8/5/2025	977.00
hk7911 - HK_MF_Sep_Corp_OP	414	v0000598 - ASHLEY'S CLEANING	8/7/2025	335.00
hk7911 - HK_MF_Sep_Corp_OP	415	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/7/2025	9,596.17
hk7911 - HK_MF_Sep_Corp_OP	416	V0000121 - GLOBAL VERIFICATION NETWORK	8/7/2025	403.40
hk7911 - HK_MF_Sep_Corp_OP	417	V0000287 - RODDA PAINT COMPANY	8/7/2025	67.01
hk7911 - HK_MF_Sep_Corp_OP	418	V0000294 - SCOTT MCLENDONS HARDWARE	8/7/2025	56.77
hk7911 - HK_MF_Sep_Corp_OP	419	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/7/2025	2,321.70
hk7911 - HK_MF_Sep_Corp_OP	420	v0000424 - TRS MECHANICAL, INC	8/7/2025	1,490.93
hk7911 - HK_MF_Sep_Corp_OP	421	V0000362 - WEST SOUND UTILITY DISTRICT	8/7/2025	20,709.83
hk7911 - HK_MF_Sep_Corp_OP	422	V0000121 - GLOBAL VERIFICATION NETWORK	8/7/2025	261.50
hk7911 - HK_MF_Sep_Corp_OP	423	v0000469 - U.S. BANK	8/7/2025	2,900.00
hk7911 - HK_MF_Sep_Corp_OP	99014438	V0000135 - HD SUPPLY - #3320024	8/7/2025	8,827.75
hk7911 - HK_MF_Sep_Corp_OP	99120793	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/7/2025	6,319.38
hk7911 - HK_MF_Sep_Corp_OP	99420929	v0000201 - LOWES - AM DEPT	8/7/2025	822.23
hk7911 - HK_MF_Sep_Corp_OP	JE 6394	Tenant paid online and then we received a notice of adjusted payme	8/9/2025	3.95
hk7911 - HK_MF_Sep_Corp_OP	424	v0000696 - BB & SONS PAINTING COMPANY	8/11/2025	30,446.65
hk7911 - HK_MF_Sep_Corp_OP	426	v0000698 - APARTMENTS LLC	8/14/2025	380.00
hk7911 - HK_MF_Sep_Corp_OP	427	v0000598 - ASHLEY'S CLEANING	8/14/2025	995.00
hk7911 - HK_MF_Sep_Corp_OP	428	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/14/2025	3,769.21
hk7911 - HK_MF_Sep_Corp_OP	429	V0000050 - BREMERTON CITY OF-Utility Billing	8/14/2025	2,993.14
hk7911 - HK_MF_Sep_Corp_OP	430	V0000121 - GLOBAL VERIFICATION NETWORK	8/14/2025	717.20
hk7911 - HK_MF_Sep_Corp_OP	431	V0000126 - GRECCO, RICK	8/14/2025	14.72
hk7911 - HK_MF_Sep_Corp_OP	432	v0000681 - HARBOR APPEALS AND LAW PLLC	8/14/2025	105.00
hk7911 - HK_MF_Sep_Corp_OP	433	V0000138 - HENERY HARDWARE, INC.	8/14/2025	98.96

Payment Summary
August 2025 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	434	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/14/2025	1,495.62
hk7911 - HK_MF_Sep_Corp_OP	435	V0000246 - OFFICE DEPOT--ACCT# 19356639	8/14/2025	115.70
hk7911 - HK_MF_Sep_Corp_OP	436	v0000267 - POULSBO, CITY OF	8/14/2025	2,309.45
hk7911 - HK_MF_Sep_Corp_OP	437	V0000272 - PUGET SOUND ENERGY	8/14/2025	2,308.68
hk7911 - HK_MF_Sep_Corp_OP	438	v0000699 - WILCOX LAMOTTE VALUATION & ADVISORY	8/14/2025	8,000.00
hk7911 - HK_MF_Sep_Corp_OP	99172330	v0000201 - LOWES - AM DEPT	8/15/2025	1,052.10
hk7911 - HK_MF_Sep_Corp_OP	439	V0000272 - PUGET SOUND ENERGY	8/18/2025	708.77
hk7911 - HK_MF_Sep_Corp_OP	99571139	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	8/18/2025	651.82
hk7911 - HK_MF_Sep_Corp_OP	99550251	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/20/2025	6,544.31
hk7911 - HK_MF_Sep_Corp_OP	440	V0000312 - SILVERDALE WATER DISTRICT	8/21/2025	716.01
hk7911 - HK_MF_Sep_Corp_OP	441	v0000598 - ASHLEY'S CLEANING	8/21/2025	840.00
hk7911 - HK_MF_Sep_Corp_OP	442	v0000380 - Century Link	8/21/2025	71.50
hk7911 - HK_MF_Sep_Corp_OP	443	V0000137 - HENDEN ELECTRIC, INC	8/21/2025	39,348.00
hk7911 - HK_MF_Sep_Corp_OP	444	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	8/21/2025	120.18
hk7911 - HK_MF_Sep_Corp_OP	445	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/21/2025	10,905.95
hk7911 - HK_MF_Sep_Corp_OP	446	v0000455 - KURTZ, HEATHER	8/21/2025	19.10
hk7911 - HK_MF_Sep_Corp_OP	447	v0000506 - PETTY CASH FUND - KINGSTON RIDGE	8/21/2025	123.76
hk7911 - HK_MF_Sep_Corp_OP	448	V0000272 - PUGET SOUND ENERGY	8/21/2025	1,151.56
hk7911 - HK_MF_Sep_Corp_OP	449	V0000279 - REDROCK RESURFACING	8/21/2025	3,164.16
hk7911 - HK_MF_Sep_Corp_OP	450	V0000287 - RODDA PAINT COMPANY	8/21/2025	1,412.77
hk7911 - HK_MF_Sep_Corp_OP	451	V0000294 - SCOTT MCLENDONS HARDWARE	8/21/2025	62.27
hk7911 - HK_MF_Sep_Corp_OP	452	v0000445 - SOUND PEST CONTROL	8/21/2025	158.34
hk7911 - HK_MF_Sep_Corp_OP	453	V0000359 - WAVE ASTOUND	8/21/2025	276.09
hk7911 - HK_MF_Sep_Corp_OP	JE 6489	FUND TRANSFER- VIEWMONT INTERCOMPANY PAYMENT	8/21/2025	20,428.97
hk7911 - HK_MF_Sep_Corp_OP	JE 6493	FUND TRANSFER- RED BARN INTERCOMPANY PAYMENT	8/21/2025	38,624.17
hk7911 - HK_MF_Sep_Corp_OP	JE 6494	FUND TRANSFER- PARK PLACE INTERCOMPANY PAYMENT	8/21/2025	47,438.42
hk7911 - HK_MF_Sep_Corp_OP	JE 6495	FUND TRANSFER- LIBERTY BAY INTERCOMPANY PAYMENT	8/21/2025	13,643.21
hk7911 - HK_MF_Sep_Corp_OP	JE 6496	FUND TRANSFER- HERITAGE INTERCOMPANY PAYMENT	8/21/2025	24,344.14
hk7911 - HK_MF_Sep_Corp_OP	JE 6497	FUND TRANSFER- RAILROAD INTERCOMPANY PAYMENT	8/21/2025	13,790.80
hk7911 - HK_MF_Sep_Corp_OP	JE 6498	FUND TRANSFER- CONIFER WOODS INTERCOMPANY PAYMENT	8/21/2025	92,833.66
hk7911 - HK_MF_Sep_Corp_OP	99011842	v0000201 - LOWES - AM DEPT	8/22/2025	9,675.21
hk7911 - HK_MF_Sep_Corp_OP	99265194	V0000135 - HD SUPPLY - #3320024	8/22/2025	8,129.19
hk7911 - HK_MF_Sep_Corp_OP	99266538	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/25/2025	1,375.58
hk7911 - HK_MF_Sep_Corp_OP	454	v0000703 - DRAIN PRO INC	8/26/2025	4,740.00
hk7911 - HK_MF_Sep_Corp_OP	455	v0000598 - ASHLEY'S CLEANING	8/28/2025	470.00
hk7911 - HK_MF_Sep_Corp_OP	456	V0000126 - GRECCO, RICK	8/28/2025	277.37
hk7911 - HK_MF_Sep_Corp_OP	457	V0000137 - HENDEN ELECTRIC, INC	8/28/2025	80,116.90
hk7911 - HK_MF_Sep_Corp_OP	458	V0000138 - HENERY HARDWARE, INC.	8/28/2025	202.18
hk7911 - HK_MF_Sep_Corp_OP	459	v0000543 - IMPACT ENVIRONMENTAL GROUP, INC	8/28/2025	653.03
hk7911 - HK_MF_Sep_Corp_OP	460	V0000246 - OFFICE DEPOT--ACCT# 19356639	8/28/2025	249.81
hk7911 - HK_MF_Sep_Corp_OP	461	v0000704 - PAUL DAVIS RESTORATION OF OLYMPIC PENINSULA	8/28/2025	8,947.88
hk7911 - HK_MF_Sep_Corp_OP	462	V0000272 - PUGET SOUND ENERGY	8/28/2025	425.13
hk7911 - HK_MF_Sep_Corp_OP	463	V0000287 - RODDA PAINT COMPANY	8/28/2025	192.09
hk7911 - HK_MF_Sep_Corp_OP	464	V0000294 - SCOTT MCLENDONS HARDWARE	8/28/2025	24.57
hk7911 - HK_MF_Sep_Corp_OP	465	v0000380 - Century Link	8/28/2025	92.36
hk7911 - HK_MF_Sep_Corp_OP	466	V0000070 - CINTAS FIRE 636525	8/28/2025	1,681.08
hk7911 - HK_MF_Sep_Corp_OP	99801805	V0000135 - HD SUPPLY - #3320024	8/28/2025	2,507.82
hk7911 - HK_MF_Sep_Corp_OP	99393300	v0000201 - LOWES - AM DEPT	8/29/2025	7,629.67
				572,581.47

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	JE 6555	Reclassify Bank Fee charge. Posted to Operating should have been S	8/9/2025	3.95
cosd0911 - HK_MF_Sep_Corp_SD	158	t0000574 - Jones	8/13/2025	249.00
cosd0911 - HK_MF_Sep_Corp_SD	159	t9000423 - Grogan	8/29/2025	663.00
cosd0911 - HK_MF_Sep_Corp_SD	160	t0000523 - Pondelick	8/29/2025	300.00
cosd0911 - HK_MF_Sep_Corp_SD	161	t9000628 - Skuza	8/29/2025	1,803.61
				3,019.56

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23560	t0000338 - C/O Carmen Gilchrist	8/13/2025	557.00
hksd1711 - HK_MF_All-Owned_SD	23561	t0000059 - Hayden	8/29/2025	320.00
				877.00

Payment Summary
August 2025 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	Amount
rb1324 - RB/PO Vista Repl Resv Acct	JE 6558	August 2025 BANK FEES	8/31/2025	10.00
				10.00

Bank	Check#	Vendor	Date	Amount
rb2660 - RB/PO Vista Opr Resv Acct	JE 6558	August 2025 BANK FEES	8/31/2025	10.00
				10.00

Aggregate Total	2,791,978.37
Less Intercompany Payments	768,132.75
Total Disbursements	2,023,845.62



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: September 23, 2025

ESTIMATED TIME: 1 minute

AGENDA ITEM: 5. A.

AGENDA TITLE: Discussion of Housing Kitsap's unaudited FYE 2025 Financials Filing to HUD

SUBMITTED BY: Roan Blacker

Title: Director of Finance

Summary Statement:

Housing Kitsap has received a 30-day extension (until September 30, 2025) to file our unaudited fiscal year 2024 financials to HUD. The filing was prepared to be submitted before the original August 31, 2025 deadline, but a technical problem within the HUD electronic submission system has created an impasse that needs to be corrected before our filing may be received.

Roan Blacker, HK's Finance Director, is currently working on the filing with the designated HUD field and technical analysts, and targets to complete the electronic submission by our due date. The extended September 30 deadline ensures that the filing may be made this month without incurring any negative repercussions.



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: September 23, 2025

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. A.

AGENDA TITLE: Discussion and possible action regarding Resolution 2025-28 authorizing submittal of an application to USDA Rural Housing Services for A 523 Technical Assistance Grant for the Mutual Self-Help Housing Program

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Summary:

- Housing Kitsap has successfully administered the 523 Mutual Self-Help Housing Program since 1974, consistently supporting affordable homeownership opportunities for Kitsap and Mason County families.
- To continue meeting USDA program goals, Housing Kitsap has secured land and holds purchase commitments that align with the requirements for ongoing use of 523 grant funds.
- We remain in good standing with USDA and are eligible to apply for a new two-year grant to extend operations of the 523 program. Board approval is required prior to submission, and we are formally requesting that approval.
- The proposed grant amount has been increased to \$1,997,800 to account for rising costs in staff wages, benefits, and overall program operations.
- This application includes funding for 7 full-time equivalent (FTE) positions, including 4 dedicated construction staff, to support program delivery.
- The upcoming Mutual Self-Help housing developments will include Riverstone, Lakeland, and Stoneridge, totaling 40 new housing units.

Recommended Action: Approve Resolution 2025-28 authorizing submittal of an application to USDA Rural Housing Services for A 523 Technical Assistance Grant for the Mutual Self-Help Housing Program

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2025-28

**AUTHORIZING SUBMITTAL OF AN APPLICATION TO USDA RURAL HOUSING SERVICES FOR A 523
TECHNICAL ASSISTANCE GRANT FOR THE MUTUAL SELF-HELP HOUSING PROGRAM**

WHEREAS, the United States Department of Agriculture Rural Housing Services (USDA-RD) administers technical assistance funding through the Section 523 Mutual Self-Help Housing Program, which supports low- and very low-income families and individuals in achieving homeownership; and

WHEREAS, Housing Kitsap operates the Mutual Self-Help Housing Program in Kitsap and Mason County; and

WHEREAS, the existing USDA-RD Section 523 grant is scheduled to conclude on May 30, 2026; and

WHEREAS, the Mutual Self-Help Housing Program is strongly supported by the Housing Kitsap Board of Commissioners and is recognized as a valuable initiative for promoting affordable homeownership in our communities;

NOW, AND THEREFORE, BE IT RESOLVED, that the Housing Kitsap Board of Commissioners hereby approves the submittal of an application to USDA-RD for Section 523 Technical Assistance funding in the amount of \$1,997,800, to support the completion of 40 single-family homes, and authorizes the Executive Director to execute all necessary documents to complete the application process.

ADOPTED, by Housing Kitsap Board of Commissioners at a regular open public meeting this 23rd day of September, 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine T. Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: September 23, 2025

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. B.

AGENDA TITLE: Discussion and possible action regarding Resolution 2025-29 authorizing the Executive Director to sign closing documents to purchase 502 Cave Ave NE Bainbridge Island

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Summary:

- Housing Kitsap has signed a Purchase and Sale Agreement to acquire 502 Cave Ave NE, currently listed on the MLS. Known as “Sally’s House” at Housing Kitsap, the property is under a 25-day feasibility period, once the offer is accepted. We can back out anytime in the 25 days for reasons that we feel are justified.
- Philanthropist Sally Kuhn, through her charitable fund, has expressed interest in supporting the purchase. Housing Kitsap has collaborated with Sally via Southern Cross, where she continues her philanthropic efforts both locally and beyond Washington State.
- At present, Housing Kitsap’s 501(c)(3) nonprofit status is not reinstated. This may delay the receipt of funds from Sally until IRS recognition is restored. Housing Kitsap will purchase the home and wait for reimbursement.
- We are actively working with our architect on a preliminary site design to present to the City of Bainbridge Island’s Department of Community Development (DCD). Initial concepts include:
 - Modifying the existing structure into three one-bedroom units
 - Potential to accommodate four units on site
 - Options to expand the current structure or rebuild as a Nordic Cottage unit.
 - Inclusion of parking and setback details in the site plan for city review
- The parcel includes a creek setback and steep slope, which—combined with parking and zoning requirements—limit development to a corner of the 1.19-acre site.
- Following the pre-application meeting with DCD, we expect to have sufficient information to determine project viability. Based on findings, we will either exit the purchase agreement or proceed to closing.
- Additional information will be available at time of our next Board meeting.

Recommended Action: Approve Resolution 2025-29 authorizing the Executive Director to sign closing documents to purchase 502 Cave Ave NE Bainbridge Island

Executive Director’s Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

Form 21
Residential PSA
Rev. 8/24
Page 1 of 6

RESIDENTIAL PURCHASE AND SALE AGREEMENT

Specific Terms

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Northwest Multiple Listing Service
ALL RIGHTS RESERVED

1. **Date:** September 15, 2025 **MLS No.:** 2425275 **Offer Expiration Date:** 9/19/2025
2. **Buyer:** Housing Kitsap

Buyer
Buyer
Status
3. **Seller:** Bainbridge Day Care and Presch

Seller
Seller
4. **Property:** Legal Description attached as Exhibit A. Tax Parcel No(s): 26250220682000, _____, _____,

502
Address
Cave Avenue NE
City
Bainbridge Island
County
Kitsap
State
WA
Zip
98110
5. **Included Items:** ☒ stove(s)/range(s); ☒ refrigerator(s); ☐ washer(s); ☐ dryer(s); ☒ dishwasher(s); ☐ microwave(s);
☐ fireplace insert(s); ☐ wood stove(s); ☐ satellite dish; ☐ security system; ☐ hot tub; ☐ attached camera(s);
☐ attached speaker(s); ☐ attached TV(s); ☐ generator; ☐ _____
6. **Purchase Price:** \$ 880,000.00 Eight Hundred Eighty Thousand U.S. Dollars
7. **Earnest Money:** \$ 20,000.00 U.S. Dollars; Delivery Date 3 days after mutual acceptance
To be held by ☐ Buyer Brokerage Firm; ☒ Closing Agent; ☐ In the form of a Promissory Note (included as an Addendum)
8. **Default:** (check only one) ☒ Forfeiture of Earnest Money; ☐ Seller's Election of Remedies
9. **Title Insurance Company:** Pacific Northwest Title
10. **Closing Agent:** Pacific Northwest Title Rana Buford

Company
Individual (optional)
11. **Closing Date:** See 22D; **Possession Date:** ☒ on Closing; ☐ Other _____
12. **Services of Closing Agent for Payment of Utilities:** ☒ Requested (attach NWMLS Form 22K); ☐ Waived
13. **Charges/Assessments Levied Before but Due After Closing:** ☒ assumed by Buyer; ☐ prepaid in full by Seller at Closing
14. **Seller Citizenship (FIRPTA):** Seller ☐ is; ☒ is not a foreign person for purposes of U.S. income taxation
15. **Information Verification Period:** ☐ Expires _____ days after mutual acceptance; ☒ Satisfied/Waived
16. **Agency Disclosure:** Buyer represented by: ☒ Buyer Broker; ☐ Buyer/Listing Broker (limited dual agent); ☐ unrepresented
Seller represented by: ☒ Listing Broker; ☐ Listing/Buyer Broker (limited dual agent); ☐ unrepresented
17. **Buyer Brokerage Compensation:** % 2.5 ; 2.5% ☐ Addendum for Buyer Credit

(a) Seller's Offer (if any)
(b) Amount to be Paid by Seller
18. **Addenda:** 22D(Optional Clauses) 22EF(Funds Evidence) 22J(Lead Disclosure) 22K(Utilities)
35F(Feasibility)

Buyer Signature _____
Date

Buyer Signature _____
Date

Buyer Address

City, State, Zip

360-509-4491
Buyer Phone No. _____
Fax No.

BloughH@HousingKitsap.org
Buyer E-mail Address

Johansson Clark Real Estate **9814**
Buyer Brokerage Firm MLS Office No.

Craig Clark **9425**
Buyer Broker (Print) MLS LAG No.

(206) 842-7601 **(206) 459-8453** **(206) 842-8407**
Firm Phone No. Broker Phone No. Firm Fax No.

jcreoffice@gmail.com
Firm Document E-mail Address

Craig@johanssonclark.com
Buyer Broker E-mail Address

12255 **1197**
Buyer Broker DOL License No. Firm DOL License No.

Seller Signature _____
Date

Seller Signature _____
Date

Seller Address

City, State, Zip

(360) 930-1979
Seller Phone No. _____
Fax No.

Seller E-mail Address

Windermere RE Bainbridge **9848**
Listing Brokerage Firm MLS Office No.

Chris Miller **261**
Listing Broker (Print) MLS LAG No.

(206) 842-5626 **(206) 451-1605** **(206) 842-5860**
Firm Phone No. Broker Phone No. Firm Fax No.

bidocs@windermere.com
Firm Document E-mail Address

MrChrisMiller@Windermere.com
Listing Broker E-mail Address

21113 **2201**
Listing Broker DOL License No. Firm DOL License No.

RESIDENTIAL PURCHASE AND SALE AGREEMENT
General Terms

- a. Purchase Price.** Buyer shall pay to Seller the Purchase Price, including the Earnest Money, in cash at Closing, unless otherwise specified in this Agreement. Buyer represents that Buyer has sufficient funds to close this sale in accordance with this Agreement and is not relying on any contingent source of funds, including funds from loans, the sale of other property, gifts, retirement, or future earnings, except to the extent otherwise specified in this Agreement. The parties shall use caution when wiring funds to avoid potential wire fraud. Before wiring funds, the party wiring funds shall take steps to confirm any wire instructions via an independently verified phone number and other appropriate measures.
- b. Earnest Money.** Buyer shall deliver the Earnest Money by the Delivery Date listed in Specific Term No. 7 (2 days after mutual acceptance if not filled in) to the party holding the Earnest Money (Buyer Brokerage Firm or Closing Agent). If sent by mail, the Earnest Money must arrive at Buyer Brokerage Firm or Closing Agent by the Delivery Date. If the Earnest Money is held by Buyer Brokerage Firm and is over \$10,000.00 it shall be deposited into an interest bearing trust account in Buyer Brokerage Firm's name provided that Buyer completes an IRS Form W-9. Interest, if any, after deduction of bank charges and fees, will be paid to Buyer. Buyer shall reimburse Buyer Brokerage Firm for bank charges and fees in excess of the interest earned, if any. If the Earnest Money held by Buyer Brokerage Firm is over \$10,000.00 Buyer has the option to require Buyer Brokerage Firm to deposit the Earnest Money into the Housing Trust Fund Account, with the interest paid to the State Treasurer, if both Seller and Buyer so agree in writing. If the Buyer does not complete an IRS Form W-9 before Buyer Brokerage Firm must deposit the Earnest Money or the Earnest Money is \$10,000.00 or less, the Earnest Money shall be deposited into the Housing Trust Fund Account. Buyer Brokerage Firm may transfer the Earnest Money to Closing Agent at Closing. If all or part of the Earnest Money is to be refunded to Buyer and any such costs remain unpaid, the Buyer Brokerage Firm or Closing Agent may deduct and pay them therefrom. The parties instruct Closing Agent to provide written verification of receipt of the Earnest Money and notice of dishonor of any check to the parties and Brokers at the addresses and/or fax numbers provided herein.
- Upon termination of this Agreement, a party or the Closing Agent may deliver a form authorizing the release of Earnest Money to the other party or the parties. The party(s) shall execute such form and deliver the same to the Closing Agent. If either party fails to execute the release form, a party may make a written demand to the Closing Agent for the Earnest Money. Pursuant to RCW 64.04.220, Closing Agent shall deliver notice of the demand to the other party within 15 days. If the other party does not object to the demand within 20 days of Closing Agent's notice, Closing Agent shall disburse the Earnest Money to the party making the demand within 10 days of the expiration of the 20 day period. If Closing Agent timely receives an objection or an inconsistent demand from the other party, Closing Agent shall commence an interpleader action within 60 days of such objection or inconsistent demand, unless the parties provide subsequent consistent instructions to Closing Agent to disburse the earnest money or refrain from commencing an interpleader action for a specified period of time. Pursuant to RCW 4.28.080, the parties consent to service of the summons and complaint for an interpleader action by first class mail, postage prepaid at the party's usual mailing address or the address identified in this Agreement. If the Closing Agent complies with the preceding process, each party shall be deemed to have released Closing Agent from any and all claims or liability related to the disbursement of the Earnest Money. If either party fails to authorize the release of the Earnest Money to the other party when required to do so under this Agreement, that party shall be in breach of this Agreement. For the purposes of this section, the term Closing Agent includes a Buyer Brokerage Firm holding the Earnest Money. The parties authorize the party commencing an interpleader action to deduct up to \$750.00 for the costs thereof. The parties acknowledge that RCW 64.04.220 requires the court to award the Closing Agent its reasonable attorneys' fees and costs associated with an interpleader action.
- c. Included Items.** Any of the following items, including items identified in Specific Term No. 5 if the corresponding box is checked, located in or on the Property are included in the sale: built-in appliances; wall-to-wall carpeting; curtains, drapes and all other window treatments; window and door screens; awnings; storm doors and windows; installed television antennas; ventilating, air conditioning and heating fixtures; trash compactor; garbage disposal; fireplace doors, gas logs and gas log lighters; irrigation fixtures; electric garage door openers; water heaters; installed electrical fixtures; lighting fixtures; shrubs, plants and trees planted in the ground; and other fixtures; and all associated operating remote controls and access permissions. Unless otherwise agreed, if any of the above items are leased or encumbered, Seller shall acquire clear title before Closing.
- d. Condition of Title.** Unless otherwise specified in this Agreement, title to the Property shall be marketable at Closing. The following shall not cause the title to be unmarketable: rights, reservations, covenants, conditions and restrictions, presently of record and general to the area; easements and encroachments, not materially affecting the value of or unduly interfering with Buyer's reasonable use of the Property; and reserved oil and/or mining rights. Seller shall not convey or reserve any oil and/or mineral rights after mutual acceptance without Buyer's written consent. Monetary encumbrances or liens not assumed by Buyer, shall be paid or discharged by Seller on or before Closing. Title shall be conveyed by a Statutory Warranty Deed. If this Agreement is for conveyance of a buyer's interest in a Real Estate Contract, the Statutory Warranty Deed shall include a buyer's assignment of the contract sufficient to convey after acquired title.

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- e. Title Insurance.** Seller authorizes Buyer's lender or Closing Agent, at Seller's expense, to apply for the then-current ALTA form of Homeowner's Policy of Title Insurance for One-to-Four Family Residence, from the Title Insurance Company. If Seller previously received a preliminary commitment from a Title Insurance Company that Buyer declines to use, Buyer shall pay any cancellation fees owing to the original Title Insurance Company. Otherwise, the party applying for title insurance shall pay any title cancellation fee, in the event such a fee is assessed. If the Title Insurance Company selected by the parties will not issue a Homeowner's Policy for the Property, the parties agree that the Title Insurance Company shall instead issue the then-current ALTA standard form Owner's Policy, together with homeowner's additional protection and inflation protection endorsements, if available. The Title Insurance Company shall send a copy of the preliminary commitment to Seller, Listing Broker, Buyer and Buyer Broker. The preliminary commitment, and the title policy to be issued, shall contain no exceptions other than the General Exclusions and Exceptions in the Policy and Special Exceptions consistent with the Condition of Title herein provided. If title cannot be made so insurable prior to the Closing Date, then as Buyer's sole and exclusive remedy, the Earnest Money shall, unless Buyer elects to waive such defects or encumbrances, be refunded to the Buyer, less any unpaid costs described in this Agreement, and this Agreement shall thereupon be terminated. Buyer shall have no right to specific performance or damages as a consequence of Seller's inability to provide insurable title.
- f. Closing and Possession.** This sale shall be closed by the Closing Agent on the Closing Date. If the Closing Date falls on a Saturday, Sunday, legal holiday as defined in RCW 1.16.050, or day when the county recording office is closed, the Closing Agent shall close the transaction on the next day that is not a Saturday, Sunday, legal holiday, or day when the county recording office is closed. "Closing" means the date on which all documents are recorded and the sale proceeds are available to Seller. Seller shall deliver keys, garage door remotes, and access codes to Buyer on the Closing Date or on the Possession Date, whichever occurs first. Buyer shall be entitled to possession at 9:00 p.m. on the Possession Date. Seller shall maintain the Property in its present condition, normal wear and tear excepted, until the Buyer is provided possession. Seller shall either repair or replace any system or appliance (including, but not limited to plumbing, heat, electrical, and all Included Items) that becomes inoperative or malfunctions prior to Closing with a system or appliance of at least equal quality. Buyer reserves the right to walk through the Property within 5 days of Closing to verify that Seller has maintained the Property and systems/appliances as required by this paragraph. Seller shall not enter into or modify existing leases or rental agreements, service contracts, or other agreements affecting the Property which have terms extending beyond Closing without first obtaining Buyer's consent, which shall not be unreasonably withheld. If possession transfers at a time other than Closing, the parties shall execute NWMLS Form 65A (Rental Agreement/Occupancy Prior to Closing) or NWMLS Form 65B (Rental Agreement/Seller Occupancy After Closing) (or alternative rental agreements) and are advised of the need to contact their respective insurance companies to assure appropriate hazard and liability insurance policies are in place, as applicable.
- RCW 19.27.530 requires the seller of any owner-occupied single-family residence to equip the residence with a carbon monoxide alarm(s) in accordance with the state building code before a buyer or any other person may legally occupy the residence following the sale. RCW 43.44.110 requires the seller of a dwelling unit, that does not have at least one smoke detection device, to provide at least one smoke detection device in the unit before the buyer or any other person occupies the unit following a sale. The parties acknowledge that the Brokers are not responsible for ensuring that Seller complies with RCW 19.27.530 or RCW 43.44.110. Buyer and Seller shall hold the Brokers and their Firms harmless from any claim resulting from Seller's failure to install a carbon monoxide alarm(s) or smoke detector(s) in the Property.
- g. Section 1031 Like-Kind Exchange.** If either Buyer or Seller intends for this transaction to be a part of a Section 1031 like-kind exchange, then the other party shall cooperate in the completion of the like-kind exchange so long as the cooperating party incurs no additional liability in doing so, and so long as any expenses (including attorneys' fees and costs) incurred by the cooperating party that are related only to the exchange are paid or reimbursed to the cooperating party at or prior to Closing. Notwithstanding the Assignment paragraph of this Agreement, any party completing a Section 1031 like-kind exchange may assign this Agreement to its qualified intermediary or any entity set up for the purposes of completing a reverse exchange.
- h. Closing Costs and Prorations and Charges and Assessments.** Seller and Buyer shall each pay one-half of the escrow fee unless otherwise required by applicable FHA or VA regulations. Taxes for the current year, rent, interest, and lienable homeowner's association dues shall be prorated as of Closing. Buyer shall pay Buyer's loan costs, including credit report, appraisal charge and lender's title insurance, unless provided otherwise in this Agreement. If any payments are delinquent on encumbrances which will remain after Closing, Closing Agent is instructed to pay such delinquencies at Closing from money due, or to be paid by, Seller. Buyer shall pay for remaining fuel in the fuel tank if, prior to Closing, Seller obtains a written statement from the supplier as to the quantity and current price and provides such statement to the Closing Agent. Seller shall pay all utility and internet charges, including unbilled charges. Unless waived in Specific Term No. 12, Seller and Buyer request the services of Closing Agent in disbursing funds necessary to satisfy unpaid utility charges in accordance with RCW 60.80 and Seller shall provide the names and addresses of all utilities providing service to the Property and having lien rights (attach NWMLS Form 22K Identification of Utilities or equivalent).

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Buyer is advised to verify the existence and amount of any local improvement district, capacity or impact charges or other assessments that may be charged against the Property before or after Closing. Seller will pay such charges that are or become due on or before Closing. Charges levied before Closing, but becoming due after Closing shall be paid as agreed in Specific Term No. 13.

i. **Sale Information.** Listing Broker and Buyer Broker are authorized to report this Agreement (including price and all terms) to the Multiple Listing Service that published it and to its members, financing institutions, appraisers, and anyone else related to this sale. Buyer and Seller expressly authorize all Closing Agents, appraisers, title insurance companies, and others related to this Sale, to furnish the Listing Broker and/or Buyer Broker, on request, any and all information and copies of documents concerning this sale.

j. **Seller Citizenship and FIRPTA.** Seller warrants that the identification of Seller's citizenship status for purposes of U.S. income taxation in Specific Term No. 14 is correct. Seller shall execute a certification (NWMLS Form 22E or equivalent) under the Foreign Investment in Real Property Tax Act ("FIRPTA") and provide the certification to the Closing Agent within 10 days of mutual acceptance. If Seller is a foreign person for purposes of U.S. income taxation, and this transaction is not otherwise exempt from FIRPTA, Closing Agent is instructed to withhold and pay the required amount to the Internal Revenue Service. Seller shall pay any fees incurred by Buyer related to such withholding and payment.

If Seller fails to provide the FIRPTA certification to the Closing Agent within 10 days of mutual acceptance, Buyer may give notice that Buyer may terminate the Agreement at any time 3 days thereafter (the "Right to Terminate Notice"). If Seller has not earlier provided the FIRPTA certification to the Closing Agent, Buyer may give notice of termination of this Agreement (the "Termination Notice") any time following 3 days after delivery of the Right to Terminate Notice. If Buyer gives the Termination Notice before Seller provides the FIRPTA certification to the Closing Agent, this Agreement is terminated and the Earnest Money shall be refunded to Buyer.

k. **Notices and Delivery of Documents.** Any notice related to this Agreement (including revocations of offers or counteroffers) must be in writing. Notices to Seller must be signed by at least one Buyer and shall be deemed delivered only when the notice is received by Seller, by Listing Broker, or at the licensed office of Listing Broker. Notices to Buyer must be signed by at least one Seller and shall be deemed delivered only when the notice is received by Buyer, by Buyer Broker, or at the licensed office of Buyer Broker. Documents related to this Agreement, such as NWMLS Form 17, Information on Lead-Based Paint and Lead-Based Paint Hazards, Public Offering Statement or Resale Certificate, and all other documents shall be delivered pursuant to this paragraph. Buyer and Seller must keep Buyer Broker and Listing Broker advised of their whereabouts in order to receive prompt notification of receipt of a notice.

Facsimile transmission of any notice or document shall constitute delivery. E-mail transmission of any notice or document (or a direct link to such notice or document) shall constitute delivery when: (i) the e-mail is sent to both Buyer Broker and Buyer Brokerage Firm or both Listing Broker and Listing Brokerage Firm at the e-mail addresses specified on page one of this Agreement; (ii) Buyer Broker or Listing Broker provide written acknowledgment of receipt of the e-mail (an automatic e-mail reply does not constitute written acknowledgment); or (iii) if a party is unrepresented, the e-mail is sent directly to the party's e-mail address specified on page one of this Agreement. At the request of either party, or the Closing Agent, the parties will confirm facsimile or e-mail transmitted signatures by signing an original document.

l. **Computation of Time.** Unless otherwise specified in this Agreement, any period of time measured in days and stated in this Agreement shall start on the day following the event commencing the period and shall expire at 9:00 p.m. of the last calendar day of the specified period of time. Except for the Possession Date, if the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, the specified period of time shall expire on the next day that is not a Saturday, Sunday or legal holiday. Any specified period of 5 days or less, except for any time period relating to the Possession Date, shall not include Saturdays, Sundays or legal holidays. If the parties agree that an event will occur on a specific calendar date, the event shall occur on that date, except for the Closing Date, which, if it falls on a Saturday, Sunday, legal holiday as defined in RCW 1.16.050, or day when the county recording office is closed, shall occur on the next day that is not a Saturday, Sunday, legal holiday, or day when the county recording office is closed. When counting backwards from Closing, any period of time measured in days shall start on the day prior to Closing and if the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, the specified period of time shall expire on the next day, moving forward, that is not a Saturday, Sunday or legal holiday (e.g. Monday or Tuesday). If the parties agree upon and attach a legal description after this Agreement is signed by the offeree and delivered to the offeror, then for the purposes of computing time, mutual acceptance shall be deemed to be on the date of delivery of an accepted offer or counteroffer to the offeror, rather than on the date the legal description is attached. Time is of the essence of this Agreement.

m. **Integration and Electronic Signatures.** This Agreement constitutes the entire understanding between the parties and supersedes all prior or contemporaneous understandings and representations. No modification of this Agreement shall be effective unless agreed in writing and signed by Buyer and Seller. The parties acknowledge that a signature in electronic form has the same legal effect and validity as a handwritten signature.

RESIDENTIAL PURCHASE AND SALE AGREEMENT

General Terms

- n. Assignment.** Buyer may not assign this Agreement, or Buyer's rights hereunder, without Seller's prior written consent, unless the parties indicate that assignment is permitted by the addition of "and/or assigns" on the line identifying the Buyer on the first page of this Agreement.
- o. Default.** In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the following provision, as identified in Specific Term No. 8, shall apply:
- i. Forfeiture of Earnest Money.** That portion of the Earnest Money that does not exceed five percent (5%) of the Purchase Price shall be forfeited to the Seller as the sole and exclusive remedy available to Seller for such failure.
 - ii. Seller's Election of Remedies.** Seller may, at Seller's option, (a) keep the Earnest Money as liquidated damages as the sole and exclusive remedy available to Seller for such failure, (b) bring suit against Buyer for Seller's actual damages, (c) bring suit to specifically enforce this Agreement and recover any incidental damages, or (d) pursue any other rights or remedies available at law or equity.
- p. Professional Advice and Attorneys' Fees.** Buyer and Seller are advised to seek the counsel of an attorney and a certified public accountant to review the terms of this Agreement. Buyer and Seller shall pay their own fees incurred for such review. However, if Buyer or Seller institutes suit against the other concerning this Agreement, or if the party holding the Earnest Money commences an interpleader action, the prevailing party is entitled to reasonable attorneys' fees and expenses.
- q. Offer.** This offer must be accepted by 9:00 p.m. on the Offer Expiration Date, unless sooner withdrawn. Acceptance shall not be effective until a signed copy is received by the other party, by the other party's broker, or at the licensed office of the other party's broker pursuant to General Term k. If this offer is not so accepted, it shall lapse and any Earnest Money shall be refunded to Buyer.
- r. Counteroffer.** Any change in the terms presented in an offer or counteroffer, other than the insertion of or change to Seller's name and Seller's warranty of citizenship status, shall be considered a counteroffer. If a party makes a counteroffer, then the other party shall have until 9:00 p.m. on the counteroffer expiration date to accept that counteroffer, unless sooner withdrawn. Acceptance shall not be effective until a signed copy is received by the other party, the other party's broker, or at the licensed office of the other party's broker pursuant to General Term k. If the counteroffer is not so accepted, it shall lapse and any Earnest Money shall be refunded to Buyer.
- s. Offer and Counteroffer Expiration Date.** If no expiration date is specified for an offer/counteroffer, the offer/counteroffer shall expire 2 days after the offer/counteroffer is delivered by the party making the offer/counteroffer, unless sooner withdrawn.
- t. Agency Disclosure.** Buyer Brokerage Firm, Buyer Brokerage Firm's Designated Broker, Buyer Broker's Branch Manager (if any) and Buyer Broker's Managing Broker (if any) represent the same party that Buyer Broker represents. Listing Brokerage Firm, Listing Brokerage Firm's Designated Broker, Listing Broker's Branch Manager (if any), and Listing Broker's Managing Broker (if any) represent the same party that the Listing Broker represents. All parties acknowledge receipt of the pamphlet entitled "Real Estate Brokerage in Washington."
- u. Brokerage Firm Compensation.** Seller and Buyer shall pay compensation in accordance with any listing or compensation agreement to which they are a party. The Listing Brokerage Firm's compensation shall be paid as specified in the listing agreement. The compensation offered by Seller to the Buyer Brokerage Firm, if any, is set forth in Specific Term No. 17(a), and if there is any inconsistency between the Buyer Brokerage Firm's compensation offered and the description of the offered compensation stated in Specific Term No. 17(a), the terms shall be as set forth in the published offer. Seller shall pay the Buyer Brokerage Firm compensation set forth in Specific Term No. 17(b). Seller and Buyer hereby consent to Listing Brokerage Firm or Buyer Brokerage Firm receiving compensation from more than one party. Seller and Buyer hereby assign to Listing Brokerage Firm and Buyer Brokerage Firm, as applicable, a portion of their funds in escrow equal to such compensation and irrevocably instruct the Closing Agent to disburse the compensation directly to the Firm(s). In any action by Listing or Buyer Brokerage Firm to enforce this paragraph, the prevailing party is entitled to court costs and reasonable attorneys' fees. Seller and Buyer agree that the Firms are intended third-party beneficiaries under this Agreement.
- v. Cancellation Rights/Lead-Based Paint.** If a residential dwelling was built on the Property prior to 1978, and Buyer receives a Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards (NWMLS Form 22J) after mutual acceptance, Buyer may rescind this Agreement at any time up to 3 days thereafter.
- w. Information Verification Period.** Unless satisfied/waived, Buyer shall have the time period set forth in Specific Term No. 15 (10 days after mutual acceptance if not filled in) to verify all information provided from Seller or Listing Brokerage Firm related to the Property. This contingency shall be deemed satisfied unless Buyer gives notice identifying the materially inaccurate information within the time period set forth in Specific Term No. 15. If Buyer gives timely notice under this section, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer.

RESIDENTIAL PURCHASE AND SALE AGREEMENT
General Terms

- x. Property Condition Disclaimer.** Buyer and Seller agree, that except as provided in this Agreement, all representations and information regarding the Property and the transaction are solely from the Seller or Buyer, and not from any Broker. The parties acknowledge that the Brokers are not responsible for assuring that the parties perform their obligations under this Agreement and that none of the Brokers has agreed to independently investigate or confirm any matter related to this transaction except as stated in this Agreement, or in a separate writing signed by such Broker. In addition, Brokers do not guarantee the value, quality or condition of the Property and some properties may contain building materials, including siding, roofing, ceiling, insulation, electrical, and plumbing, that have been the subject of lawsuits and/or governmental inquiry because of possible defects or health hazards. Some properties may have other defects arising after construction, such as drainage, leakage, pest, rot and mold problems. In addition, some properties may contain soil or other contamination that is not readily apparent and may be hazardous. Brokers do not have the expertise to identify or assess defective or hazardous products, materials, or conditions. Buyer is urged to use due diligence to inspect the Property to Buyer's satisfaction and to retain inspectors qualified to identify the presence of defective or hazardous materials and conditions and evaluate the Property as there may be defects and hazards that may only be revealed by careful inspection. Buyer is advised to investigate whether the Property is suitable for Buyer's intended use and to ensure the water supply is sufficient to meet Buyer's needs. Buyer is advised to investigate the cost of insurance for the Property, including, but not limited to homeowner's, fire, flood, earthquake, landslide, and other available coverage. Buyer acknowledges that local ordinances may restrict short term rentals of the Property. Buyer and Seller acknowledge that home protection plans may be available which may provide additional protection and benefit to Buyer and Seller. Brokers may assist the parties with locating and selecting third-party service providers, such as inspectors or contractors, but Brokers cannot guarantee or be responsible for the services provided by those third parties. The parties shall exercise their own judgment and due diligence regarding third-party service providers.
- y. Fair Housing.** Seller and Buyer acknowledge that local, state, and federal fair housing laws prohibit discrimination based on sex, marital status, sexual orientation, gender identity, race, creed, color, religion, caste, national origin, citizenship or immigration status, families with children status, familial status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a support or service animal by a person with a disability.

OPTIONAL CLAUSES ADDENDUM TO PURCHASE & SALE AGREEMENT

The following is part of the Purchase and Sale Agreement dated September 15, 2025 1
between Housing Kitsap ("Buyer") 2
Buyer Buyer
and Bainbridge Day Care and Presch ("Seller") 3
Seller Seller
concerning 502 Cave Avenue NE Bainbridge Island WA 98110 (the "Property"). 4
Address City State Zip

CHECK IF INCLUDED:

1. ☒ **Square Footage/Lot Size/Encroachments.** The Listing Broker and Buyer Broker make no representations concerning: (a) the lot size or the accuracy of any information provided by the Seller; (b) the square footage of any improvements on the Property; (c) whether there are any encroachments (fences, rockeries, buildings) on the Property, or by the Property on adjacent properties. Buyer is advised to verify lot size, square footage and encroachments to Buyer's own satisfaction. 5 6 7 8 9 10
2. **Title Insurance.** The Title Insurance clause in the Agreement provides Seller is to provide the then-current ALTA form of Homeowner's Policy of Title Insurance. The parties have the option to provide less coverage by selecting a Standard Owner's Policy or more coverage by selecting an Extended Coverage Policy: 11 12 13
 - ☐ **Standard Owner's Coverage.** Seller authorizes Buyer's lender or Closing Agent, at Seller's expense, to apply for the then-current ALTA form of Owner's Policy of Title Insurance, together with homeowner's additional protection and inflation protection endorsements, if available at no additional cost, rather than the Homeowner's Policy of Title Insurance. 14 15 16 17
 - ☐ **Extended Coverage.** Seller authorizes Buyer's lender or Closing Agent, at Seller's expense to apply for an ALTA or comparable Extended Coverage Policy of Title Insurance, rather than the Homeowner's Policy of Title Insurance. Buyer shall pay the increased costs associated with the Extended Coverage Policy, including the excess premium over that charged for Homeowner's Policy of Title Insurance and the cost of any survey required by the title insurer. 18 19 20 21 22
3. ☒ **Seller Cleaning.** Seller shall clean the interiors of any structures and remove all trash, debris and rubbish from the Property prior to Buyer taking possession. 23 24
4. ☒ **Personal Property.** Unless otherwise agreed, Seller shall remove all personal property from the Property not later than the Possession Date. Any personal property remaining on the Property thereafter shall become the property of Buyer, and may be retained or disposed of as Buyer determines. 25 26 27
5. ☒ **Utilities.** To the best of Seller's knowledge, Seller represents that the Property is connected to: 28
 - ☒ public water main; ☒ public sewer main; ☐ septic tank; ☐ well (specify type) _____; 29
 - ☐ irrigation water (specify provider) _____; ☐ natural gas; ☐ telephone; ☒ electricity; 30
 - ☐ cable (specify provider) _____; ☐ internet (specify provider) _____; 31
 - ☐ other _____ . 32
6. ☐ **Insulation - New Construction.** If this is new construction, Federal Trade Commission Regulations require the following to be filled in. If insulation has not yet been selected, FTC regulations require Seller to furnish Buyer the information below in writing as soon as available: 33 34 35
 - WALL INSULATION: TYPE: _____ THICKNESS: _____ R-VALUE: _____ 36
 - CEILING INSULATION: TYPE: _____ THICKNESS: _____ R-VALUE: _____ 37
 - OTHER INSULATION DATA: _____ 38

OPTIONAL CLAUSES ADDENDUM TO PURCHASE & SALE AGREEMENT

Continued

7. ☐ **Leased Property Review Period and Assumption.** Buyer acknowledges that Seller leases the following items of personal property that are included with the sale: ☐ propane tank; ☐ security system; ☐ satellite dish and operating equipment; ☐ other _____ .
Seller shall provide Buyer a copy of the lease for the selected items within _____ days (5 days if not filled in) of mutual acceptance. If Buyer, in Buyer's sole discretion, does not give notice of disapproval within _____ days (5 days if not filled in) of receipt of the lease(s) or the date that the lease(s) are due, whichever is earlier, then this lease review period shall conclusively be deemed satisfied (waived) and at Closing, Buyer shall assume the lease(s) for the selected item(s) and hold Seller harmless from and against any further obligation, liability, or claim arising from the lease(s), if the lease(s) can be assumed. If Buyer gives timely notice of disapproval, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer.
8. ☐ **Homeowners' Association Review Period.** If the Property is subject to a homeowners' association or any other association, then Seller shall, at Seller's expense, provide Buyer a copy of the following documents (if available from the Association) within _____ days (10 days if not filled in) of mutual acceptance:
a. Association rules and regulations, including, but not limited to architectural guidelines;
b. Association bylaws and covenants, conditions, and restrictions (CC&Rs);
c. Association meeting minutes from the prior two (2) years;
d. Association Board of Directors meeting minutes from the prior six (6) months; and
e. Association financial statements from the prior two (2) years and current operating budget.
If Buyer, in Buyer's sole discretion, does not give notice of disapproval within _____ days (5 days if not filled in) of receipt of the above documents or the date that the above documents are due, whichever is earlier, then this homeowners' association review period shall conclusively be deemed satisfied (waived). If Buyer gives timely notice of disapproval, then this Agreement shall terminate and the Earnest Money shall be refunded to Buyer.
9. ☐ **Homeowners' Association Transfer Fee.** If there is a transfer fee imposed by the homeowners' association or any other association (e.g. a "move-in" or "move-out" fee), the fee shall be paid by the party as provided for in the association documents. If the association documents do not provide which party pays the fee, the fee shall be paid by ☐ Buyer; ☐ Seller (Seller if not filled in).
10. ☐ **Excluded Item(s).** The following item(s), that would otherwise be included in the sale of the Property, is excluded from the sale ("Excluded Item(s)"). Seller shall repair any damage to the Property caused by the removal of the Excluded Item(s). Excluded Item(s): _____
11. ☐ **Home Warranty.** Buyer and Seller acknowledge that home warranty plans are available which may provide additional protection and benefits to Buyer and Seller. Buyer shall order a one-year home warranty as follows:
a. Home warranty provider: _____
b. Seller shall pay up to \$_____ (\$0.00 if not filled in) of the cost for the home warranty, together with any included options, and Buyer shall pay any balance.
c. Options to be included: _____ (none, if not filled in).
d. Other: _____
12. ☒ **Other.**
Closing to occur within 5 days of satisfaction of the feasibility contingency.

EVIDENCE OF FUNDS ADDENDUM TO PURCHASE & SALE AGREEMENT

The following is part of the Purchase and Sale Agreement dated September 15, 2025 1
between Housing Kitsap ("Buyer") 2
Buyer Buyer
and Bainbridge Day Care and Presch ("Seller") 3
Seller Seller
concerning 502 Cave Avenue NE Bainbridge Island WA 98110 (the "Property"). 4
Address City State Zip

1. DEFINITIONS.

- a. "Evidence" means document(s) from a financial institution(s) in the United States showing that Buyer has sufficient cash or cash equivalent in United States funds. 6 7
- b. "Non-Contingent Funds" means funds that Buyer currently has in its possession and for which there is no contingency, such as financing (NWMLS Form 22A or equivalent), sale of Buyer's property (NWMLS Form 22B or equivalent), or pending sale of Buyer's property (NWMLS Form 22Q or equivalent). 8 9 10
- c. "Contingent Funds" means funds that Buyer does not currently have, but expects to receive from another source prior to Closing, and for which there is no contingency, such as a loan, proceeds from the sale of other property or stock, retirement funds, foreign funds, a gift, or future earnings. 11 12 13

2. ☒ EVIDENCE OF NON-CONTINGENT FUNDS. Buyer is relying on Non-Contingent Funds for payment of the Purchase Price. Buyer shall provide Evidence to Seller of such funds within 0 days (3 days if not filled in) of mutual acceptance. Unless Buyer discloses other sources of funds for the payment of the Purchase Price, Buyer represents that the Non-Contingent Funds are sufficient to pay the Purchase Price. Buyer shall not use such Non-Contingent Funds for any purpose other than the purchase of the Property without Seller's prior written consent. If Buyer fails to timely provide such Evidence, Seller may give notice terminating this Agreement any time before such Evidence is provided. Upon Seller's notice of termination under this Addendum, the Earnest Money shall be refunded to Buyer. 14 15 16 17 18 19 20 21

3. ☐ DISCLOSURE OF CONTINGENT FUNDS. Buyer is relying on Contingent Funds for the Purchase Price: 22

- ☐ Loan: _____ 23
- ☐ Sale of the following owned by Buyer: _____ 24
- ☐ Gift of \$ _____ from _____ 25
- ☐ Funds not readily convertible to liquid US funds: _____ 26
- ☐ Down Payment Program: _____ 27
- ☐ Other (describe): _____ 28

Buyer shall provide Evidence to Seller _____ days (10 days if not filled in) prior to Closing that the funds relied upon in Section 3 have been received or are immediately available to Buyer. If Buyer fails to timely provide such Evidence, Seller may give notice terminating this Agreement any time before such Evidence is provided. Buyer shall provide Seller with additional information about such funds as may be reasonably requested by Seller from time to time. Upon Seller's notice of termination under this Addendum, the Earnest Money shall be refunded to Buyer. 29 30 31 32 33 34

If Buyer disclosed that Buyer is obtaining a loan, Seller shall permit an appraisal of the Property and inspections required by lender, including but not limited to structural, pest, heating, plumbing, roof, electrical, septic, and well inspections. Seller is not obligated to pay for such inspections unless otherwise agreed. 35 36 37

4. BUYER DEFAULT. If Buyer fails to timely close because the Contingent Funds identified in Section 3 are not available by Closing, Buyer shall be in default and Seller shall be entitled to remedies as provided for in the Agreement. 38 39 40

**DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND
LEAD-BASED PAINT HAZARDS**

The following is part of the Purchase and Sale Agreement dated September 15, 2025 1
between Housing Kitsap ("Buyer") 2
Buyer Buyer
and Bainbridge Day Care and Presch ("Seller") 3
Seller Seller
concerning 502 Cave Avenue NE Bainbridge Island WA 98110 (the "Property"). 4
Address City State Zip

Lead Warning Statement 5

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is 6
notified that such property may present exposure to lead from lead-based paint that may place young children at 7
risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, 8
including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead 9
poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is 10
required to provide the buyer with any information on lead-based paint hazards from risk assessments or 11
inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk 12
assessment or inspection for possible lead-based paint hazards is recommended prior to purchase. 13

NOTE: In the event of pre-closing possession of more than 100 days by Buyer, the term Buyer also means Tenant. 14
15

Seller's Disclosure 16

(a) Presence of lead-based paint and/or lead-based paint hazards (check one below): 17

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain). 18

☒ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing. 21

(b) Records and reports available to the Seller (check one below): 22

☐ Seller has provided the Buyer with all available records and reports pertaining to lead-based paint and/or lead- 23
based paint hazards in the housing (list documents below). 24

☒ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing. 27

Seller has reviewed the information above and certifies, to the best of Seller's knowledge, that the statements made 28
and information provided by Seller are true and accurate. 29

Seller Date Seller Date 30

**DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND
LEAD-BASED PAINT HAZARDS**
Continued

Buyer's Acknowledgment

(c) Buyer has received the above Seller's Disclosure and all documents (if any). _____ 31
Buyer Initials Buyer Initials 32

(d) Buyer has received the pamphlet *Protect Your Family from Lead in Your Home*. _____ 33
Buyer Initials Buyer Initials 34

(e) Buyer has (check one below): 34

☒ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint 35
and/or lead-based paint hazards. 36

☐ Accepted an opportunity to conduct a risk assessment or inspection for the presence of lead-based paint 37
and/or lead-based paint hazards on the following terms and conditions: 38

This Agreement is conditioned upon a risk assessment or inspection of the Property for the presence of lead- 39
based paint and/or lead-based paint hazards, to be performed by a risk assessor or inspector at Buyer's 40
expense. (Intact lead-based paint that is in good condition is not necessarily a hazard). 41

This contingency shall conclusively be deemed satisfied (waived) unless Buyer gives written notice of 42
disapproval of the risk assessment or inspection to Seller within _____ (10 days if not filled in) after 43
receiving this Disclosure. Buyer's notice must identify the specific existing deficiencies and corrections 44
needed and must include a copy of the inspection and/or risk assessment report. 45

Seller may, at Seller's option, within _____ days (3 days if not filled in) after Seller's receipt of Buyer's 46
disapproval notice, give written notice that Seller will correct the conditions identified by Buyer. If Seller 47
agrees to correct the conditions identified by Buyer, then it shall be accomplished at Seller's expense prior 48
to the Closing Date, and Seller shall provide Buyer with certification from a risk assessor or inspector 49
demonstrating that the condition(s) has been remedied prior to the Closing Date. In lieu of correction, the 50
parties may agree on any other remedy for the disapproved condition(s), including but not limited to 51
adjustments to the Purchase Price. If an agreement on non-repair remedies is secured in writing before the 52
expiration of the time period set forth in this subparagraph, then this contingency will be deemed satisfied. 53

If Seller does not give notice that Seller will correct the conditions identified in Buyer's risk assessment or 54
inspection, or if the parties cannot reach an agreement on alternative remedies, then Buyer may elect to give 55
notice of termination of this Agreement within _____ days (3 days if not filled in) after expiration of the 56
time limit or delivery of Seller's notice pursuant to the preceding paragraph, whichever occurs first. The 57
Earnest Money shall then be returned to Buyer and the parties shall have no further obligations to each other. 58
Buyer's failure to give a written notice of termination means that Buyer will be required to purchase the 59
Property without Seller having corrected the conditions identified in Buyer's risk assessment or inspection 60
and without any alternative remedy for those conditions. 61

Buyer has reviewed the information above and certifies, to the best of Buyer's knowledge, that the statements made 62
by Buyer are true and accurate. 63

Buyer Date Buyer Date 64

Brokers' Acknowledgment

Brokers have informed Seller of Seller's obligations under 42 U.S.C. 4852(d) and are aware of their responsibility 65
to ensure compliance. 66
67

Buyer Broker Date Listing Broker Date 68

Form 22K
Identification of Utilities Addendum
Rev. 3/21
Page 1 of 1

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ALL RIGHTS RESERVED

IDENTIFICATION OF UTILITIES ADDENDUM TO PURCHASE AND SALE AGREEMENT

The following is part of the Purchase and Sale Agreement dated September 15, 2025 1

between Housing Kitsap ("Buyer") 2

Buyer

Buyer

and Bainbridge Day Care and Presch ("Seller") 3

Seller

Seller

concerning 502 Cave Avenue NE Bainbridge Island WA 98110 (the "Property"). 4

Address

City

State

Zip

Pursuant to RCW 60.80, Buyer and Seller request the Closing Agent to administer the disbursement of closing funds necessary to satisfy unpaid utility charges, if any, affecting the Property. The names and addresses of all utilities providing service to the Property and having lien rights are as follows: 5
6
7

WATER DISTRICT: City of Bainbridge Island 8

Name e-mail or website (optional) 9

Address 10

City, State, Zip Fax No. (optional) 11

SEWER DISTRICT: City of Bainbridge Island 11

Name e-mail or website (optional) 12

Address 13

City, State, Zip Fax No. (optional) 14

IRRIGATION DISTRICT: 14

Name e-mail or website (optional) 15

Address 16

City, State, Zip Fax No. (optional) 17

GARBAGE: Bainbridge Disposal 17

Name e-mail or website (optional) 18

Address 19

City, State, Zip Fax No. (optional) 20

ELECTRICITY: Puget Sound Energy 20

Name e-mail or website (optional) 21

Address 22

City, State, Zip Fax No. (optional) 23

GAS: 23

Name e-mail or website (optional) 24

Address 25

City, State, Zip Fax No. (optional) 26

SPECIAL DISTRICT(S): 26

(local improvement districts or 27

utility local improvement districts) 27

Address 28

City, State, Zip Fax No. (optional) 28

If the above information has not been filled in at the time of mutual acceptance of this Agreement, then (1) 29
within _____ days (5 if not filled in) of mutual acceptance of this Agreement, Seller shall provide the Listing 30
Broker or Buyer Broker with the names and addresses of all utility providers having lien rights affecting the Property 31
and (2) Buyer and Seller authorize Listing Broker or Buyer Broker to insert into this Addendum the names and 32
addresses of the utility providers identified by Seller. 33

Nothing in this Addendum shall be construed to diminish or alter the Seller's obligation to pay all utility charges 34
(including unbilled charges). Buyer understands that the Listing Broker and Buyer Broker are not responsible for, or 35
to insure payment of, Seller's utility charges. 36

Buyer's Initials Date Buyer's Initials Date Seller's Initials Date Seller's Initials Date 36 of 100

FEASIBILITY CONTINGENCY ADDENDUM

The following is part of the Purchase and Sale Agreement dated September 15, 2025 1

between Housing Kitsap ("Buyer") 2
Buyer Buyer

and Bainbridge Day Care and Presch ("Seller") 3
Seller Seller

concerning 502 Cave Avenue NE Bainbridge Island WA 98110 (the "Property"). 4
Address City State Zip

1. **FEASIBILITY CONTINGENCY.** Buyer shall verify within 25 days (20 days if not filled in) after mutual 5
acceptance (the "Feasibility Contingency Expiration Date") the suitability of the Property for Buyer's intended use. 6
This feasibility contingency shall conclusively be deemed waived unless Buyer gives notice of disapproval on or 7
before the Feasibility Contingency Expiration Date. If Buyer gives a timely notice of disapproval, then this 8
Agreement shall terminate and the Earnest Money shall be refunded to Buyer. 9

2. **BUYER DUE DILIGENCE.** Buyer should not rely on any oral statements concerning the Property made by the 10
Seller, Listing Broker or Buyer Broker. Buyer should inquire at the city or county, and water, sewer or other 11
special districts in which the Property is located. Buyer's inquiry shall include, but not be limited to: whether the 12
Property can be platted, developed and/or built on (now or in the future) and the related costs; building or 13
development moratoria applicable to or being considered for the Property; any special building requirements, 14
including setbacks, height limits or restrictions on where buildings may be constructed on the Property; whether 15
the Property is affected by a flood zone, wetlands, shorelands or other environmentally sensitive area; road, 16
school, fire and any other growth mitigation or impact fees that must be paid; the procedure and length of time 17
necessary to obtain plat approval and/or a building permit; sufficient water, sewer and utility and any services 18
connection charges; all other charges that must be paid. 19

3. **PROPERTY ACCESS.** Buyer and Buyer's agents, representatives, consultants, architects and engineers shall 20
have the right, from time to time during the feasibility contingency, to enter onto the Property and to conduct any 21
tests or studies that Buyer may need to ascertain the condition and suitability of the Property for Buyer's intended 22
purpose. Buyer shall restore the Property and all improvements on the Property to the same condition they were 23
in prior to the inspection. Buyer shall be responsible for all damages resulting from any inspection of the Property 24
performed on Buyer's behalf. Seller shall cooperate with Buyer in obtaining permits or other approvals Buyer may 25
reasonably require for Buyer's intended use of the Property; provided that Seller shall not be required to incur any 26
liability or expense in doing so. 27

4. ☒ **AGREEMENT TERMINATED IF NOTICE OF SATISFACTION NOT TIMELY PROVIDED.** If checked, this 28
Agreement shall terminate and Buyer shall receive a refund of the Earnest Money unless Buyer gives notice to 29
Seller on or before the Feasibility Contingency Expiration Date that the Property is suitable for Buyer's intended 30
purpose. 31

EXHIBIT "A"

LOT 1 OF WINSLOW SHORT PLAT NO. W-85 RECORDED UNDER AUDITOR'S FILE NO. [7801300077](#), BEING THAT PORTION OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 26, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (A CONCRETE MONUMENT); THENCE ALONG THE SOUTH LINE OF SAID SUBDIVISION NORTH 88°37'20" WEST 525.01 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 88°37'20" WEST 165.92 FEET TO THE NORTHWEST CORNER OF CAVE STREET N.E. RIGHT-OF-WAY; THENCE NORTH 1°22'15" EAST 233.33 FEET TO THE EASTERLY BOUNDARY OF A GULCH; THENCE ALONG SAID BOUNDARY NORTH 44°45'50" EAST 124.63 FEET; THENCE NORTH 31°37' EAST 7.06 FEET; THENCE LEAVING SAID BOUNDARY SOUTH 88°37'20" EAST 84.00 FEET; THENCE SOUTH 1°22'40" WEST 132.91 FEET; THENCE SOUTH 3°28'29" WEST 197.22 FEET TO THE TRUE POINT OF BEGINNING.

...End of Exhibit "A"...

State of Washington
Date: 09/12/2025
Time: 12:12 pm

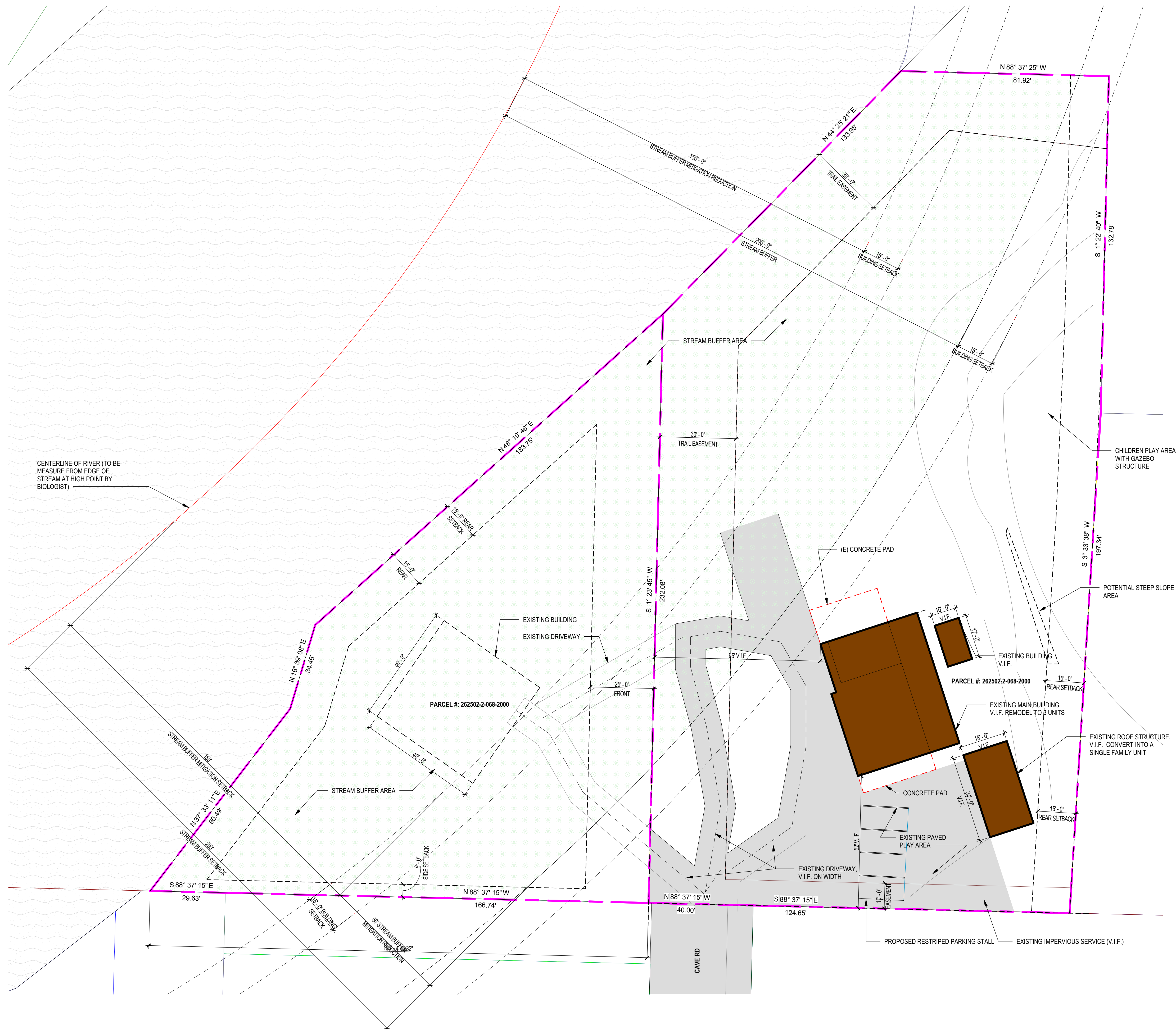
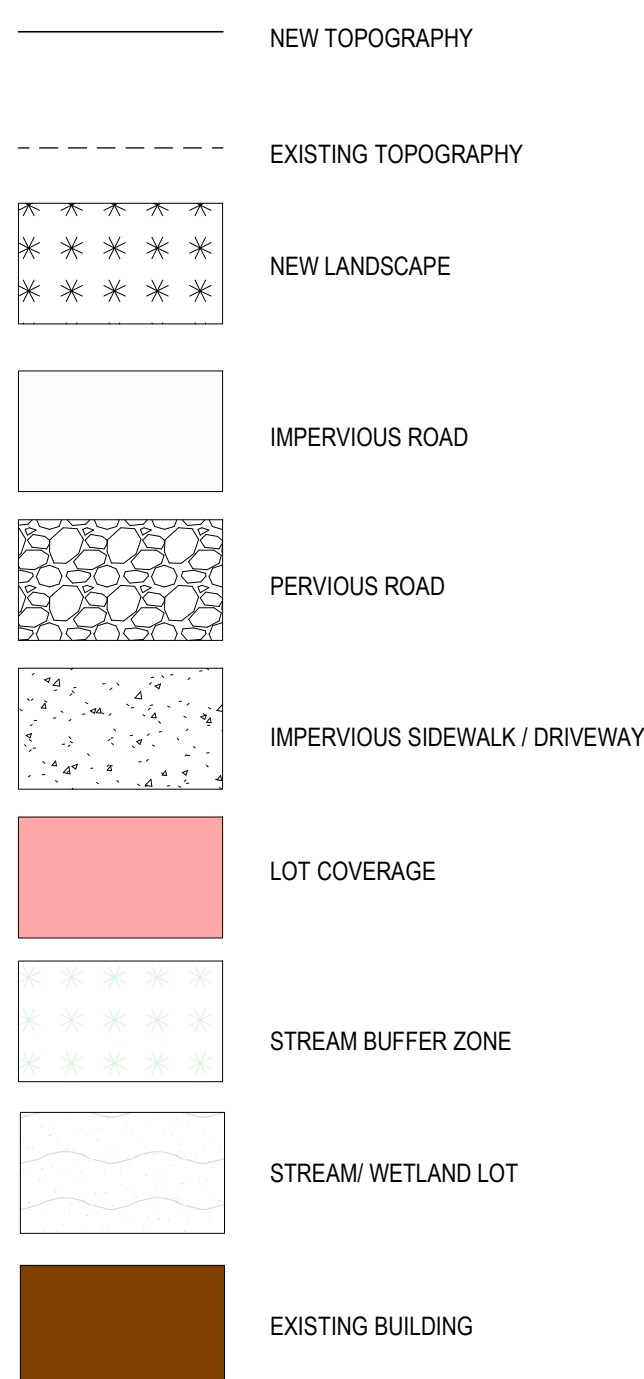
Local Government Investment Pool
Account Ledger
09/01/2025 to 09/30/2025

Treasury Management System
ReportID: LgipLedger
Page 1 of 1

Account: [REDACTED] Kitsap County Consolidating Housing Authority - Primary

Date	Description	Deposits	Withdrawals	Balance
09/01/2025	Beginning Balance			1,352,384.40
	No Transactions	0.00	0.00	
	Account Total:	0.00	0.00	1,352,384.40

CRITICAL AREA - FISH STREAM SETBACK
HAS A 200' SETBACK
POSSIBLE 25% REDUCTION FOR MITIGATION
BUFFER AVERAGE NOT POSSIBLE

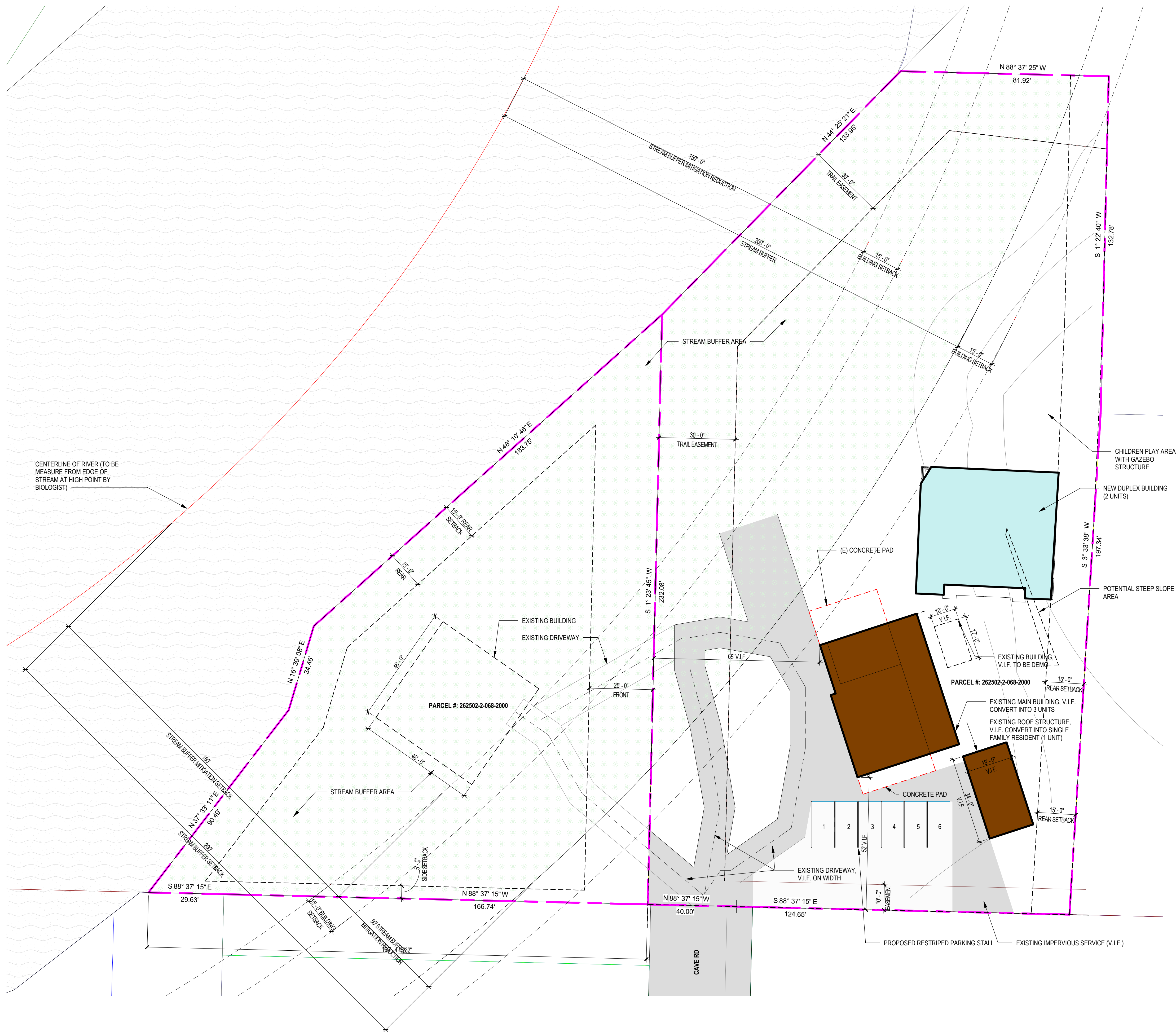
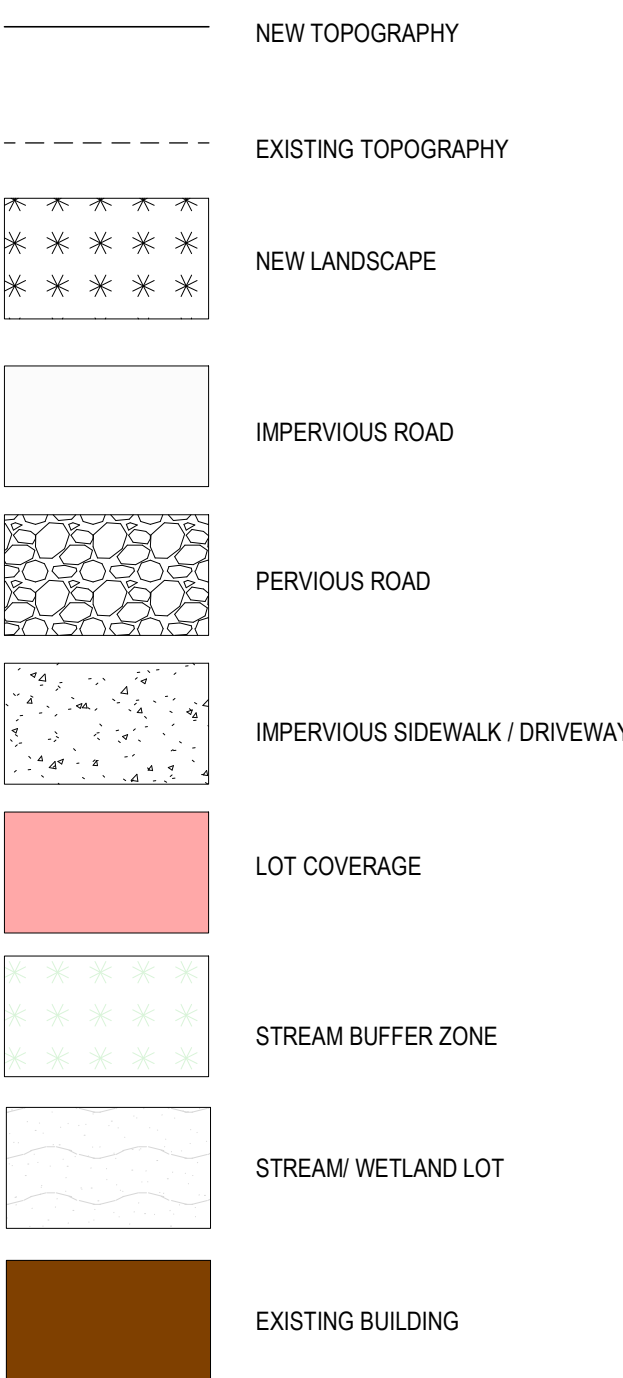


1 SITE PLAN Copy 1
SCALE 1" = 20'-0"

502 CAVE INTERIOR REMODEL

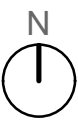
SITE PLAN CONCEPT 1

CRITICAL AREA - FISH STREAM SETBACK
HAS A 200' SETBACK
POSSIBLE 25% REDUCTION FOR MITIGATION
BUFFER AVERAGE NOT POSSIBLE



1 SITE PLAN

SCALE | 1" = 20'-0"



502 CAVE INTERIOR REMODEL

SITE PLAN CONCEPT 2

502 CAVE NE

Scale: As indicated

PROJECT INFO
ADDRESS: 502 CAVE AVE NE
BAINBRIDGE ISLAND, WA 98110
PARCEL #: 262502-2-068-2000
ZONE: R-3.5/ SUR3.5
OVERALL DISTRICT: 9303604 - Winslow-COM

BUILDING COVERAGE:
LOT AREA 51,836 S.F.
STREAM BUFFER ZONE 21,396 S.F.
PUBLIC STREET EASEMENT 13,764 S.F.
REVISED BUILDABLE LOT AREA 25,399 S.F.
BEFORE MITIGATION REDUCTION

MIN. NET DENSITY
3.5 UNIT PER ACRE = 1.19% = 4.2 UNITS
BONUS FOR LOW INCOME 50% BONUS 6.3 UNITS
PROPOSED 5 UNITS

MULTIFAMILY IS UNDER "CONDITIONAL USE" FOR THIS ZONE.

MAX LOT COVERAGE:
23% = 12,959 SF

PARKING
2 PER UNIT IN RESIDENTIAL ZONE
1/2 OF PARKING REDUCTION IS WITHIN 1/2 MILE OF THE FERRY
TERMINAL
-1 PER UNITS

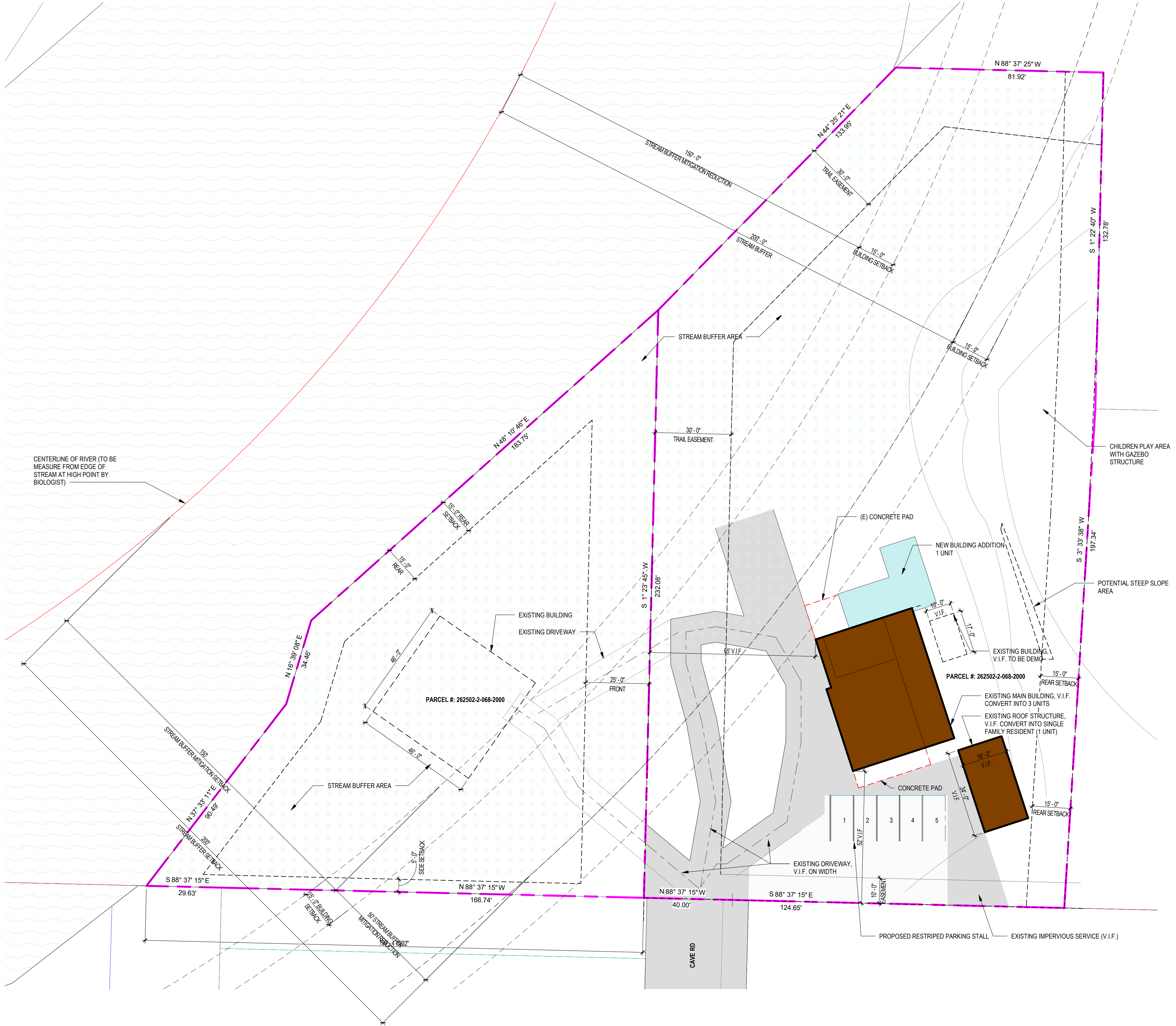
IMPERVIOUS AREA

BUILDING HEIGHT 25'

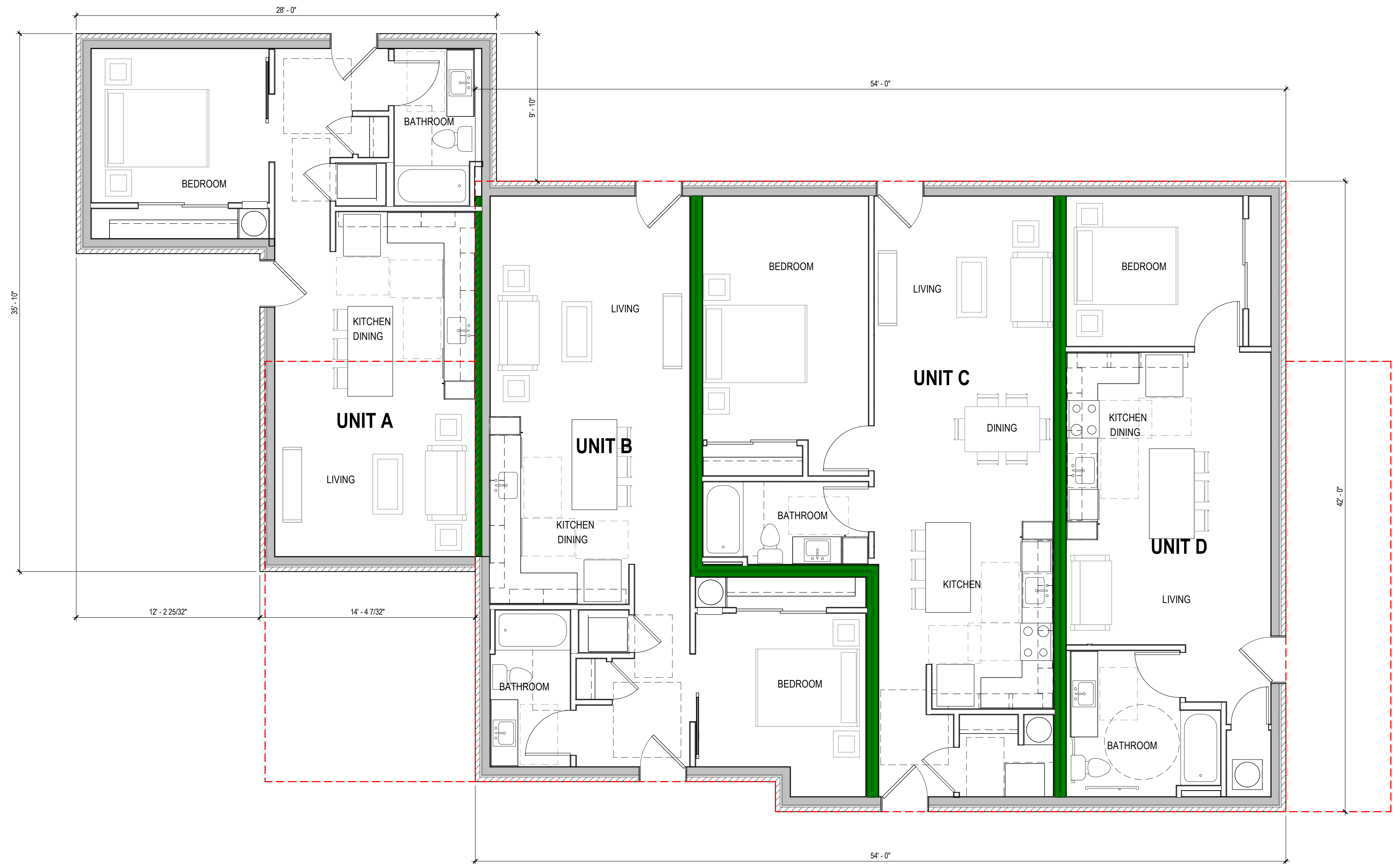
SETBACKS:
FRONT: 25'
REAR: 15' IF 2 STORIES OR LESS
REAR: 4' EACH STORIES OVER 2
SIDE: 5'

CRITICAL AREA - FISH STREAM SETBACK
HAS A 200' SETBACK
POSSIBLE 25% REDUCTION FOR MITIGATION
BUFFER AVERAGE NOT POSSIBLE

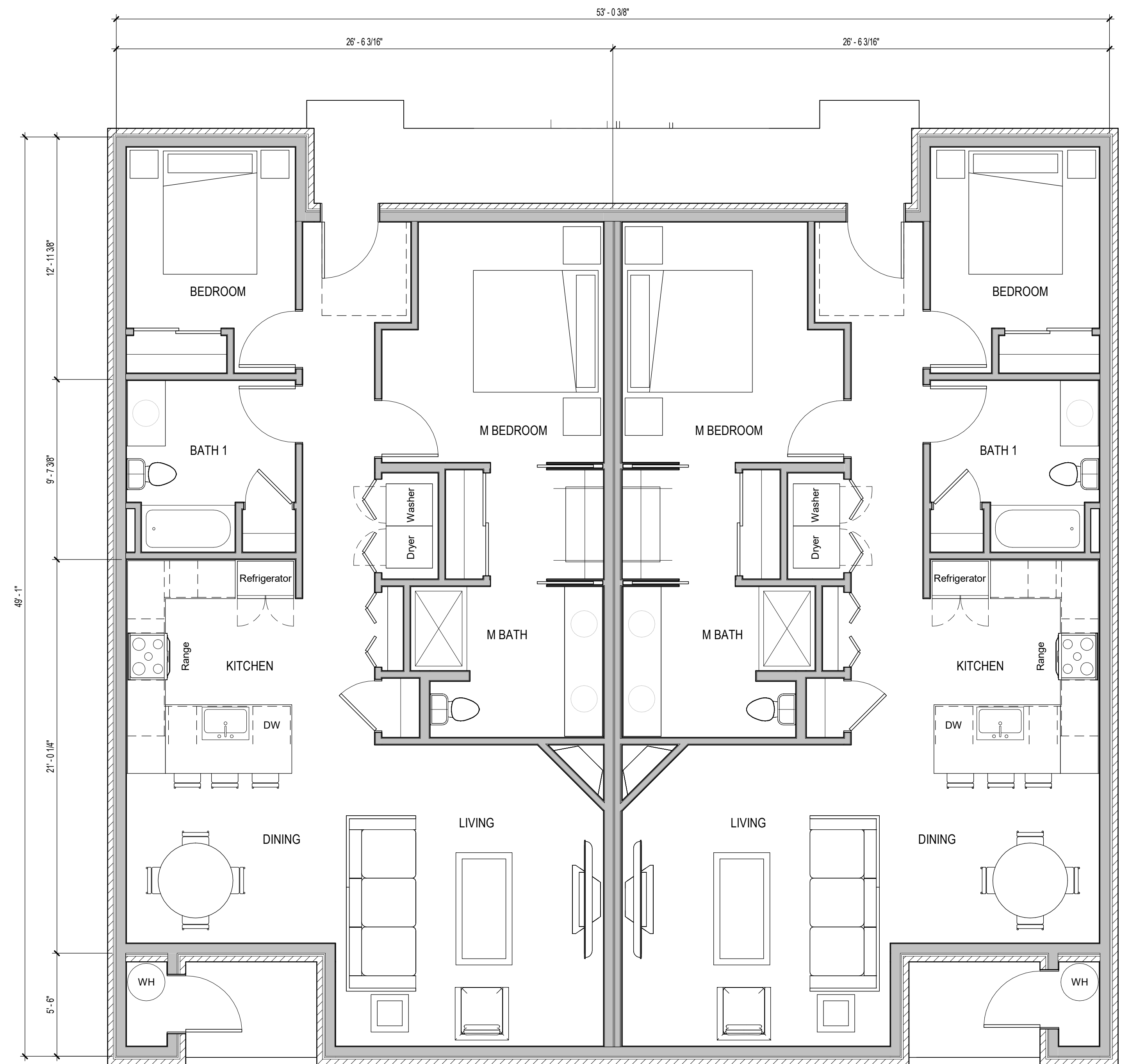
- NEW TOPOGRAPHY
- EXISTING TOPOGRAPHY
- NEW LANDSCAPE
- IMPERVIOUS ROAD
- PERVIOUS ROAD
- IMPERVIOUS SIDEWALK / DRIVEWAY
- LOT COVERAGE
- STREAM BUFFER ZONE
- STREAM/ WETLAND LOT
- EXISTING BUILDING



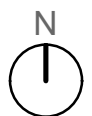
1 SITE PLAN Copy 2
SCALE | 1" = 20'-0"



1 FIRST FLOOR OPTION C
SCALE | 1/4" = 1'-0"



1 FIRST FLOOR
SCALE | 1/4" = 1'-0"



**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2025-29

**AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE THE NECESSARY DOCUMENTS FOR THE PURCHASE OF
REAL PROPERTY LOCATED AT 502 CAVE AVE NE ON BAINBRIDGE ISLAND, KITSAP COUNTY WASHINGTON**

WHEREAS, Housing Kitsap is committed to its mission of providing safe, affordable housing, fostering vibrant, inclusive communities throughout Kitsap County; and

WHEREAS, the property located at 504 Cave Avenue NE, Bainbridge Island, Washington, presents a strategic opportunity to expand affordable housing options on Bainbridge Island, consistent with Housing Kitsap's long term goals and community development objectives; and

WHEREAS, the acquisition of this property will support Housing Kitsap's efforts to address housing insecurity, promote equitable access to housing, and strengthen the social and economic fabric of the region; and

WHEREAS, Housing Kitsap has identified the necessary funds for this acquisition, a full purchase price reimbursement will be provided by a private donation to our reinstated 501(c)(3) nonprofit organization by a local supporter who is committed to affordable housing and aligned with the Housing Kitsap mission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HOUSING KITSAP:

1. That the Executive Director is hereby authorized to proceed with the purchase of the property located at 504 Cave Avenue NE, Bainbridge Island, Washington, subject to 25-day feasibility study and legal review.
2. That the Executive Director is further authorized to execute all necessary documents, contracts, and agreements related to the acquisition, including but not limited to purchase and sale agreements, escrow instructions, and closing documents.

ADOPTED, by Housing Kitsap Board of Commissioners at a regular open public meeting this 23rd day of September 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine T. Walters, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: September 23, 2025

ESTIMATED TIME: 10 minutes

AGENDA ITEM: 6. C.

AGENDA TITLE: Discussion and possible action regarding approval of Resolution 2025-30 approving revisions to the Housing Kitsap Employee Handbook with updated annual leave accruals and personal holidays.

SUBMITTED BY: Heather Blough, Executive Director

Previous Actions:

The Board approved the most recent employee handbook updates May 28, 2024.

Summary Statement:

Housing Kitsap has reviewed the current employee handbook. The policy changes have been reviewed to reflect overall agency goals and to clarify vague wording.

Specific Revisions:

13.1 Holidays – update personal holidays from one day per calendar year to two days per calendar year and clarifying wording for time off for holidays

13.1 Annual Leave - update leave accruals to include increases at 3 years and 8 years

Recommended Action: Approve resolution 2025-30 approving revisions to the Housing Kitsap Employee Handbook with updated annual leave accruals and personal holidays.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

All employees are strongly encouraged to use the program. From time to time, the Housing Authority itself may urge an employee to seek assistance. Employee use of the EAP will be kept confidential.

It should be noted that while employees seek assistance from the EAP, they are expected to continue to meet performance expectations. Participation in the EAP does not necessarily prevent the Housing Authority from taking disciplinary action against an employee for performance problems that occur before, during or after the employee seeks such assistance.

13.0 TIME OFF

13.1 Holidays

Paid holidays begin at the date of hire. Full-time 1.0 FTE employees receive 8 hours per full day holiday, full-time .75 FTE and regular part-time employees receive a pro-rated amount of time. We observe the following holidays per calendar year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous People Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Christmas Eve 2 hours early release
- New Year's Eve 2 hours early release
- ~~One~~ Two personal holidays per calendar year if the employee starts prior to November 1st . Employees hired November 1st to November 30th will receive one personal holiday. Employees hired on or after December 1st will not receive a personal holiday for the current calendar year. The personal holiday is to be scheduled by mutual agreement between the employee and their supervisor. Any personal holiday not used by an employee by the end of the calendar year will not ~~accrue~~ roll over to the following year. A personal holiday can be used as a single day off or broken into partial days or hours.

If a holiday falls on a Saturday or Sunday, the Housing Authority, will observe it on either the preceding Friday, or the following Monday

Non-Exempt regular employees who work normal workdays or on approved annual or sick leave before and after a holiday will be paid for the holiday based on their normally scheduled hours of work. Non-Exempt employees on unpaid leave either before or after a holiday, will not be paid for the holiday. Non- Exempt employees who are asked to work on a holiday will also be paid their regular wages for the

hours actually worked. Exempt salaried employees will have their salary continued during the holiday.

~~Regular part-time employees shall observe the established holidays and be compensated for them in relation to hours usually worked.~~

If a holiday falls on a day normally taken off during a work week, the employee will work with supervisor to accommodate holidays hours within the work week. ~~Holiday hours will be equal to normal work hours per day, and can not exceed weekly maximum work hours.~~ Full-time .75 FTE and regular part-time employees receive a prorated amount of time based on regular scheduled hours.

13.2 Annual Leave

Annual leave starts accruing from first day of employment, employees are eligible to start using annual after 90 days of employment.

Regular full-time employees receive paid annual leave. Regular full-time 1.0FTE employees accrue annual leave at the following rates:

<u>Months of Full-Time 1.0 FTE Service</u>	<u>Annual Accrual</u>
0 thru 60	96 hours
61 thru 120	144 hours
121 thru 180	192 hours
181 or more	240 hours

<u>Full-Time 1.0 FTE Service</u>	<u>Annual Leave Accrual Per Year</u>
<u>0-3 years</u>	<u>12 days or 96 hours</u>
<u>3-5 years</u>	<u>15 days or 120 hours</u>
<u>5-8 years</u>	<u>18 days or 144 hours</u>
<u>8-10 years</u>	<u>21 days or 168 hours</u>
<u>10-15 years</u>	<u>24 days or 192 hours</u>
<u>15+ years</u>	<u>30 days or 240 hours</u>

A regular full-time .75 FTE and a regular, part-time employee working at least 20 hours a week accrues annual leave pro-rated based on FTE status and a standard work year of 2080 hours. Annual leave accrual will increase based on service time at a prorated amount.

The balance of annual leave accrual may not exceed 360 hours. Any accumulation beyond the maximum shall be forfeited.

Requests for annual leave must be submitted in writing to the employee's supervisor at least three working days in advance. Managers may deny vacation or leave requests based on agency needs, thus employees must check with their supervisor for approval before making final plans. All requests must be submitted through the HRIS payroll system at least three days in advance. It is strongly encouraged that longer leaves of absence are requested further in advance.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2025-30

**RESOLUTION APPROVING REVISIONS TO THE HOUSING KITSAP EMPLOYEE HANDBOOK WITH
UPDATED ANNUAL LEAVE ACCRUALS AND PERSONAL HOLIDAYS**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), considers it good business practice to review and update policies and practices as necessary; and

WHEREAS, Housing Kitsap utilizes the Employee Handbook approved on May 28, 2024; and

WHEREAS, Housing Kitsap has determined that changes to the employee handbook are in the best interest of Housing Kitsap and its employees; and

WHEREAS, Housing Kitsap has drafted a revised version of the Employee Handbook addressing these goals;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the attached Employee Handbook revisions.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 23rd day of September, 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: September 23, 2025 **ESTIMATED TIME:** 10 minutes **AGENDA ITEM:** 6. D.

AGENDA TITLE: Discussion and possible action regarding Resolution 2025-31 approving revisions to the Housing Kitsap Administrative Plan for the Housing Choice Voucher program

SUBMITTED BY: Freddy Linares, Director of Compliance

Previous Actions: Most recent approval of the Housing Kitsap Administrative Plan for the Voucher program was June 24, 2025, by Resolution 2025-19

Summary:

Housing Kitsap has completed proposed revisions to the Administrative Plan for the Housing Choice Voucher (HCV) Program, specifically to Chapter 8 (pages 338–340) addressing the reinspection process. During implementation of the recently adopted Administrative Plan, staff identified that the current language does not allow for self-certification of certain inspection corrections. This limitation has created operational challenges in meeting policy requirements and is inconsistent with long-standing practices that have proven effective in managing the program.

The proposed revisions restore the ability to use self-certification for specific inspection outcomes, ensuring consistency with prior program management and improving efficiency while maintaining compliance with HUD requirements. The Administrative Plan sets forth the policies that guide Housing Kitsap in administering the HCV Program, and Board approval of these revisions is required for implementation.

Recommended Action: Approve Resolution 2025-31 approving revisions to the Housing Kitsap Administrative Plan for the Housing Choice Voucher program

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

If the owner is responsible for correcting the deficiency, the notice of inspection results will inform the owner that if life-threatening conditions are not corrected within 24 hours, and non-life-threatening conditions are not corrected within the specified time frame (or any PHA-approved extension), the owner's HAP will be abated in accordance with PHA policy (see 8-II.G.).

Likewise, if the family is responsible for correcting the deficiency, the notice will inform the family that if corrections are not made within the specified time frame (or any PHA-approved extension, if applicable) the family's assistance will be terminated in accordance with PHA policy (see Chapter 12).

Extensions

For life-threatening deficiencies, the PHA cannot grant an extension to the 24-hour corrective action period. For conditions that are severe or moderate, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate.

PHA Policy

Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:

A repair cannot be completed because required parts or services are not available.

A repair cannot be completed because of weather conditions.

A reasonable accommodation is needed because the family includes a person with disabilities.

The length of the extension will be determined on a case-by-case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.

Reinspections [24 CFR 982.405(i)]

When a PHA must verify correction of a deficiency, the PHA may use verification methods other than another on-site inspection.

PHA Policy

The PHA ~~will~~ **may** conduct a reinspection following the end of the corrective period, or any PHA approved extension.

If a reinspection is scheduled, the family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the PHA will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with PHA policies. If the PHA is unable

to gain entry to the unit in order to conduct the scheduled reinspection, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

The PHA may accept self-certification from the owner that deficiencies have been corrected provided the owner has no history of noncompliance with the program ~~and all deficiencies are severe or moderate~~. In deciding whether to allow for this type of documentation, the PHA will consider the severity of corrections needed and/or its experience with the owner and property.

Self-certification may include photos or videos, certification from a building maintenance official that work has been completed, evidence from a utility company that service has been restored, or other documented proof of repairs that include the date of repair such as receipts. All verifications must document the repair was made to the PHA's satisfaction and that a deficiency is no longer present.

~~The PHA will only allow for self-certification of severe and moderate deficiencies. The PHA will not accept self-certification of repairs in PBV units, for repairs made due to deficiencies at initial move-in, for life-threatening deficiencies, or for any life safety systems such as smoke alarms.~~

When the PHA permits the use of photos as verification of correction, each photo taken must be clearly labeled so that the relevant content of the photo is easily identified and must be matched to a specific item on the inspection form along with any written description of the deficiency.

The PHA will ensure that any photos or videos remain secure and are used only by staff or others needing access for purposes of the inspection. Photos or videos will remain within a secure file as long as a family is receiving assistance in the specific unit.

All evidence of repairs must be submitted to the PHA ~~at least five business days~~ prior to ~~the scheduled reinspection date or of~~ the deadline provided to the owner and family; ~~otherwise, the reinspection date will stand~~. The PHA will encourage owners to use email to submit all documentation. The PHA will notify the owner of the acceptance or denial of the submitted documentation via email or phone ~~at least one business day prior to the inspection. If the PHA does not accept the owner's self-certification, the inspection date will stand.~~

The PHA reserves the right to conduct an in-person inspection to verify corrections have been made at any time. The PHA may require a reinspection, regardless of whether the owner submits self-certification documentation, and may deny the option to submit a self-certification where any question remains regarding the integrity of the documentation provided, where documentation is lacking (i.e., fail items where no

receipts or other evidence reflect repair), or where an owner has a repeated history of regular or repeat fails.

8-II.G. ENFORCING OWNER COMPLIANCE

If the owner fails to maintain the dwelling unit in accordance with NSPIRE standards, the PHA must take prompt and vigorous action to enforce the owner obligations.

The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier:

HAP Abatement

If an owner fails to correct deficiencies by the time specified by the PHA, HUD requires the PHA to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of deficiencies that are the family's responsibility.

PHA Policy

The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA specified correction period (including any extension).

The PHA will inspect abated units within five business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.

During any abatement period the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction.

HAP Contract Termination

The PHA must decide how long any abatement period will continue before the HAP contract will be terminated. The PHA should not terminate the contract until the family finds another unit, provided the family does so in a reasonable time [HCV GB p. 10-29] and must give the owner reasonable notice of the termination. The PHA will issue a voucher to permit the family to move to another unit as described in Chapter 10.

PHA Policy

The maximum length of time that HAP may be abated is 90 days. However, if the owner completes corrections and notifies the PHA before the termination date of the HAP contract, the PHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection.

Reasonable notice of HAP contract termination by the PHA is 30 days.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2025-31

**RESOLUTION APPROVING REVISIONS TO THE HOUSING KITSAP ADMINISTRATIVE PLAN FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), considers it good business practice to review and update policies and practices as necessary; and

WHEREAS, 24 CFR 982.54 requires Housing Authorities who have a Housing Choice Voucher program to have a written Administrative Plan that establishes local policies for administration of the Housing Choice Voucher (HCV) Program; and

WHEREAS, Housing Kitsap has approved utilization of the Administrative Plan for the HCV Program; and

WHEREAS, Housing Kitsap has completed revisions to the reinspection section in chapter 8 of the Administrative Plan for the HCV Program;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the attached revisions to the Housing Kitsap Housing Choice Voucher Administrative Plan.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 23rd day of September 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Agenda Summary

MEETING DATE: September 23, 2025 **ESTIMATED TIME:** 5 minutes **AGENDA ITEM:** 6. E.

AGENDA TITLE: Discussion and possible action regarding approval of Resolution 2025-32 nominating and approving Housing Kitsap Commissioners as Board of Directors for Building Affordable Strategic Innovative Communities (“BASIC”).

SUBMITTED BY: Roan Blacker, Director of Finance

Previous Actions:

At the July 22 commissioner meeting Roan Blacker explained that BASIC (which was previously a qualified charitable 501(c)(3) nonprofit corporation created by Housing Kitsap) had lost its federal tax-exempt status in 2020 for a lack of annual IRS filings, and that no recent Board meetings of this corporation had occurred for the past few years. However, Housing Kitsap had continued to keep BASIC’s state status current by annually filing with the Secretary of State, in case (if and when) the authority wanted to federally reactive the charitable corporation.

Although Housing Kitsap can technically receive tax-exempt donations via Section 170(c) of the Internal Revenue Code, there has been a previous substantial offer and a current sizeable offer of gifts to Housing Kitsap where the donor requires a charitable 501(c)(3) corporation to be the recipient.

Summary:

Housing Kitsap is the sole member of BASIC. Resolution 2025-32 proposes that Housing Kitsap nominate and approve its commissioners as the Board of Directors of BASIC so that the corporation can submit a filing to the IRS to reinstate its 501(c)(3) status so that it can receive charitable donations otherwise withheld for 501(c)(3) corporations.

Attached are the articles of incorporation and bylaws of BASIC and proposed Resolution 2025-32.

Recommended Action: Approve Resolution 2025-32 nominating and approving Housing Kitsap commissioners as the Board of Directors of BASIC.

Executive Director’s Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

602 156 279

ARTICLES OF INCORPORATION

OF

FILED
SECRETARY OF STATE

OCT 18 2001

STATE OF WASHINGTON

BUILDING AFFORDABLE STRATEGIC INNOVATIVE COMMUNITIES

The undersigned, acting as the incorporator of a nonprofit corporation under the provisions of the Washington Nonprofit Corporation Act (RCW 24.03) adopts the following Articles of Incorporation:

ARTICLE I - GENERAL

- (A) The name of this corporation is Building Affordable Strategic Innovative Communities (the "Corporation").
- (B) The duration of the Corporation is perpetual.
- (C) The principal office of the Corporation will be located at 9307 Bayshore Drive N.W., Silverdale, WA 98383-9113, or such other place as may be designated from time to time.
- (D) The address of the initial registered office of the Corporation is 1111 Third Avenue, Suite 3400, Seattle, Washington 98101-3299, and the name of its initial registered agent at such address is FPS Corporate Services, Inc.

ARTICLE II - PURPOSES

The Corporation is organized and shall be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as it may be amended from time to time (the "Code"), including but not limited to the acquisition, development, preservation and operation, either by means of joint ventures or acting alone, of decent, safe and affordable housing for low- and moderate-income persons or families and participation in federal, state and local affordable housing programs, including but not limited to Title VI of the 1990 Cranston-Gonzales National Affordable Housing Act, as amended (also known as the Low-Income Housing Preservation and Resident Homeownership Act or LIHPHA) and the federal low income housing tax credit program under Section 42 of the Code.

ARTICLE III - PROHIBITED ACTIVITY

Notwithstanding any of the provisions of these Articles of Incorporation, the Corporation shall not conduct or carry on activities not permitted to be conducted or carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Code or by an

organization, contributions to which are deductible under Section 170(c)(2) of the Code. No part of the net earnings of the Corporation shall inure to the benefit of any member (other than a member that is a governmental entity or an organization exempt from federal income tax under Section 501(c)(3) of the Code), director, officer or private individual. No substantial part of the activities of the Corporation shall be devoted to the carrying on of propaganda, or otherwise attempting to influence legislation except as may be permitted by Section 501(c)(3) organizations by the Code, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Corporation shall not have or issue shares of stock and shall not make any disbursement of income or any loans to its directors or officers.

The Corporation is prohibited from engaging in any act of self-dealing as defined in Section 4941(d) of the Code, from retaining any excess business holding as defined in Section 4943(c) of the Code which would subject the Corporation to tax under Section 4943 of the Code, from making any investments which would subject the Corporation to tax under Section 4944 of the Code, and from making any taxable expenditures as defined in Section 4945(d) of the Code. If Section 4942 of the Code is deemed applicable to the Corporation, the Corporation shall make distributions at such time and in such manner so as not to become subject to tax on undistributed income imposed by Section 4942 of the Code.

ARTICLE IV - POWER

The Corporation shall have the power to do all lawful acts or things necessary, appropriate, or desirable to carry out and in furtherance of its purposes described in Article II which are consistent with the Washington Nonprofit Corporation Act and Section 501(c)(3) of the Code.

ARTICLE V - MEMBERS

The Corporation shall have members as set forth in the bylaws of the Corporation.

ARTICLE VI - BYLAWS

Provisions for the regulation of the internal affairs of the Corporation shall be set forth in the bylaws of the Corporation.

ARTICLE VII - DISTRIBUTIONS UPON DISSOLUTION

No member (other than a member that is a governmental entity or an organization exempt from federal income tax under Section 501(c)(3) of the Code), director, trustee or officer of the Corporation, nor any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation or the winding up of its affairs. Upon dissolution or winding up of the Corporation, after paying or making adequate provision for

payment all of the liabilities, all remaining assets of the Corporation shall be distributed by the Board of Directors on a pro rata basis to all members of the Corporation that are governmental entities. Any assets not so disposed of shall be disposed of by the Superior Court of Kitsap County, Washington (or by a court of competent jurisdiction of the county in which the principal office of the corporation is then located), exclusively for such purposes, or to such organization or organizations as such court shall determine to be organized and operated exclusively for such purposes.

ARTICLE VIII – INITIAL DIRECTORS

The initial board of directors shall consist of five (5) directors. . The names and addresses of the persons who are to serve as initial directors are:

Sarah Lee
1948 Park View Drive NE
Bainbridge Island, 98110

Corky Senecal
5304 N Winifred
Tacoma, WA 98407

Earle Smith
1076 Rindal Court NE
Poulsbo, WA 98370

Winifred Whitfield
27248 Big Valley Road NE
Poulsbo, WA 98370

Linda Niebank
526 First Avenue South #505
Seattle, WA 98104

ARTICLE IX - LIMITATION OF DIRECTOR LIABILITY

Except to the extent otherwise required by applicable law (as it exists on the date of the adoption of this Article or may be amended from time to time), a director of the Corporation or its members shall not be personally liable to the Corporation for monetary damages for conduct as a director, except for liability of the director (i) for acts or omissions which involve intentional misconduct by the director or a knowing violation of law by the director, or (ii) for any transaction from which the director personally receives a benefit in money, property or services to which the director is not legally entitled.

No amendment to or repeal of this Article shall adversely affect any right of protection of any director of the Corporation occurring after the date of the adoption of this Article and prior to such amendment or repeal.

ARTICLE X - INDEMNIFICATION

The Corporation shall indemnify any director or officer of the Corporation, who is involved in any capacity in a proceeding (as defined in RCW 23B.08.500, as presently in effect and as hereafter amended) by reason of the position held by such person or entity in the Corporation, to the full extent allowed by applicable law, as presently in effect and as hereafter amended; provided, however, that the Corporation shall only indemnify a director or officer seeking indemnification in connection with a proceeding initiated by such person if such proceeding or part of a proceeding was authorized by the Board of Directors or if such proceeding was brought by a director or officer to enforce a claim for indemnification under this Article and a court or an arbitrator determines that the director or officer is entitled to all of the relief claimed.

By means of a resolution or of a contract specifically approved by the Board of Directors, the Corporation may indemnify an employee or agent to such degree as the Board of Directors determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of the Corporation.

The Board of Directors of the Corporation shall have the right to designate the counsel who shall defend any person or entity who may be entitled to indemnification, to approve any settlement, and to approve in advance any expense.

Reasonable expenses incurred by a director or officer, who is involved in any capacity in a proceeding by reason of the position held in the Corporation, shall be advanced by the Corporation to the full extent allowed by applicable law, as presently in effect and as hereafter amended. Reasonable expenses incurred by an employee or agent who is involved in any capacity in a proceeding by reason of the position held by such person or entity in the Corporation may be, but is not required to be, advanced by the Corporation prior to the final disposition of such proceeding to the full extent allowed by applicable law, as presently in effect and as hereafter amended. Expenses shall not be advanced to any director, officer, employee or agent unless that person first promises in a writing delivered to the Corporation to repay all amounts advanced by the Corporation in the event that it is later determined that such person is not entitled to be so indemnified.

The Corporation may purchase and maintain insurance on behalf of any person who is a director, officer, employee, or agent of the Corporation or is serving at the request or consent of the Corporation as an officer, employee, or agent of another corporation, partnership, joint venture, trust, other enterprise, or employee benefit plan against any liability incurred by such person because of such person's status, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article. In addition, the Corporation may enter into contracts with any director or officer of the Corporation in furtherance of the provisions of this Article and may create a trust fund, grant a security interest, or use other means (including without limitation a letter of credit) to ensure the payment of such

amounts as may be necessary or desirable to effect the indemnification and advances contemplated in this Article.

The right to indemnification conferred by this Article shall be interpreted to conform with, and shall not create any right that is inconsistent with, applicable law, as presently in effect and as hereafter amended. To the full extent allowed by applicable law (as presently in effect and as hereafter amended), the right to indemnification conferred by this Article shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors, and administrators of such a person. The rights conferred in this Article shall not be exclusive of any other rights which any person may have or acquire under any applicable law (as presently in effect and as hereafter amended), these Articles of Incorporation, the bylaws of the Corporation, a vote of the Board of Directors of the Corporation, or otherwise.

If the Washington Nonprofit Corporation Act is amended to expand or increase the power of the Corporation to indemnify, to pay expenses in advance of final disposition, to enter into contracts, or to expand or increase any similar or related power, then, without any further requirement of action by the directors of this Corporation, the powers described in this Article shall be expanded and increased to the fullest extent permitted by law.

Notwithstanding any other provision of this Article, no indemnification shall be provided to any person if in the opinion of counsel payment of such indemnification would cause the Corporation to lose its status, if any, as an entity exempt from federal income taxation.

No amendment to or repeal of this Article shall adversely affect any right of protection of any director, officer, employee or agent for events occurring after the date of the adoption of this Article and prior to such amendment or repeal.

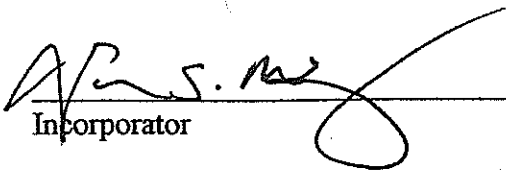
ARTICLE XI - AMENDMENT

The Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation in the manner now or hereafter prescribed by statute, and all rights conferred upon the Corporation are granted subject to this reservation. If and so long as a mortgage on any of the Corporation's property is insured or held by the United States Department of Housing and Urban Development ("HUD"), these Articles of Incorporation may not be amended without the prior written approval of HUD.

ARTICLE XII - INCORPORATOR

The Incorporator is Norman S. McLoughlin and his address is 9307 Bayshore Drive N.W., Silverdale, WA 98383-9113.

DATED this 12 day of October, 2001.


Incorporator

CONSENT TO SERVE AS REGISTERED AGENT

FPS Corporate Services, Inc. ("FPS") hereby consents to serve as Registered Agent in the State of Washington for Building Affordable Strategic Innovative Communities (the "Corporation"). FPS understands that as agent for the Corporation, it will be its responsibility to receive service of process in the name of the Corporation; to forward all mail to the Corporation; and to immediately notify the office of the Secretary of State in the event of its resignation, or of any changes in the registered office address of the Corporation for which FPS is agent.

FPS CORPORATE SERVICES, INC.

October 17, 2001
(date)

By Colleen M. Marcin
Colleen M. Marcin, Vice President

NAME OF REGISTERED AGENT:

FPS Corporate Services, Inc.

ADDRESS OF REGISTERED AGENT:

1111 Third Avenue, Suite 3400
Seattle, Washington 98101-3299

JAN 28 2002

STATE OF WASHINGTON

**ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION
OF
BUILDING AFFORDABLE STRATEGIC INNOVATIVE COMMUNITIES**

Pursuant to the provisions of RCW 24.03.170 of the Washington Nonprofit Corporation Act, Building Affordable Strategic Innovative Communities, a Washington nonprofit corporation, hereby adopts the following Articles of Amendment to its Articles of Incorporation:

FIRST: The name of the corporation is Building Affordable Strategic Innovative Communities (the "Corporation").

SECOND: Article II of the Articles of Incorporation is amended to read as follows:

The Corporation is organized exclusively for the benefit of, to perform the functions of, or to carry out the purposes of the Kitsap County Consolidated Housing Authority within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as it may be amended from time to time (the "Code"). Kitsap County Consolidated Housing Authority is an organization that is publicly supported within the meaning of Section 509(a)(1).

THIRD: Article VII of the Articles of Incorporation is amended to read as follows:

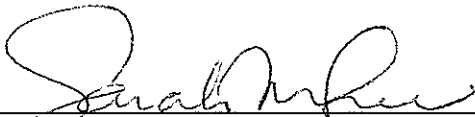
No member (other than a member that is a governmental entity or an organization exempt from federal income tax under Section 501(c)(3) of the Code), director, trustee, or officer of the Corporation, nor any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation or the winding up of its affairs. Upon dissolution or winding up of the Corporation, after paying or making adequate provision for payment all of the liabilities, all remaining assets of the Corporation shall be distributed to the Kitsap County Consolidated Housing Authority. Any assets not so disposed of shall be disposed of by the Superior Court of Kitsap County, Washington (or by a court of competent jurisdiction of the county in which the principal office of the corporation is then located), exclusively for such purposes, or to such organization or organizations as such court shall determine to be organized and operated exclusively for such purposes.

FOURTH: The bylaws of the Corporation allow the directors to amend the bylaws via majority vote without approval or vote of the members.

FIFTH: The foregoing amendment to the Articles of Incorporation was adopted by unanimous consent of the Board of Directors on January 24, 2002.

IN WITNESS WHEREOF, the Corporation has caused these Articles of Amendment to be executed on this 24 day of January, 2002.

BUILDING AFFORDABLE STRATEGIC
INNOVATIVE COMMUNITIES

By: 
Sarah Lee
Secretary

BYLAWS

OF

BUILDING AFFORDABLE STRATEGIC INNOVA

*Prepared by Foster Pepper & Shefelman PLLC
1111 Third Avenue, Suite 3400
Seattle, WA 98101
206/447-4400*

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BYLAWS
OF
BUILDING AFFORDABLE STRATEGIC INNOVATIVE COMMUNITIES

ARTICLE 1. OFFICES

The Corporation's principal office and place of business in the state of Washington shall be located at 9307 Bayshore Drive N.W., Silverdale, WA 98383-9113, or such other place as may be designated from time to time

ARTICLE 2. MEMBERS

Section 2.1 Qualification

. Members may be individuals, domestic or foreign profit or non-profit corporations, municipalities, unincorporated associations, general or limited partnerships or other entities which the existing members shall from time to time designate as eligible for membership. Each active member shall be entitled to one vote on each matter submitted to a vote at a meeting of the members. Initially the sole member shall be Kitsap County Consolidated Housing Authority, a public body corporate and politic of the state of Washington.

Section 2.2 Termination of Membership

. Membership of any member may be terminated at any properly called meeting of the members upon a two-thirds vote for such termination by the active members present at such meeting.

Section 2.3 Annual Meeting

. The annual meeting of the members shall be held on the first Wednesday in the month of June in each year at 10:00 a.m., or at such other date or time as may be determined by the members, for the appointment of directors to succeed those whose terms expire and for the transaction of such other business as may come before the meeting.

Section 2.4 Special Meetings

. Special meetings of the members for any purpose or purposes unless otherwise prescribed by statute may be called by the President, by thirty percent vote of the Board of Directors, or by the written request of any member.

Section 2.5 Place of Meetings

. Meetings of the members shall be held at either the principal office of the Corporation or at such other place within or without the state of Washington as the members may designate upon a majority vote.

Section 2.6 Notice of Meetings

. Written or printed notice stating the date, time and place of a meeting of members and, in the case of a special meeting of members, the purpose or purposes for which the meeting is called, shall be given by or at the direction of the President, the Secretary, or the officer or persons calling the meeting to each member of record entitled to notice of or to vote at such meeting, not less than two days and not more than 10 days before the meeting, except that notice of a meeting to act on a plan of merger, a proposed sale, lease, exchange or other disposition of all or substantially all of the assets of the Corporation other than in the usual course of business, or the dissolution of the Corporation shall be given not less than seven days and not more than 30 days before the meeting. Such notice shall be effective (1) two days after dispatch if sent by first class mail, (2) one day after dispatch if sent by overnight delivery service, (3) upon receipt if sent by messenger, (4) upon receipt if sent by facsimile, or (5) upon dispatch if sent by electronic mail, in each case if the notice is sent to the address, facsimile number or e-mail address appearing on the records of the Corporation.

Section 2.7 Waiver of Notice

. A member may waive any notice required to be given under the provisions of these bylaws, the articles of incorporation or by applicable law, whether before or after the date and time stated therein. Such waiver shall be in writing.

Section 2.8 Voting Privileges

. Each member shall be entitled to one vote. If there is more than one member, each member shall designate a delegate to act on behalf of the member for voting privileges.

Section 2.9 Manner of Acting; Proxies

. A member may vote either in person or by proxy. A member may vote by proxy by means of a proxy appointment form which is executed in writing by the member or by his or her duly authorized attorney-in-fact. All proxy appointment forms shall be filed with the Secretary of the Corporation before or at the commencement of meetings. No unrevoked proxy appointment form shall be valid after 11 months from the date of its execution unless otherwise expressly provided in the appointment form. No proxy appointment may be effectively revoked until notice in writing of such revocation has been given to the Secretary of the Corporation by the member appointing the proxy.

Section 2.10 Quorum

. At any meeting of the members, attendance by 50 percent or more of all the members entitled to vote on a matter shall constitute a quorum of that voting group for action on that matter. Once a member is present or represented at a meeting, other than to object to holding the meeting or transacting business, the member is deemed to be present for purposes of a quorum for the remainder of the meeting. If a quorum exists, action on a matter is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the question is one upon which a different vote is required by express provision of law or of the articles of incorporation or of these bylaws.

Section 2.11 Action by Members Without a Meeting

. Any action which may or is required to be taken at a meeting of the members may be taken without a meeting if one or more written consents setting forth the action so taken shall be

signed, either before or after the action taken, by all the members entitled to vote with respect to the subject matter thereof. Action taken by written consent of the members is effective when all consents are in possession of the Corporation, unless the consent specifies a later effective date. Whenever any notice is required to be given to any member of the Corporation pursuant to applicable law, a waiver thereof in writing, signed by the person or persons entitled to notice, shall be deemed equivalent to the giving of notice.

ARTICLE 3. BOARD OF DIRECTORS

Section 3.1 Number

. The business and affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall consist of five directors. The number of directors may be increased or decreased from time to time by vote of a majority of the members provided that there shall never be fewer than three directors. No decrease, however, shall have the effect of shortening the term of any incumbent director unless such director resigns or is removed in accordance with the provisions of these Bylaws.

Section 3.2 Election of Directors

. The Board of Directors shall be appointed by the members at their annual meeting or when necessary to fill a vacancy. Candidates for election to the Board may be nominated by any member and shall be elected by vote of a majority of the members.

Section 3.3 Tenure and Qualification

. Unless removed in accordance with these bylaws, each director, except for designated initial directors as described below, shall hold office for a term of three years and until a successor shall have been elected and qualified. Directors need not be residents of the state of Washington or members of the Corporation. Directors shall serve staggered terms. The designation of which two initial directors shall serve one-year terms, which two initial directors shall serve two-year terms, and which initial director shall serve a three-year term shall be made by the board of directors during its organizational meeting. Following these initial designations, each successor of an initial director shall serve a full three-year term.

Section 3.4 Annual and Other Regular Meetings

. An annual meeting of the Board of Directors shall be held without other notice than this bylaw, immediately after and at the same place as the annual meeting of members. The Board of Directors may specify by resolution the time and place, either within or without the state of Washington, for holding any other regular meetings of the Board of Directors.

Section 3.5 Special Meetings

. Special meetings of the Board of Directors may be called by the Chair of the Board, the President, the Secretary or any director. Notice of special meetings of the Board of Directors stating the date, time and place thereof shall be given at least two days prior to the date set for such meeting by the person or persons authorized to call such meeting, or by the Secretary at the direction of the person or persons authorized to call such meeting. The notice may be oral or written. Written notice is effective (1) two days after dispatch if such notice is sent by first-class mail, (2) one day after dispatch if sent by overnight delivery service, (3) upon receipt if sent by

messenger, (4) upon receipt if sent by facsimile, or (5) upon dispatch if sent by electronic mail, in each case if the notice is sent to the address, facsimile number or e-mail address appearing on the records of the Corporation. If no place for such meeting is designated in the notice thereof, the meeting shall be held at the principal office of the Corporation. Unless otherwise required by law, neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice of such meeting.

Section 3.6 Waiver of Notice of Special Meetings

. Whenever any notice is required to be given to any director of the Corporation pursuant to applicable law, a waiver thereof in writing signed by the director entitled to notice shall be deemed equivalent to the giving of notice. Any director may waive notice of any meeting at any time. The attendance of a director at a meeting shall constitute a waiver of notice of the meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully convened. Unless otherwise required by law, neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

Section 3.7 Quorum

. A majority of the number of directors specified in or fixed in accordance with these bylaws shall constitute a quorum for the transaction of any business at any meeting of directors.

Section 3.8 Manner of Acting

. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the Board of Directors, unless the question is one upon which a different vote is required by express provision of law or of the articles of incorporation or of these bylaws.

Section 3.9 Participation by Conference Telephone

. Directors may participate in a regular or special meeting of the Board by, or conduct the meeting through the use of, any means of communication by which all directors participating can hear each other during the meeting and participation by such means shall constitute presence in person at the meeting.

Section 3.10 Presumption of Assent

. A director who is present at a meeting of the Board of Directors at which action is taken shall be presumed to have assented to the action taken unless such director's dissent shall be entered in the minutes of the meeting or unless such director shall file his written dissent to such action with the person acting as Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 3.11 Action by Board Without a Meeting

. Any action permitted or required to be taken at a meeting of the Board of Directors may be taken without a meeting if one or more written consents setting forth the action so taken, shall be signed, either before or after the action taken, by all the directors of the Corporation. Action

taken by written consent is effective when the last director signs the consent, unless the consent specifies a later effective date.

Section 3.12 Board Committees

. The Board of Directors may by resolution designate from among its members an executive committee and one or more other committees, each of which must have two or more members and shall be governed by the same rules regarding meetings, action without meetings, notice, waiver of notice, and quorum and voting requirements as applied to the Board of Directors. To the extent provided in such resolutions, each such committee shall have and may exercise the authority of the Board of Directors, except as limited by applicable law. The designation of any such committee and the delegation thereto of authority shall not relieve the Board of Directors, or any members thereof, of any responsibility imposed by law.

Section 3.13 Resignation

. Any director may resign at any time by delivering written notice to the Chair of the Board, the President, the Secretary, or the registered office of the Corporation, or by giving oral notice at any meeting of the directors or members. Any such resignation shall take effect at any subsequent time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 3.14 Removal

. At a special meeting called expressly for that purpose, any director may be removed from office, with or without cause, by an affirmative vote of 50% of the members.

Section 3.15 Vacancies

. A vacancy on the Board of Directors may occur by the resignation, removal or death of an existing director, or by reason of increasing the number of directors on the Board of Directors as provided in these Bylaws. Except as may be limited by the articles of incorporation, any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the members. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office, except that a vacancy to be filled by reason of an increase in the number of directors shall be filled for a term of office continuing only until the next election of directors.

Section 3.16 Compensation

. By resolution of the Board of Directors, the directors may be paid the reasonable expenses, if any, incurred for attendance at meetings of the Board of Directors or committee thereof.

ARTICLE 4. OFFICERS

Section 4.1 Number

. The Corporation shall have a President, and may have one or more Vice-Presidents, a Secretary and a Treasurer, each of whom shall be appointed by the Board of Directors. Such other officers and assistant officers, including a Chair of the Board, as may be deemed necessary or appropriate may be appointed by the Board of Directors. By resolution, the Board of

Directors may designate any officer as chief executive officer, chief operating officer, chief financial officer, or any similar designation. Any two or more offices may be held by the same person, except for the offices of President and Secretary. Officers may be, but shall not be required to be, members of the Board of Directors.

Section 4.2 Appointment and Term of Office

. The officers of the Corporation shall be appointed by the Board of Directors to serve for a three year term or such term as the board may deem advisable. Each officer shall hold office until a successor shall have been appointed regardless of such officer's term of office, except in the event of such officer's removal in the manner herein provided.

Section 4.3 Resignation

. Any officer may resign at any time by delivering written notice to the Chair of the Board, the President or Secretary, or by giving oral notice at any Board meeting. Any such resignation will take effect at any subsequent time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4.4 Removal

. The Board of Directors may remove any officer it has appointed with or without cause. The removal shall be without prejudice to the contract rights, if any, of the person so removed. Appointment of an officer or agent shall not of itself create contract rights.

Section 4.5 Chair of the Board

. The Chair of the Board, if there be such an office, shall, if present, preside at all meetings of the Board of Directors, and exercise and perform such other powers and duties as may be determined from time to time by resolution of the Board of Directors. The Chair of the Board, if such an office is filled, shall be filled by a member of the Board of Directors.

Section 4.6 President

. The President shall be the principal executive officer of the Corporation and, subject to the control of the Board of Directors, shall generally supervise and control the business and affairs of the Corporation. When present the President shall preside at all meetings of the members and in the absence of the Chair of the Board, or if there be none, at all meetings of the Board of Directors. The President may sign deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the Corporation or shall be required by law to be otherwise signed or executed. In general, the President shall perform all duties incident to office of and such other duties as may be prescribed by resolution of the Board of Directors from time to time.

Section 4.7 Vice-Presidents

. In the absence of the President or in the event of his death, disability or refusal to act, the Vice-President, or in the event there shall be more than one Vice-President, the Vice-Presidents in the order designated at the time of their election, or in the absence of any designation then in the order of their election, if any, shall perform the duties of the President. When so acting the

Vice-President shall have all the powers of and be subject to all the restrictions upon the President and shall perform such other duties as from time to time may be assigned to the Vice-President by resolution of the Board of Directors.

Section 4.8 Secretary

. The Secretary shall keep the minutes of the proceedings of the members and Board of Directors, shall give notices in accordance with the provisions of these bylaws and as required by law, shall be custodian of the corporate records of the Corporation, shall keep a record of the names and addresses of all members, may sign with the President, or a Vice-President, deeds, mortgages, bonds, contracts, or other instruments which shall have been authorized by resolution of the Board of Directors, and in general shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by resolution of the Board of Directors.

Section 4.9 Treasurer

. The Treasurer shall have charge and custody of and be responsible for keeping correct and complete books and records of account, for all funds and securities of the Corporation, receive and give receipts for money due and payable to the Corporation from any source whatsoever, deposit all such money in the name of the Corporation in the banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws, and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by resolution of the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties, in such sum and with such surety or sureties as the Board of Directors shall determine.

Section 4.10 Assistant Officers

. The assistant officers in general shall perform such duties as are customary or as shall be assigned to them by resolution of the Board of Directors. If required by the Board of Directors, the assistant Treasurers shall respectively give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine.

ARTICLE 5. EXECUTION OF CONTRACTS, DEEDS AND TRANSFERS

Section 5.1 Execution of Contracts and Deeds

. Except as otherwise provided by Board resolution authorizing the execution thereof, the President and the Secretary will execute all contracts, deeds, notes, mortgages, pledges, transfers, and other written instruments binding upon the Corporation on the Corporation's behalf.

Section 5.2 Voting Securities Owned by the Corporation.

Unless otherwise provided by Board resolution, each of the Chair of the Board, President, Secretary, Treasurer, Vice-President or any Assistant Treasurer will have full authority on the Corporation's behalf to attend, to act and to vote at any meetings of the stockholders, bondholders or other security holders of any corporation, trust or association in which the Corporation may hold securities. At any such meeting such person will possess all of the rights and powers incident to the ownership of such securities that the Corporation possesses, including

the authority to delegate such authority by proxy. The Board of Directors may, by resolution, confer like authority upon any other person or persons.

ARTICLE 6. FINANCES

Section 6.1 Loans

. No loans will be contracted on the Corporation's behalf and no evidences of indebtedness may be issued in its name unless authorized by Board resolution. The Corporation may not make loans to any officer or to any director.

Section 6.2 Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the Corporation's name may be signed by officers or agents of the Corporation and in the manner as from time to time the Board of Directors prescribe by resolution. In the absence of such provision by the Board of Directors such instrument may be signed by any two of the Corporation's officers, one of whom must be the Treasurer or Assistant Treasurer.

Section 6.3 Use of Income

. All unrestricted gifts to the Corporation and income not otherwise designated by the donor for endowment or restricted purposes will go into the Corporation's general fund to be used in accordance with the Corporation's general purposes.

Section 6.4 Contributions and Disbursements

. All contributions and other funds the Corporation receives will be deposited in a special account or accounts in such banks, trust companies or other depositories as the Board selects. All disbursements will be made under proper authority of the Board of Directors. All contributions, income to and disbursements of the Corporation will be recorded by the Treasurer, Assistant Treasurer or Treasurer's designee in appropriate books and records and such records will be subject to examination at any reasonable time, upon request by any director.

Section 6.5 Budget

. The President and Treasurer will prepare and submit a statement of proposed receipts, operating income and expenditures for the following year to the Board of Directors at least annually. When approved by the directors, such budget will be the Corporation's authorization for expenditures and operating expenses, subject to subsequent changes in such budget the Board of Directors may make.

Section 6.6 Conflicts of Interest

. The Corporation shall conduct no business, nor enter into a contract or other arrangement, with any director or his or her spouse, brother, sister, ancestor or lineal descendant or business associate, or with any for-profit business entity in which he or she has a financial interest (herein known as a "Prohibited Party"), except as provided herein. The Corporation shall conduct business or enter into a contract or other arrangement with a director or with a Prohibited Party only after: (i) the director who is related to the Prohibited Party has disclosed his or her

relationship to the Board of Directors; (ii) the Board of Directors has discussed whether or not to approve such business, contract or arrangement without any participation by such director or such Prohibited Party; and (iii) the Board of Directors approves such business, contract or arrangement without counting such director's vote. Each director shall be required to disclose immediately any relationship known to the director to a Prohibited Party with whom the Corporation is considering transacting business.

ARTICLE 7. RULES OF PROCEDURE

The rules of procedure at meetings of the Board, meetings of the members and committee meetings shall be the rules contained in Roberts' Rules of Order on Parliamentary Procedure, as amended, so far as applicable and when not inconsistent with these bylaws, the articles of incorporation or any resolution of the board.

ARTICLE 8. SEAL

This Corporation need not have a corporate seal. If the directors adopt a corporate seal, it will be circular in form and consist of the name of the Corporation, the state and year of incorporation, and the words "Corporate Seal."

ARTICLE 9. BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account, minutes of the proceedings of its members, the Board of Directors and any committees designated by the Board of Directors, and such other records as may be necessary or advisable.

Accounts of the Corporation shall be kept under the direction of the Treasurer of the Corporation in accordance with any applicable requirements of the United States Department of Housing and Urban Development ("HUD"). In the absence of HUD requirements the books and records shall be kept in accordance with Generally Accepted Accounting Principles ("GAAP").

At the close of each fiscal year, the books and records of the Corporation shall be audited in accordance with the requirements of HUD, if applicable. In the absence of HUD requirements the books and records shall be audited in accordance with GAAP. The President of the Corporation shall cause to be prepared annually a full and correct statement of the affairs of the Corporation, including a balance sheet and financial statement of operations for the preceding fiscal year which shall be submitted at the Annual Meeting of the members, and filed with the Secretary of the Corporation.

ARTICLE 10. FISCAL YEAR

The Corporation's fiscal year will be the calendar year. The commencement date of the Corporation's fiscal year established herein shall be subject to change by the Board of Directors, with the prior written approval of the Internal Revenue Service of the United States Department of the Treasury, and if so required, by HUD.

ARTICLE 11. COPIES OF RESOLUTIONS

Any person dealing with the Corporation may rely upon a copy of any of the records of the proceedings, resolutions or votes of the board when such records are certified by the President or Secretary.

ARTICLE 12. LIMITATION ON DISTRIBUTION OF FUNDS

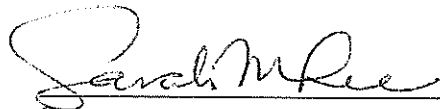
Subject to the applicable law, the Corporation's funds may be distributed only for the Corporation's purposes as described in the Articles of Incorporation and to make grants to governmental entities or to other organizations which are organized exclusively for educational, charitable or scientific purposes within the meaning of Section 501(c)(3) of the Code and which have received a determination or ruling of exempt status under Section 501(a) of the Code from the Internal Revenue Service.

ARTICLE 13. AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or repealed, and new bylaws may be adopted, by the Board of Directors or by the members. Any bylaw adopted, amended or repealed by the directors may be repealed, amended or reinstated by the members at the next meeting of members following such action, without further notice than this bylaw.

The undersigned, being the Secretary of the Corporation, hereby certifies that these bylaws are the bylaws of B.A.S.I.C., adopted by resolution of the Board of Directors on Dec 6, 2001.

DATED this 6 day of December, 2001.


Secretary

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2025-32

**RESOLUTION ACCEPTING THE NOMINATIONS FOR BOARD MEMBERS OF BUILDING AFFORDABLE
STRATEGIC INNOVATIVE COMMUNITIES (“BASIC”)**

WHEREAS, BASIC was incorporated as a nonprofit corporation in the State of Washington on October 18, 2001, to be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the internal Revenue Code of 1986; and

WHEREAS, the purpose of BASIC’s operations shall include, but not be limited to, the acquisition, development, preservation, and operation of decent, safe, and affordable housing for low-and moderate-income persons or families; and

WHEREAS, Housing Kitsap is the sole member of BASIC; and

WHEREAS, pursuant to the bylaws of BASIC, Article 3. Board of Directors, the business of BASIC shall be managed by its Board of Directors, the number of which may not be fewer than three, each serving staggered three-year terms;

WHEREAS, pursuant to the bylaws of BASIC, Article 4. Officers, the Board of Directors shall appoint a President, one or more Vice President, a Secretary, a Treasurer, and may appoint additional officers including a Chair of the Board as may be deemed necessary or appropriate;

NOW, AND THEREFORE, BE IT RESOLVED the Housing Kitsap Board of Commissioners nominate and approve the following commissioners to comprise the Board of Directors of BASIC.

[list of nominated and approved commissioners]

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 23rd day of September, 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Executive Director/Committee Update

AGENDA ITEM: 7. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

1. General/Executive Committee:

- Continuing as part of the Steering Committee for the Kitsap County Affordable Housing Consortium (formerly the Affordable Housing Task Force)
- Continuing Kitsap Mental Health Services Board, including one committee.
- Attending bi-weekly “Housing Updates from Washington” National Association of Housing and Redevelopment Officials call. Most recent call discussed form certifications and how HUD is approaching these currently. Continuing resolution in the works.
- In discussions with consultants for waiting list processing, HK Homes, Golden Tides II and III, Finch, and Rhody, providing a boost to in-house eligibility and leasing activities, as well as design systems that can be put in place at each location for waiting list management. After discussions with Compliance, staff elected to put in some overtime to get HK Homes leased up. Golden Tides II and III are in process, as is Finch and Rhododendron. Have consultants on standby, just in case.
- Still working through the final details of the property management agreement with the City of Poulsbo for Nordic Cottages. Agreement on indemnification language is the last item.
- Notified owners adjacent to Housing Kitsap owned space at the Norm Dicks Government Center of right of first refusal to purchase space.
- Working through access to HUD eLoccs (Electronic Line of Credit Control system) for Director of Finance.
- Met with Ms. Yake. I thought it went well. Ms. Yake gave a public comment at the Public Health Board the following week.

2. Finance:

- Meeting weekly with Finance Director
- Continuing bi-weekly meetings between Property Management and Property Accounting
- Continuing to monitor funding available to HK for Voucher Housing Assistance Payments
- Audit contract pending Auditor’s legal review still
- Unaudited Financials due to HUD end of August. An extension was requested and granted to September 30, 2025, as a precautionary measure. HUD field office rep. deleted the normal “property” in PIC which is resulting in an inability to submit.

3. Housing (Property management, Compliance, Housing Choice Voucher):

- Short Fall for the Voucher Program now looking like over \$600,000 by the end of the calendar year.
- Continuing discussions with Department of Children, Youth, and Families regarding Foster Youth to Independence Vouchers
- Submitted Registration of Intent for additional HUD/VASH vouchers along with a Letter of Support from the Veterans Administration
- The waiting list update for the voucher program in final stages. Preliminary numbers indicate 361 applicants remaining, which is 15.7% of what was submitted during the transfer from BHA to HK.
- Property Management has several open positions.
- Opened the HK Homes 3- and 4-Bedroom waiting list.
- Nordic Cottages wait list opened, approximately 68 applicants. The opening was for 2 days. Occupancy target is still Mid-October.
- Continuing to monitor vacancy process, lease up process, and having discussions with Regionals regarding plans. Move ins continue to just barely keep up with move outs.
- Section Eight Management Assessment System approval letter from HUD received, listed as High Performer. One action item is needed.
- Results back from testing in the three specific units. In every case outside air sampling of overall fungi totals exceeded interior fungi totals. The ceiling Ms. Carver described in her garage does need to be addressed: structural issues and roof replacement. There are some areas that will require further investigation where moisture readings were elevated.

4. Administration/Procurement:

- Planning to increase open office hours in late September. Will provide additional access for voucher holders, as well as additional administrative support.
- Recruiting for the following positions:
 - Property manager – GT II&III
 - Housing Specialist (2nd)
 - Work Order Clerk
 - Operations Consistency Specialist
 - Regional Director of Property
- The Retention Committee's suggestions for Board approval under separate action item

5. Development/Single Family

- Riverstone – Group two and three in process. Submissions for Group 4 beginning.
- One Site Supervisor position open
- Have reached out to Hostmark regarding partnership. Will be reviewing with Legal.
- New opportunity under separate action item, Bainbridge Island property purchase. Donation of full purchase price "Sally's House".
- Nordic Ribbon Cutting September 16, informal walk through on the 10.
- Posted sign on the site of Southern Cross. Dean has received some calls from Neighbors, as has the front desk.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 1 minute

AGENDA TITLE: Finance Update

AGENDA ITEM: 7. B.

SUBMITTED BY: Roan Blacker

TITLE: Finance Director

1. General

- Processed grant reimbursements and expenditures from: Rural Development 523 Technical Assistance Grant; Rural Development 502 loans; Kitsap County Block Grant (CDBG REHAB); City of Port Orchard Affordable Housing Grant; and Housing Stabilization Program (HSP).
- Processed and paid the following August 2025 Housing Assistance Payments (HAP) to Housing Choice Voucher receiving participants and tenant escrows:

HAP - Rent	\$ 632,402
HAP - Utilities	5,340
HAP - FSS (Family Self Sufficiency)	1,514
Administrative Fee	<u>40,862</u>
TOTAL	\$ 680,118

- Submitted the July 2025 Voucher Management System (VMS) Data Report inclusive of ongoing retroactive adjustments required.
- Completed regular accounting duties including entering and reviewing deposits, payroll, and processing disbursements.
- Participated in continuing discussions and data preparation for Nordic Cottages as appropriate.
- Finishing HK's FY 2024-25 unaudited filing with HUD and preparing for FY 2024-25 audit.

2. Financial Statements:

- Attached are the draft Financial Statements through August 2025 and the FY 2026 Cash Flow Projection.

Kitsap Consolidated Housing Authority
Unaudited Statement of Revenue, Expense & Change in Net Position - For Management Purposes Only
Current Month and Year to Date as of 08/31/2025
HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)

	Current Month				Year to Date			
	Aug-2025 <u>Actual</u>	Aug-2025 <u>Budget</u>	<u>Variance</u>	<u>var %</u>	2 months <u>Actual</u>	2 months <u>Budget</u>	<u>Variance</u>	<u>var %</u>
Income								
Rent and Other Tenant Related Income	\$ 1,019,520	\$ 1,063,241	\$ (43,721)	-4.1%	\$ 2,062,928	\$ 2,126,481	\$ (63,553)	-3.0%
Self Help Sales and Other Income	257,282	378,128	(120,846)	-32.0%	526,233	756,257	(230,024)	-30.4%
Grant Income	677,546	830,410	(152,864)	-18.4%	1,269,948	1,660,820	(390,873)	-23.5%
Interest Income	42,783	56,982	(14,200)	-24.9%	85,527	113,965	(28,438)	-25.0%
Total Income	1,997,131	2,328,762	(331,631)	-14.2%	3,944,636	4,657,524	(712,888)	-15.3%
Expense								
Payroll/Labor Expense	375,982	521,023	(145,041)	-27.8%	747,463	1,042,046	(294,583)	-28.3%
Property Expense	140,725	381,708	(240,983)	-63.1%	400,399	763,416	(363,017)	-47.6%
Utilities	95,505	142,213	(46,708)	-32.8%	285,701	284,427	1,274	0.4%
Marketing/Advertising Expense	951	2,057	(1,105)	-53.7%	951	4,113	(3,162)	-76.9%
Office Expense	19,169	34,525	(15,356)	-44.5%	36,803	69,050	(32,247)	-46.7%
Operational/Professional	165,379	52,636	112,743	214.2%	364,117	105,272	258,845	245.9%
Grant Expense	620,888	717,838	(96,950)	-13.5%	1,500,785	1,435,677	65,109	4.5%
Self Help Lot Sales & Other Costs	106,363	79,167	27,196	34.4%	106,363	158,333	(51,971)	-32.8%
Insurance/Tax Expense	54,130	53,458	672	1.3%	109,007	106,917	2,090	2.0%
Depreciation & Amortization	119,422	117,686	1,736	1.5%	234,483	235,372	(889)	-0.4%
Interest on Debt	83,479	97,431	(13,952)	-14.3%	183,666	194,861	(11,196)	-5.7%
Total Expense	1,781,993	2,199,742	(417,749)	-19.0%	3,969,737	4,399,484	(429,747)	-9.8%
Net Income (Loss)	\$ 215,138	\$ 129,020	\$ 86,118	67%	\$ (25,101)	\$ 258,040	\$ (283,141)	-110%

Kitsap Consolidated Housing Authority
Unaudited - Statement of Net Position - For Management Purposes Only
August 31, 2025
HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)

Assets and Deferred Outflow of Resources

Current Assets

Cash & Cash Equivalents	\$ 6,970,752
Tenant Security Deposits	477,537
Accounts Receivable, Net	1,202,542
Notes Receivable, Current	(19,143)
Government Grants Receivable	148,013
Prepaid Expense & Other Assets	721,802
Construction in Progress	2,930,153
Total Current Assets	<u>12,431,656</u>

Non-Current Assets

Restricted Cash	7,449,733
Notes Receivable, Non-Current	29,013,254
Net Pension Asset	925,932
Capital Assets, Net	42,347,497
Investment In Limited Partnerships	2,473,750
Total Non-Current Assets	<u>82,210,166</u>

Deferred Outflows of Resources (PERS - Pension) 903,022

Total Assets and Deferred Outflow of Resources

\$ 95,544,843

Liabilities, Deferred Inflows of Resources and Net Position

Current Liabilities

Accounts Payable	\$ 252,653
Accrued Expenses	361,368
Tenant Security Deposits Payable	485,317
Unearned Revenue	259,154
Accrued Compensated Absences, Current	220,327
Notes Payable, Current	1,474,907
Accrued Interest Payable	341,889
Total Current Liabilities	<u>3,395,614</u>

Non-Current Liabilities

Accrued Compensated Absences, Non-Current	73,442
Accrued Pension Liabilities	399,364
Notes Payable, Non-Current	39,286,971
Accrued Interest Payable, Non-Current	6,182,207
Other Non-Current Liabilities	73,132
Total Non-Current Liabilities	<u>46,015,116</u>

Deferred Inflows of Resources (PERS-Pension) 595,835

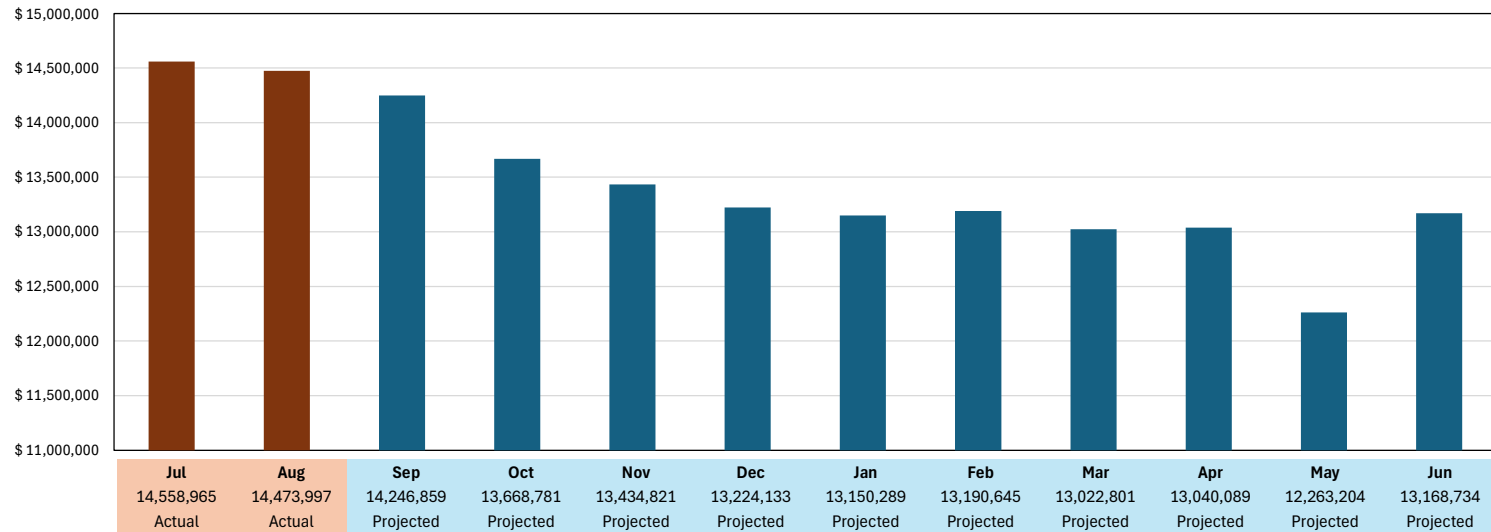
Net Position

Restricted	1,599,016
Unrestricted	43,939,262
Total Net Position	<u>45,538,278</u>

Total Liabilities, Deferred Inflows of Resources and Net Position

\$ 95,544,843

Housing Kitsap Cash Flow Projection



Expected Cash Inflow and Outflows include the following:

September 2025:

- a. RD 523 TA/ REHAB/ Nordic Grants- \$198,340.00
- b. Rents and Subsidies
- a. REHAB Expenses- \$5,000.00
- b. Orchard Bluff Department of Commerce Loan- \$15,000.00
- c. Program Income Return \$38,000.00
- d. Heritage Revenue P&I Bond Payment- \$137,908.00
- e. Viewmont Revenue P&I Bond Loan Payment- \$164,160.00
- f. Viewmont Payment for Electrical Panel Replacement \$ 48,805.00
- g. Release of Retainage- Windsong Elevator Modernization \$17,729.00
- h. Port Orchard Vista Final Payment for Elevator Modernization- \$26,727.00
- i. Windsong First Security Bank Loan Payment- \$6,162.66

October 2025:

- a. RD 523 TA/ REHAB/ Nordic Grants- \$88,000.00
- b. Rents and Subsidies
- a. Novogradac Audit Fees- \$35,000.00
- b. Kitsap Apartments Bond Interest Payment- \$196,680.00
- c. Windsong Electrical Panel Replacement \$20,000.00
- d. Windsong First Security Bank Loan Payment- \$6,162.66
- e. Viewmont Full Payment for Electrical Panel Replacement \$62,486.61
- f. Windsong Exterior Doors- \$34,452.55

November 2025:

- a. RD 523 TA/ REHAB/ Nordic/ Cross- \$125,000.00
- b. Rents and Subsidies
- a. REHAB Expenses- \$24,000.00
- b. Novogradac Audit Fees- \$35,000.00
- c. Windsong Electrical Panel Replacement \$44,800.00
- d. Windsong First Security Bank Loan Payment- \$6,162.66
- e. Finch Place HOME Loan Payment- \$6,533.71
- f. Windsong Electrical Panel Replacement \$44,800.00

December 2025:

- a. RD 523 TA/ REHAB/ Nordic Grants- \$79,000.00
- b. Rents and Subsidies
- a. Orchard Bluff Department of Commerce Loan- \$15,000.00
- b. Madrona Manor HOME & Dept of commerce Loan pmt \$44,000.00
- c. Dyes Inlet HTF P & I Payment- \$34,615.00
- d. Liberty Bay HOME Loan Payment- \$ 13,431.70
- e. Red Barn HOME and HTF Loan Payment- \$25,251.00
- f. Railroad Ave HOME Loan Payment- \$9,632.00
- g. REHAB Expenses- \$24,000.00
- h. Windsong First Security Bank Loan Payment- \$6,162.66
- i. Novogradac Audit Fees- \$35,000.00

January 2026:

- a. RD 523 TA/ REHAB Grants- \$79,000.00
- b. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns- \$24,000.00
- b. Port of Bremerton Loan P&I Payment- \$3,037.50
- c. Windsong First Security Bank Loan Payment- \$6,162.66

February 2026:

- a. RD 523 TA/ REHAB Grants- \$94,000.00
- b. Rents and Subsidies
- a. REHAB Expenses- \$12,000.00
- b. Windsong First Security Bank Loan Payment- \$6,162.66
- c. Finch Place HOME Loan Payment- \$6,533.71

March 2026:

- a. RD 523 TA/ REHAB Grants- \$106,000.00
- b. Rents and Subsidies
- a. Orchard Bluff Department of Commerce Loan- \$15,000.00
- b. REHAB Expenses- \$12,000.00
- c. Windsong First Security Bank Loan Payment- \$6,162.66
- d. Heritage Exterior Stairs Project- \$75,000.00
- e. Kingston Roof Replacement Project- \$50,000.00

April 2026:

- a. RD 523 TA/ REHAB/ HSP Grants- \$102,000.00
- b. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns - \$12,000.00
- b. Heritage Revenue Bond Interest Payment- \$ 24,552.50
- c. Viewmont RevenueBond Loan Interest Payment- \$344,160.000
- d. Windsong First Security Bank Loan Payment- \$6,162.66
- e. Heritage Exterior Stairs Project- \$75,000.00
- f. Kingston Roof Replacement Project- \$100,000.00

May 2026:

Expected Cash Inflow include:

- a. RD 523 TA/ REHAB Grants- \$89,000.00
- b. Rents and Subsidies
- a. REHAB Expenses- \$12,000.00
- b. Windsong First Security Bank Loan Payment- \$6,162.66
- c. Finch Place HOME Loan Payment- \$6,533.71
- d. Heritage Exterior Stairs Project- \$39,205.00
- e. Kingston Roof Replacement Project- \$100,000.00

June 2026:

- a. RD 523 TA/ REHAB Grants- \$135,000.00
- b. SHOP Loan Forgiveness- \$200,000.00
- c. Rents and Subsidies
- d. Reimbursement for Heritage Stairs Project- \$189,205.00
- e. Reimbursement for Kingston Roof Project- \$250,000.00
- a. Kitsap Apartments Bond Interest Payment- \$196,680.00
- b. Golden Tides II HOME Loan Payment of \$53,659.30
- c. Orchard Bluff HTF Loan- \$15,016.00
- d. Windsong First Security Bank Loan Payment- \$6,162.66



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 10 minutes

AGENDA TITLE: Property Management Update

AGENDA ITEM: 7. C.

SUBMITTED BY: Jennifer Di Vitto, Regional Director of Property Management

- Staffing Updates: Currently hiring for a Regional Director of Property Management and a Property Manager for Golden Tides II, Golden Tides III, and Liberty Bay
- The pedestrian bridge at Orchard Bluff Mobile Home Park in Port Orchard was successfully replaced by Housing Kitsap's maintenance technician team. This collaborative effort not only resolved a critical infrastructure need but also ensures safe and reliable access for residents for years to come.



- Work has begun at Windsong on the sump pump excavation and exterior door replacement project. These improvements are essential for protecting the property from water intrusion and enhancing both safety and accessibility for residents.
- Sonia Scott, Property Manager, and I attended the Nordic Cottages ribbon cutting. Sonia will be managing the community and has begun screening applicants. We are excited to be partnering with the City of Poulsbo in managing this new community and look forward to welcoming residents mid-October 2025.

- The following spreadsheet provides an overview of current vacancy data across all properties. It includes the number of vacant units, applications in progress, and the total number of applicants on the waitlist for each property.

Property	Total Units	Vacant Units	Applications In Process	Number of Waitlist Applicants per Bedroom Size				Portfolio
				1	2	3	4	
Conifer Woods Apartments	72	5	6	-	69	35	-	South End
Finch Place Apartments	29	6	0	548	-	-	-	North End
Fjord Manor Apartments	38	1	1	266	33	-	-	North End
Fjord Vista II Apartments	16	0	0	-	244	130	-	North End
Golden Tides II	45	8	4	267	14	-	-	North End
Golden Tides III	18	0	1	288	-	-	-	North End
Heritage Apartments	56	6	1	39	19	19	-	South End
HK Homes	136	30	3	63	158	136	73	North End
Kingston Ridge Apartments	43	1	1	143	23	23	-	North End
Liberty Bay	16	1	0	-	-	-	-	North End
Madrona Manor	40	1	0	260	3	-	-	South End
Nordic Cottages	8	8	0	65	-	-	-	North End
Orchard Bluff Mobile Home Park	89	0	0	-	-	-	-	South End
Park Place Apartments	86	5	7	-	84	34	-	South End
Port Orchard Vista	42	1	0	225	5	-	-	South End
Rhododendron Apartments	50	6	0	454	175	-	-	North End
Time Square Apartments	16	1	0	7	-	-	-	North End
Viewmont East Apartments	76	6	3	33	5	11	-	South End
Windsong Apartments	36	0	0	230	206	-	-	North End
Totals	904	86	27	indicates bedroom size not available at this property				

- As Regional Director, I continue to meet with staff weekly to review performance, address concerns, and strengthen strategies for filling vacancies, increasing rent collection and occupancy, completing recertifications, and managing Reasonable Accommodations. Due to recent staff turnover, I am also working closely with the team to bring myself up to speed on the specific needs of the North End portfolio.
- All communities are utilizing Yardi Procure to Pay (P2P), Yardi CHECKscan, and Yardi RENTCafé. Yardi Screening and Yardi Marketplace are being implemented. Providing additional support as needed.

Resident Activity
July 1, 2025 - August 31, 2025

Property	Units	Move In	Move Out	Notice	Cancel Notice	Rented	Canceled Application	Denied	Re-Apply	On Site Transfer	Evict
Conifer Woods Apartments	72	8	2	0	0	7	3	4	2	0	0
Finch Place Apartments	29	0	1	1	0	0	0	0	0	0	0
Fjord Manor	38	2	0	0	0	1	0	0	1	0	0
Fjord Vista II	16	0	0	0	0	0	0	0	0	0	0
Golden Tides II	45	2	0	0	0	3	1	3	1	0	0
Golden Tides III	18	1	0	0	0	0	0	0	0	0	0
Heritage Apartments	56	1	2	1	0	1	0	0	0	0	0
HK Homes	136	1	1	2	2	3	4	3	0	0	0
Kingston Ridge Apartments	43	5	1	0	0	1	2	1	0	0	0
Liberty Bay Apartments	16	0	1	1	0	0	0	0	0	0	0
Madrona Manor	40	2	1	1	0	2	0	0	0	0	0
Nordic Cottage	8	0	0	0	0	0	0	0	0	0	0
Orchard Bluff	89	1	1	1	0	1	0	0	0	0	0
Park Place Apartments	86	7	1	0	0	5	6	1	0	0	0
Port Orchard Vista	42	2	0	0	0	1	0	0	0	0	0
Rhododendron Apartments	51	3	1	0	0	1	0	1	0	0	1
Time Square Apartments	16	0	0	0	0	0	0	0	0	1	0
Viewmont East	76	0	1	0	0	0	0	0	0	0	0
Windsong Apartments	36	1	0	0	0	0	0	0	0	0	0
Overall Total	913	36	13	7	2	26	16	13	4	1	1
Total Overall Percentage		4%	1%	1%	0%	3%	2%	1%	0%	0%	0%

12 Month Occupancy
September 2024 - August 2025

Property	Units	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Conifer Woods Apartments	72	88.80%	87.45%	86.11%	86.11%	85.84%	85.84%	85.52%	83.33%	83.94%	85.22%	84.86%	90.68%
Finch Place Apartments	29	92.41%	90.11%	91.07%	91.07%	86.21%	86.21%	86.21%	86.21%	86.21%	86.21%	86.09%	78.86%
Fjord Manor	38	100.00%	90.17%	90.80%	92.58%	99.58%	99.58%	100.00%	100.00%	99.91%	97.37%	97.19%	94.73%
Fjord Vista II	16	100.00%	100.00%	100.00%	100.00%	93.75%	93.75%	93.75%	93.75%	100.00%	100.00%	100.00%	100.00%
Golden Tides II	45	85.48%	92.24%	92.03%	90.81%	77.78%	77.78%	77.78%	76.56%	78.81%	77.78%	77.78%	80.32%
Golden Tides III	18	94.44%	95.24%	92.94%	92.86%	94.44%	94.44%	94.44%	87.63%	88.89%	88.89%	93.70%	100.00%
Heritage Apartments	56	89.41%	85.43%	86.58%	90.53%	90.49%	90.49%	91.23%	92.51%	92.86%	92.86%	92.86%	91.07%
HK Homes	136	78.68%	89.54%	86.21%	86.21%	79.52%	79.52%	81.54%	80.72%	79.75%	78.36%	78.87%	79.41%
Kingston Ridge Apartmen...	43	81.44%	97.34%	97.28%	97.37%	83.72%	83.72%	81.48%	83.42%	89.46%	86.57%	86.05%	90.92%
Liberty Bay Apartments	16	100.00%	100.00%	95.50%	93.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%
Madrona Manor	40	97.25%	97.50%	97.50%	97.50%	96.53%	96.53%	98.30%	95.24%	95.00%	95.00%	97.17%	98.06%
Orchard Bluff	89	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Park Place Apartments	86	90.00%	85.45%	83.72%	83.72%	88.56%	88.56%	85.13%	84.92%	85.89%	84.96%	84.84%	90.06%
Port Orchard Vista	42	97.14%	100.00%	100.00%	100.00%	92.86%	92.86%	93.37%	95.93%	98.73%	93.40%	95.16%	97.23%
Rhododendron Apartments	51	90.06%	84.95%	84.31%	84.31%	84.25%	84.25%	83.82%	84.32%	84.53%	86.65%	86.93%	88.17%
Time Square Apartments	16	-	-	-	-	-	-	-	-	93.75%	93.75%	93.75%	93.75%
Viewmont East	76	86.55%	94.44%	94.35%	94.35%	91.19%	91.19%	91.73%	90.20%	89.87%	86.64%	91.98%	90.78%
Windsong Apartments	36	97.13%	97.13%	97.13%	94.44%	91.85%	91.85%	94.35%	89.43%	94.26%	94.44%	97.04%	100.00%
	905	92.28%	93.35%	92.68%	92.68%	90.39%	90.39%	90.51%	89.66%	91.21%	90.45%	91.35%	92.10%



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Compliance Update

AGENDA ITEM: 7. D.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

- Processed Viewmont and Heritage October 2025 Housing Assistance Payments request through the Tenant Rental Assistance Certification System. Both properties are currently at a 100% reporting rate.
- 18 Reasonable Accommodation Requests were submitted. 12 requests were approved, 3 were denied, and 3 were sent back for additional information.
- 10 New Admission/move in files were received. 8 were approved and 2 were denied.
- 54 HCV certifications were submitted to HUD via PIC, all accepted.
- USDA Rural Development properties submitted required monthly certifications via MINC.
- Met biweekly with Property Management Regional Directors and Finance Director to discuss yardi software troubleshooting, as well as process changes to routine activities.
- Continued support for the ongoing lease up activities for Time Square and planning of management of Nordic Cottages. Validation of the Nordic waiting list is being completed. First round of applicants to be pulled off the waiting list on September 18, 2025.
- Opened recruitment for the new position for a second Housing Specialist on our website. First round of interviews scheduled for September 17, 2025.
- Meeting weekly with Yardi Rentcafe team to set up the recertification process for the HCV participants through our online portal.

HCV program update:

Total Vouchers leased as of August 19, 2025	433
Total units under agency ACC	553
Total HAP/URP/FSS paid as of August 19, 2025	\$697,496

- Met with the HUD field office Shortfall Prevention Team on September 10, 2025. We have a new HUD staff person assigned to handle our Shortfall plan of action. No big updates received. Mainly catching up the new staff to where we stand currently and are projecting to be.

ACTION PLAN - COST SAVING MEASURES	RESPONSIBLE PARTY	TARGET COMPLETION DATE	COMPLETED
1. PHA must cease issuing voucher to new applicants, other than exclusions discussed in the Notice.	PHA	08.06.2025	06.09.2025
2. PHA must stop absorbing Port-Ins and bill until further notice.	PHA	08.06.2025	06.09.2025
3. PHA must ensure rent reasonableness is being completed.	PHA	08.06.2025	Daily
4. PHA must use PIC and EIV reports to uncover fraud or other potential HAP over-payments.	PHA	08.06.2025	08.06.2025
5. PHA must reconcile the 12/31/2024 RNP balance with the FMC, if a discrepancy exists.	PHA/FMC	08.06.2025	06.12.2025
6. PHA cannot deny reasonable requests for contract rent increases.	PHA	08.06.2025	08.06.2025
7. PHA must apply for HAP Set-Aside under Category 1. (PIH Notice 2025-13 - Page 7).	PHA	08.06.2025	
8. PHA may deny moves to higher-cost areas and higher-cost units within their jurisdiction. PHAs must notify their local HUD field office before denying moves due to insufficient funding. (PIH Notice 2011-28 - Page 4).	PHA/FO	08.06.2025	08.06.2025
9. Choice Mobility for PBVs is not available until PHA is out of shortfall - 24 CFR 983.261(c) - (PIH Notice 2025-13 - Page 43).	PHA	08.06.2025	08.06.2025

- FY2025 SEMAP work is complete. HUD approved our SEMAP certification, final outcome listing our score as High Performer status.



U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Public Housing
909 First Avenue, Suite 360
Seattle, WA 98104-1000

September 3, 2025

Heather Blough, Executive Director
Kitsap County Consolidated Housing Authority
2244 NW Bucklin Hill Road
Silverdale, WA 98383

Dear Ms. Blough:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **Kitsap County Consolidated Housing Authority**. We appreciate your time and attention to the SEMAP assessment process. SEMAP (24 CFR Part 985) measures the performance of public housing agencies (PHAs) that administer the Housing Choice Voucher program in 14 key areas. SEMAP assists HUD to target monitoring and assistance to PHAs that need the most improvement.

The **Kitsap County Consolidated Housing Authority** final SEMAP score for the fiscal year ended **June 30, 2025**, is **93**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	15
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	0
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	5
Indicator	8	Payment Standards (24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A
Indicator	15	Deconcentration Bonus	0

Your overall performance rating is **High**.

www.hud.gov/washington.html

espanol.hud.gov

We have recorded that your PHA has been rated zero on **Indicator 5 HQS Quality Control. For each zero rating, you must send the local HUD office a written report describing the corrective action taken within 45 calendar days of the date of this letter, October 20, 2025,** or HUD may require a written corrective action plan, as provided by 24 CFR §985.106.

Thank you for your cooperation with the SEMAP process. If you have any questions, please contact Crystal Simpson, Portfolio Management Specialist, at Crystal.R.Simpson@hud.gov or (206)-220-5182.

Sincerely,

A handwritten signature in black ink that reads "Janice King-Dunbar". The signature is written in a cursive, flowing style.

Janice King-Dunbar
Director
Office of Public Housing



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 15 minutes

AGENDA TITLE: Development Update

AGENDA ITEM: 7. E.

SUBMITTED BY: Dean Nail

TITLE: Director of Acquisition and Development

1. Mutual Self-Help Housing (MSH)

- General
 - a. USDA 523 Grant application is progressing well ahead of schedule, authorization to apply for the grant in on our agenda this month.
- Riverstone Plat
 - a. Group 1 – All completed. Returning surplus construction funding to participant loans of about \$125,000.
 - b. Group 2 – Project is moving toward the final stages of construction, anticipating January 2026 move in celebration.
 - c. Group 3 – All permits are issued and moving forward with foundations and utilities.
- Lakeland Property (Allyn 2)
 - a. Site development is moving along. Starting sewer the week of the Board meeting.
- Ives Mill
 - a. Site comments have been addressed and returned to Kitap County Department of Community Development (DCD).
 - b. Sewer and water extension is submitted to West Sound Utility, still under review.
 - c. National Environmental Protection Act (NEPA) is approved, Self-Help Opportunity Funds (SHOP) will reimburse for the acquisition. All infrastructure costs will be SHOP eligible now the NEPA has been approved.
- Stoneridge
 - a. Continuing to work with Lennar on Stoneridge to purchase finished lots for the Self-Help program
 - b. A Purchase and Sale Agreement (PSA) is being composed for purchase of 17 townhomes as rentals for Housing Kitsap using Community Investments in Affordable Housing (CIAH) funds and Housing Trust Fund (HTF). Application has been submitted to CIAH and working on the application with HTF.

- c. The Department of Veterans Affairs has provided a letter of support for the project. Their programs are in search of homes for veterans to transition out of care into long term housing. Stoneridge could provide housing for Veterans with custody and visitation needs.

2. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab)

- Joel Klemp is completed with rehab projects for this year. He is now working on the Solar grants as well as HK construction scopes and other multi-family project needs.

3. Other Affordable Housing

- Southern Cross Rental Homes
 - a. Action item for approval of contract for construction of Southern Cross is in this month's packet.
- Nordic Cottages
 - a. Construction is complete, working with contractor to hand over keys and operations of systems.

4. Viking's Crest Phase 2 Sale

- Applications for Boundary Line Adjustment (BLA) and releasing a legacy concomitant agreement have been submitted and in process with city staff.

5. Sally's House

- Sally Kuhn, a long-time resident from Bainbridge Island, is proposing to fund the acquisition of an existing day care to convert into one-bedroom affordable rentals.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: September 23, 2025

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Procurement and Administration Update

AGENDA ITEM: 7. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

1. Procurement:

- Projects in Process:
 - Electrical Panel Replacements continuing at VT & WS
 - Windsong sump pump excavation & door replacement underway
 - Out to bid: Development Consultant, Heritage Exterior Stair
 - Preparing to go out to bid on Landscaping, cleaning services, HVAC, deck replacements

2. Records:

- 20 boxes of records that have met their retention period were destroyed.
- 6 new Public Records Requests were received. 3 were fulfilled and closed and 3 are still in process.

3. Information Services:

- Laying groundwork for AI Policy – Issued survey regarding current use to All Staff

4. Human Resources:

- Employee Handbook changes submitted for action at today's Board meeting. Updates reflect the retention committee's incentive plans to add one (1) additional Floating Holiday (Personal Day) and changes to Annual Leave accrual to increase increments at years 3, 5, 8, 10, 15+.
- Researching options for next year's benefit plans.
- Vacant Positions:
 - Compliance – HCV Housing Specialist
 - Single Family – Construction Supervisor
 - Property Management – Regional Director of PM (North End)
 - Property Management – Property Manager GT2, GT3, Liberty Bay
 - Property Management – Operations Consistency Specialist
 - Property Management – Maintenance Purchasing & Work Order Clerk
- New Hires:
 - Robert Gahley – Single Family Construction Supervisor
- Employee Exits:
 - Jules Nadda – Regional Director of PM (North End)
 - Sharon Smith – Property Manager GT2, GT3, Liberty Bay
- Promotions: N/A

Housing Kitsap Properties

Property Name	Number of Units	Location	Bedroom Sizes	Subsidy Types
Bainbridge Island				
Finch Place Apartments	29	215 Finch Place SW, Bainbridge Island, WA 98110	1	USDA - RD, HOME State, Housing Choice Vouchers
Rhododendron Apartments	50	235 High School Road NW, Bainbridge Island, WA 98110	1, 2	USDA - RD, Housing Choice Vouchers
Kingston				
Kingston Ridge Apartments	43	26659 Myrtle Lane NE, Kingston, WA 98346	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Time Square Apartments	16	26234 Illinois Ave NE, Kingston, WA 98346	1, 2	Project Based Vouchers
Poulsbo				
Fjord Manor	38	19581 1st Avenue NE, Poulsbo, WA 98370	1, 2	USDA - RD, Housing Choice Vouchers
Fjord Vista II	16	Management Office - 19581 1st Avenue NE, Poulsbo, WA 98370	2, 3	Tax Credit units (30%, 40%, 60% unit split), Housing Choice Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
HK Homes - Austerbruin	10 (136 total HK Homes)	18445, 18447, 18451, 18459 NE Rudolph Loop, Poulsbo, WA 98370 & 1872, 1878, 1880, 1885, 1887, 1877 Curt Rudolph Rd NE, Poulsbo, WA 98370	3	Project Based Vouchers
Windsong Apartments	36	19880 3rd Avenue NW, Poulsbo, WA 98370	1, 2	USDA - RD, HOME State, Housing Choice Vouchers
Silverdale				
Golden Tides 2	45	9239 Bayshore Drive NW, Silverdale, WA 98383	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
Golden Tides 3	18	9225 Bayshore Drive NW, Silverdale, WA 98383	1	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
HK Homes - Golden Tides 1	15 (136 total HK Homes)	9265 Bayshore Drive Silverdale, WA 98383	1	Project Based Vouchers
HK Homes - Munson	5 (136 total HK Homes)	3930, 3934, 3938, 3940, 3944 Munson Street, Silverdale, WA 98383	2, 3, 4	Project Based Vouchers
Bremerton				
Liberty Bay Apartments	8	4010 & 4012 Petersville Road Bremerton, WA 98310	1,2	Tax Credit units, Project Based Vouchers, HOME State, HOME County

Park Place Apartments	86	110 NE Brookdale Lane, Bremerton, WA 98311	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
HK Homes - Boundry	4 (136 total HK Homes)	8801, 8811, 8825, 8835 Boundry Lane, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Coventry	8 (136 total HK Homes)	2600, 2603, 2607, 2608, 2616, 2626, 2631, 2907 Coventry Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fairside	11 (136 total HK Homes)	6817, 6833, 6849, 6842, 6865, 6881, 6897, 6890, 6856, 6824, 6874 Fairside Place, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fox Run	5 (136 total HK Homes)	1205, 1221, 1237, 1253, 1269 Fox Run, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Lester Court	4 (136 total HK Homes)	1270, 1275, 1290, 1295 Lester Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Nollwood Apartm	49 (136 total HK Homes)	385 Nollwood Lane Bremerton, WA 98312	2, 3, 4	Project Based Vouchers
HK Homes - Olson	1 (136 total HK Homes)	9796 Olson Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Roy Rd	4 (136 total HK Homes)	8890, 9048, 9068, 9088 Roy Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Strand	1 (136 total HK Homes)	2791 Strand Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Tibardis	13 (136 total HK Homes)	6800, 6801, 6820, 6825, 6840, 6845, 6860, 6865, 6880, 6885, 6955, 6975, 6995 Tibardis Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Wembly	6 (136 total HK Homes)	7391, 7397, 7405, 7411, 7415, 7416 Wembly Ave, Bremerton, WA 98311	3, 4	Project Based Vouchers
Port Orchard				
Conifer Woods Apartments	72	4698 SE Conifer Park Drive, Port Orchard, WA 98366	2, 3	Tax Credit units, Market rate units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Heritage Apartments	56	145 Lippert Drive West, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit
Liberty Bay Apartments	8	3331 & 3335 Harris Road Port Orchard, WA 98366	1, 2	Tax Credit units, HOME State, HOME County
Madrona Manor	40	3900 Madrona Drive SE, Port Orchard, WA 98366	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Orchard Bluff Mobile Home P	88	1345 SE Carl Pickel Drive, Port Orchard, WA 98366	N/A	Housing Trust Fund
Port Orchard Vista	42	900 Mitchell Avenue, Port Orchard, WA 98366	1, 2	Tax Credit (30%, 40%, 60% unit split), Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Viewmont Apartments	72	1904 Pioneer Lane SE, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit

Glossary of Acronyms

ACC	Annual Contributions Contract
AHMA	Affordable Housing Management Association - there are both state and national
AP	Accounts Payable
AR	Accounts Receivable or Annual Recertification/Reexamination
ARHC	Affordable Rural Housing Council
BGCOA	Bremerton Government Center Owners Association
BHA	Bremerton Housing Authority
CARES	Coronavirus Aid, Relief, and Economic Security
CDBG	Community Development Block Grant
CLA	County Loan Agreement
CMS	Contract Management Services, a division of BHA that is contracted by HUD to oversee the compliance for Multi-family Program properties.
CNA	Capital Needs Assessments
CPS	Child Protective Services
CW	Conifer Woods, an HK property located in Port Orchard.
DE&I	Diversity, Equity & Inclusion
DES	Washington State Department of Enterprise Services
EIV	Enterprise Income Verifications
FM	Fjord Manor, an HK property located in Poulsbo.
FP	Finch Place, an HK property located on Bainbridge Island.
FVII	Fjord Vista II, an HK property located in Poulsbo.
FY	Fiscal Year
GTI	Golden Tides I, an HK property part of the Public Housing program located in Silverdale.
GTII	Golden Tides II, an HK property located in Silverdale.
GTIII	Golden Tides III, an HK property located in Silverdale.
HAP	Housing Assistance Payment
HCV	Housing Choice Voucher, commonly referred to as a Section 8 voucher
HK	Housing Kitsap
HOME	The HOME Investment Partnerships Program- the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.
HSP	Housing Stabilization Program
HT	Heritage, an HK property located in Port Orchard.
HTF	Housing Trust Fund
HUD	United States Department of Housing and Urban Development
IC	Initial Certification
IFB	Invitation for Bids
IR	Interim Recertification
KCCHA	Kitsap County Consolidated Housing Authority - another name for Housing Kitsap
KCR	Kitsap Community Resources
KEPA	Kitsap Eviction Prevention Assistance
KR	Kingston Ridge, an HK property located in Kingston.
LB	Liberty Bay, an HK property located in Bremerton and Silverdale.
LIHTC	Low Income Housing Tax Credit

Glossary of Acronyms

MF	Multifamily Program- a HUD program
MM	Madrona Manor, an HK property located in Port Orchard.
MOR	Management and Occupancy Review
MOU	Memorandum of Understanding
MRI	Software used for accounting
NAHRO	National Association of Housing and Redevelopment Officials
OB	Orchard Bluff, an HK property located in Port Orchard.
PBRA	Project Based Rental Assistance
PBV	Project Based Voucher
PH	Public Housing
PHA	Public Housing Authority
PIH	Public and Indian Housing
PM	Property Management/Managers
PNRC	Pacific Northwest Regional Council
POVi	Port Orchard Vista, an HK property located in Port Orchard.
PP	Park Place, an HK property located in Bremerton.
RA	Reasonable Accommodation or Rental Assistance provided by USDA
RAD	Rental Assistance Demonstration
RD	Rural Development
REAC	Real Estate Assessment Center or Race Equity Advisory Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RH	Rhododendron, an HK property located on Bainbridge Island.
SAO	State Auditor's Office
SAR	Site Assessment Review
SHOP	Self-Help Home Ownership Program
SVC	Streamlined Voluntary Conversion
TC	Tax Credit (same thing as LIHTC)
TPV	Tenant Protection Voucher
USDA	United States Department of Agriculture
VASH	Veterans Affairs Supportive Housing
VT	Viewmont, an HK property located in Port Orchard.
WS	Windsong, an HK property located in Poulsbo.
WSHFC	Washington State Housing Finance Commission