

**Board of Commissioners**

Chair Clarence Moriwaki

Vice Chair Ed Stern

Katie Walters

Rob Putaansuu

Brittany Dunklin

Christine Rolfes

Oran Root

**Executive Director**

Heather Blough



2244 NW Bucklin Hill Rd  
Silverdale, WA 98383

Phone (360) 535.6100

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TTY/TDD 711

<http://www.housingkitsap.org>

Special Note:

**Housing Kitsap Board of Commissioners Meetings are 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/82393334012?pwd=3nnwHhPpuWXwWa4yFI882xoFGgbZGT.1>

Meeting ID: 823 9333 4012

Passcode: 941741

Find your local number: <https://us02web.zoom.us/u/kdRegPZIZI>

*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](mailto: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

April 28, 2026

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. March 24, 2026, Meeting Minutes | Page 4  |
| B. March 2026 Disbursement Reports | Page 9  |
| C. Summer Hours Policy             | Page 20 |

### 5. Discussion Items

- |  |         |
|--|---------|
| A. Establishing a Personnel Committee      | Page 23 |
| B. Resident Commissioner Policy and Bylaws | Page 24 |
| C. FY 2027 Draft Budget                    | Page 35 |



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## 6. Action Items

- A. Discussion and possible action regarding Resolution 2026-11 approving the write-off of uncollectable accounts Page 36
- B. Discussion and possible action regarding Resolution 2026-12 approving the Reserve Policy Page 39
- C. Discussion and possible action regarding Resolution 2026-13 approving the updated Reasonable Accommodation Policy Page 45
- D. Discussion and possible action regarding Resolution 2026-14 authorizing the Purchase of Howerton Place Page 60

## 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 103
- B. Finance Division Update (Roan Blacker) Page 106
- C. Property Management Update (Jennifer Di Vitto and Maria Stitzel) Page 111
- D. Compliance Department Update (Freddy Linares) Page 115
- E. Single Family Program Update (Dean Nail) Page 116
- F. Procurement & Administration Updates (Laura Auerbach) Page 118

## 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  
MARCH 24, 2026  
MINUTES**

**Board in Attendance:** Mayor of City of Bainbridge Island Clarence Moriwaki (Chair), Mayor of City of Poulsbo Ed Stern (Vice Chair), Kitsap County Commissioner Katie Walters, Mayor of City of Port Orchard Rob Putaansuu, Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Oran Root

**Attending Staff:** Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Compliance Freddy Linares, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs, Property Management Records Clerk Kitty Eaton, Regional Director of Property Management Maria Stitzel, Regional Director of Property Management Jennifer Di Vitto, Information Systems Manager Troy Bocker, Human Resources Specialist Kristie Opp-Hermida, Property Manager Sarah Dexter, Property Manager LorAine Harden, Property Accountant Megumi Cardoni

**Absent:** Resident Commissioner Brittany Dunklin

**Public in attendance:** Rich Larsen

**1. Call to Order:**

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

**2. Approval of Agenda:**

Commissioner Rolfes moved to approve the agenda. The motion was seconded by Commissioner Putaansuu. *Agenda approved.*

**3. Public Comments:**

None

**4. Consent Agenda:**

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

## 5. Action Items

### A. **Timed Item: 9:30 am – Public Hearing**

**Discussion and possible action regarding Resolution 2026-08 approving the HUD PHA Plan for FY beginning 7/1/26 through FY ending 6/30/27**

Chair Moriwaki opened the public hearing at 9:30 am. Heather Blough explained that the PHA Plan is an annual requirement by HUD. Heather added that no comments were received on the plan. There were no public comments. Chair Moriwaki closed the public hearing at 9:33 am.

Commissioner Putaansuu moved to approve Resolution 2026-08. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

### B. **Discussion and possible action regarding Resolution 2026-09 approving the Capital Fund 5-Year Action Plan**

Freddy Linares informed the Board that the 5-Year Capital Fund Action Plan is required because HK maintained Faircloth authority, now called “Restore Rebuild.” Freddy explained that HK is receiving funds from HUD for capital projects, but since HK no longer has Public Housing, the funds will be used for specific development/redevelopment of units under Restore Rebuild.

Commissioner Stern added that the 21<sup>st</sup> Century Road to Housing Act will have a large impact on affordable housing.

Commissioner Putaansuu moved to approve Resolution 2026-09. The motion was seconded by Commissioner Stern. *The motion carried 4-0 with two abstentions.*

### C. **Discussion and possible action regarding Resolution 2026-10 authorizing the Executive Director to apply to the Washington State Health Care Authority’s Public Employees Benefits Board (PEBB) program for 2027**

Kristie Opp-Hermida informed the Board that HK must submit an application packet to look into the State Health Plan.

Commissioner Rolfes moved to approve Resolution 2026-10. The motion was seconded by Commissioner Putaansuu. *The motion carried unanimously.*

## 6. Discussion Items

### A. **Timed Item: 10:00 am – Audit Presentation**

Rich Larsen, partner at Novogradac & Company, LLP, presented the draft FYE 2025 Housing Kitsap Audited Financial Statement. The financial statements present fairly in all material respects, which is the highest level of assurance.

Rich added that according to the Government Accounting Standards there was one finding regarding financial internal controls. The finding was due to making adjustments to the general ledger.

Rich informed the Board that there were no instances of non-compliance with laws and regulations.

Novogradac audited the Rural Rental Housing Loan Programs in accordance with Uniform Guidance. Novogradac gave HK an unmodified opinion on compliance, which is the highest level of assurance they can give.

Additionally, Rich explained that the finding from last year in the Housing Choice Voucher Program was cleared.

In the review of financial statements, it was found that Housing Kitsap has approximately 12 months of operating reserves.

Commissioner Stern moved to commend Novogradac, the Executive Director, and HK staff for the outstanding outcome of the audit. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

#### **B. Discussion regarding USDA-RD funding for the Self-Help Program**

Dean Nail informed the Board that USDA-RD changed the rule for the Self-Help Program that reduced the maximum home appraisal to 60% of the area loan limit. Dean added that 70% of West Coast grantees were affected by this change. USDA rushed a pilot program to allow other funding sources to exceed the 60% area loan limit rule as well as removing the cap on appraised value.

### **7. Program Updates**

#### **A. Executive Director/Executive Committee:**

Heather Blough informed the Board that:

- Holding residents accountable for paying rent has been causing consternation
- We are looking into sweep accounts to earn money on the funds in the bank
- Leadership is talking about succession planning
- Several properties HK currently owns have redevelopment potential
- There will be one finding on this year's audit

#### **B. Finance Division:**

Roan Blacker informed the Board that the finance report reflects both January and February Housing Assistance Payments (HAP) funds. Roan added that March HAP was underfunded and they will meet with HUD's shortfall team.

Roan explained that IntraFi sweep accounts are FDIC insured investments for government entities.

Commissioner Putaansuu asked if these accounts will still be available after the merger between Kitsap Bank and Heritage. Roan confirmed that they will.

Roan informed the Board that there is an opportunity at Madrona Manor to repave the road with a neighbor for \$55,000. Roan explained that while this was not in the original budget, other budgeted projects can be delayed to fund this one.

Roan added that the 2024 state audit is still outstanding.

**C. Property Management:**

Jennifer Di Vitto informed the Board that a new maintenance lead was hired for the South End. Jennifer explained that the Washington State Housing Finance Commission (WSHFC) found rust on the exterior sprinkler heads at Madrona Manor. Jennifer added that there will be a budget revision requested for the replacement of the sprinkler heads.

Maria Stitzel informed the Board that a new Property Manager was hired for Finch Place and Rhododendron. Maria added that the first move in at Finch Place in a while is scheduled for April 1, 2026.

Commissioner Root stated that the price for the Madrona Manor road repaving is a good price.

Commissioner Rolfes asked for information regarding the decreasing number of evictions. Jennifer explained that residents who were previously in eviction status have either vacated, paid, or gone through the unlawful detainer process.

**D. Compliance Department:**

Freddy Linares informed the Board that a new Certification Specialist was hired, so now the Compliance Department is fully staffed. Freddy explained that he attended a call with other Housing Choice Voucher (HCV) managers which was helpful to address some of the HUD changes. Freddy added that there have been changes in guidance from HUD regarding immigration statuses, but the law has not changed.

**E. Single Family:**

Dean Nail informed the Board that:

- Riverstone Group 4 is ready to begin now that 502 funds are reinstated
- Lakeland is at final stages of predevelopment and should begin in the Spring
- Ives Mill has received preliminary plat approval. They are looking at other options for the land such as cluster, land trust, etc.
- Construction at Southern Cross has begun again
- Dean met with the City of Poulsbo to discuss the sale of the last piece of Vikings Crest
- The Architect is drawing up ideas for Sally's Place. A daycare may want to rent the space for a year before HK is ready to build.
- A Purchase and Sale Agreement (PSA) with Kingston Cares is being drafted for Howerton

**F. Administration and Procurement:**

Laura Auerbach informed the Board that two of the contractors HK works with are closing their businesses. Laura also gave a shout out to Human Resource Specialist Kristie Opp-Hermida for her excellent work.

**8. Board Announcements and Community Updates**

**A. Board Announcements and Community Updates**

Commissioner Rolfes informed the Board that she is thrilled about Howerton Place.

**9. Adjournment:**

The meeting adjourned at 10:52 am.

**ATTEST:**

**ATTEST:**

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Heather Blough  
Executive Director

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Clarence Moriwaki  
Chair

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Date Approved

**Board of Commissioners**  
 Chair Clarence Moriwaki  
 Vice Chair Ed Stern  
 Katie Walters  
 Rob Putaansuu  
 Oran Root  
 Christine Rolfes  
 Brittany Dunklin  
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To: Housing Kitsap Board of Commissioners  
 From: Heather Blough, Executive Director  
 Subject: Approval March 2026 Disbursements and/or Fund Transfers  
 Date: Tuesday, April 28, 2026

KCCHA General Fund – 4711	\$	608,989
Section 8 HCV Fund New - 6311		751,923
Section 8 HCV Fund Old - 8918		5,741
HK_MF_All-Owned_SD - 8711		395,512
Self Help SHOP Account - 3911		10,748
Self Help Family Account - 2111		123,840
Self Help General Account - 2112		4,829
Self Help Family AP Account - 6090		1
HK_MF_Sep_Corp_OP - 7911		485,541
HK_MF_Sep_Corp_SD - 0911		8,788
HK_MF_All-Owned_SD - 1711		3,290
HK_Mngmt Nordic Cottages OP - 1111		30,458
HK_Mngmt Nordic Cottages SD - 1112		100
HK_Mngmt Nordic Cottages RR - 1113		100
	\$	2,429,860

Disbursements of \$1,614,208 plus transfers of \$815,652 equal total payments of \$2,429,860.

"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 Date  
 Executive Director

\_\_\_\_\_  
 Clarence Moriwaki, Chair Date

Payment Summary  
March 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	JE 7490	ACH DR- METKC	3/2/2026	5,807.38
hkgf4711 - KCCHA - GENERAL FUND	JE 7491	ACH DR- REGENCE MEDICAL	3/2/2026	80,749.10
hkgf4711 - KCCHA - GENERAL FUND	JE 7492	ACH DR- VSP VISION	3/2/2026	686.04
hkgf4711 - KCCHA - GENERAL FUND	JE 7509	ACH DR- USable Life Premium Payment	3/3/2026	3,193.35
hkgf4711 - KCCHA - GENERAL FUND	133766	v0000192 - BERRY LAKE HOME SERVICES	3/5/2026	20,926.00
hkgf4711 - KCCHA - GENERAL FUND	133767	v0000018 - AIR MANAGEMENT SOLUTIONS, LLC	3/5/2026	430.00
hkgf4711 - KCCHA - GENERAL FUND	133768	v0000710 - BLACKER, ROAN	3/5/2026	1,434.22
hkgf4711 - KCCHA - GENERAL FUND	133769	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/5/2026	601.74
hkgf4711 - KCCHA - GENERAL FUND	133770	V0000065 - CASCADE NATURAL GAS CORP.	3/5/2026	540.03
hkgf4711 - KCCHA - GENERAL FUND	133771	v0000380 - Century Link	3/5/2026	392.70
hkgf4711 - KCCHA - GENERAL FUND	133772	v0000079 - COFFEE NEWS KITSAP	3/5/2026	400.00
hkgf4711 - KCCHA - GENERAL FUND	133773	v0000763 - MCCULLOUGH HILL PLLC	3/5/2026	1,432.00
hkgf4711 - KCCHA - GENERAL FUND	133774	V0000231 - NAN MCKAY & ASSOCIATES, INC.	3/5/2026	239.00
hkgf4711 - KCCHA - GENERAL FUND	133775	V0000232 - NATIONAL RURAL SELF-HELP HOUSING ASSOCIATION	3/5/2026	2,500.00
hkgf4711 - KCCHA - GENERAL FUND	133776	V0000247 - OFFICE DEPOT-ACCT. 67444053	3/5/2026	255.39
hkgf4711 - KCCHA - GENERAL FUND	133777	V0000256 - PACIFICA LAW GROUP, LLP	3/5/2026	1,008.00
hkgf4711 - KCCHA - GENERAL FUND	133778	v0000314 - SMS CLEANING, INC.	3/5/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	133779	v0000749 - TSIMOURIS HOLDINGS SILVERDALE LLC	3/5/2026	2,363.52
hkgf4711 - KCCHA - GENERAL FUND	133780	V0000338 - U. S. BANK	3/5/2026	1,339.58
hkgf4711 - KCCHA - GENERAL FUND	133781	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	3/5/2026	180.38
hkgf4711 - KCCHA - GENERAL FUND	133782	v0000667 - WESTERN EXTERMINATOR	3/5/2026	128.75
hkgf4711 - KCCHA - GENERAL FUND	JE 7524	ACH DR- PAYNW MARCH 06, 2026 PAYROLL	3/5/2026	107,139.71
hkgf4711 - KCCHA - GENERAL FUND	JE 7525	ACH DR- PAYROLL MANUAL CK# 1000009	3/5/2026	563.68
hkgf4711 - KCCHA - GENERAL FUND	JE 7526	ACH DR- PAYROLL MANUAL CK# 1000010	3/5/2026	869.61
hkgf4711 - KCCHA - GENERAL FUND	JE 7527	ACH DR- PAYROLL MANUAL CK# 1000011	3/5/2026	901.66
hkgf4711 - KCCHA - GENERAL FUND	JE 7529	ACH DR- PAYNW MAR 06, 2026 TAX DEPOSITS	3/5/2026	21,848.89
hkgf4711 - KCCHA - GENERAL FUND	133783	v0000710 - BLACKER, ROAN	3/6/2026	1,007.25
hkgf4711 - KCCHA - GENERAL FUND	133784	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	3/6/2026	3,165.56
hkgf4711 - KCCHA - GENERAL FUND	133785	v0000114 - FIRST CHOICE HEALTH NETWORK	3/6/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	133786	v0000484 - JAG CONSTRUCTION LLC	3/6/2026	42,750.00
hkgf4711 - KCCHA - GENERAL FUND	133787	V0000247 - OFFICE DEPOT-ACCT. 67444053	3/6/2026	124.34
hkgf4711 - KCCHA - GENERAL FUND	93062026	v0000011 - 76 FLEET	3/6/2026	2,114.62
hkgf4711 - KCCHA - GENERAL FUND	JE 7536	ACH DR- PAYNW INVOICE MARCH 06, 2026 PAYROLL	3/6/2026	1,820.93
hkgf4711 - KCCHA - GENERAL FUND	JE 7537	ACH DR- HSA CONTRIBUTION	3/6/2026	4,914.70
hkgf4711 - KCCHA - GENERAL FUND	JE 7538	ACH DR- VOYA DEFERRED COMP	3/6/2026	8,522.18
hkgf4711 - KCCHA - GENERAL FUND	JE 7562	ACH DR- BASIC BENEFITS	3/9/2026	50.01
hkgf4711 - KCCHA - GENERAL FUND	133788	v0000582 - AHBL, INC	3/12/2026	3,881.25
hkgf4711 - KCCHA - GENERAL FUND	133789	v0000027 - APPLETREE ANSWERS	3/12/2026	2,643.21
hkgf4711 - KCCHA - GENERAL FUND	133790	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	3/12/2026	7,485.77
hkgf4711 - KCCHA - GENERAL FUND	133791	V0000150 - INTELLISYSTEMS, INC.	3/12/2026	325.00
hkgf4711 - KCCHA - GENERAL FUND	133792	v0000157 - JIFFY LUBE	3/12/2026	107.92
hkgf4711 - KCCHA - GENERAL FUND	133793	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	3/12/2026	109.72
hkgf4711 - KCCHA - GENERAL FUND	133794	V0000193 - LEMAY MOBILE SHREDDING	3/12/2026	78.70
hkgf4711 - KCCHA - GENERAL FUND	133795	v0000243 - NW COMMNET LLC	3/12/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	133796	V0000262 - PITNEY BOWES RESERVE ACCOUNT	3/12/2026	1,500.00
hkgf4711 - KCCHA - GENERAL FUND	133797	V0000272 - PUGET SOUND ENERGY	3/12/2026	832.37
hkgf4711 - KCCHA - GENERAL FUND	133798	V0000324 - TEAMVIEWER GmbH	3/12/2026	2,500.40
hkgf4711 - KCCHA - GENERAL FUND	133799	V0000365 - WESTBAY AUTO PARTS, INC	3/12/2026	24.99
hkgf4711 - KCCHA - GENERAL FUND	133800	v0000582 - AHBL, INC	3/12/2026	1,443.50
hkgf4711 - KCCHA - GENERAL FUND	133801	V0000272 - PUGET SOUND ENERGY	3/12/2026	21.06
hkgf4711 - KCCHA - GENERAL FUND	JE 7593	ACH DR- WA DRS PAYMENT	3/16/2026	33,573.05
hkgf4711 - KCCHA - GENERAL FUND	99987546	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	3/17/2026	1,384.30
hkgf4711 - KCCHA - GENERAL FUND	99987675	V0000168 - KITSAP BANK-VISA-DEAN NAIL	3/17/2026	3,125.00
hkgf4711 - KCCHA - GENERAL FUND	99987759	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	3/17/2026	639.82
hkgf4711 - KCCHA - GENERAL FUND	99328490	V0000241 - NOVOGRADAC & COMPANY, LLP	3/18/2026	35,000.00
hkgf4711 - KCCHA - GENERAL FUND	99990301	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	3/18/2026	86.51
hkgf4711 - KCCHA - GENERAL FUND	133802	v0000479 - AUERBACH, LAURA	3/19/2026	548.66
hkgf4711 - KCCHA - GENERAL FUND	133803	v0000192 - BERRY LAKE HOME SERVICES	3/19/2026	20,926.00
hkgf4711 - KCCHA - GENERAL FUND	133804	v0000376 - BRETEYS CONSTRUCTION LLC	3/19/2026	8,785.12
hkgf4711 - KCCHA - GENERAL FUND	133805	V0000198 - LINGO	3/19/2026	14.20
hkgf4711 - KCCHA - GENERAL FUND	133806	V0000247 - OFFICE DEPOT-ACCT. 67444053	3/19/2026	57.34
hkgf4711 - KCCHA - GENERAL FUND	133807	v0000437 - OPP-HERMIDA, KRISTIE	3/19/2026	79.95
hkgf4711 - KCCHA - GENERAL FUND	133808	V0000256 - PACIFICA LAW GROUP, LLP	3/19/2026	2,183.00
hkgf4711 - KCCHA - GENERAL FUND	133809	V0000347 - VERIZON WIRELESS	3/19/2026	2,439.94

Payment Summary  
March 2026 Board Cash Disbursement Report

hk9f4711 - KCCHA - GENERAL FUND	99328637	V0000262 - PITNEY BOWES RESERVE ACCOUNT	3/19/2026	1,500.00
hk9f4711 - KCCHA - GENERAL FUND	JE 7605	ACH DR- PAYNW MARCH 20, 2026 PAYROLL	3/19/2026	114,211.03
hk9f4711 - KCCHA - GENERAL FUND	JE 7606	ACH DR- PAYNW MAR 20, 2026 TAX DEPOSITS	3/19/2026	23,763.71
hk9f4711 - KCCHA - GENERAL FUND	99121513	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	3/20/2026	431.68
hk9f4711 - KCCHA - GENERAL FUND	JE 7610	ACH DR- PAYNW INVOICE MARCH 20, 2026 PAYROLL	3/20/2026	196.94
hk9f4711 - KCCHA - GENERAL FUND	JE 7611	ACH DR- HSA CONTRIBUTION	3/20/2026	414.70
hk9f4711 - KCCHA - GENERAL FUND	JE 7612	ACH DR- VOYA DEFERRED COMP	3/20/2026	8,742.33
hk9f4711 - KCCHA - GENERAL FUND	133810	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/26/2026	1,343.02
hk9f4711 - KCCHA - GENERAL FUND	133811	V0000065 - CASCADE NATURAL GAS CORP.	3/26/2026	514.22
hk9f4711 - KCCHA - GENERAL FUND	133812	v0000380 - Century Link	3/26/2026	188.54
hk9f4711 - KCCHA - GENERAL FUND	133813	v0000406 - CENTURYLINK (LUMEN)	3/26/2026	39.66
hk9f4711 - KCCHA - GENERAL FUND	133814	V0000247 - OFFICE DEPOT-ACCT. 67444053	3/26/2026	463.03
hk9f4711 - KCCHA - GENERAL FUND	133815	V0000252 - PACIFIC NORTHWEST REGIONAL CHAPTER OF NAHRO	3/26/2026	260.00
hk9f4711 - KCCHA - GENERAL FUND	133816	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BO	3/26/2026	837.92
hk9f4711 - KCCHA - GENERAL FUND	133817	v0000314 - SMS CLEANING, INC.	3/26/2026	1,300.00
hk9f4711 - KCCHA - GENERAL FUND	133818	v0000749 - TSIMOURIS HOLDINGS SILVERDALE LLC	3/26/2026	1,061.29
hk9f4711 - KCCHA - GENERAL FUND	133819	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	3/26/2026	1,693.20
hk9f4711 - KCCHA - GENERAL FUND	133820	V0000365 - WESTBAY AUTO PARTS, INC	3/26/2026	24.99

**608,989.31**

Bank	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	25342	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	3/2/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	25343	v9004279 - Abbey Lane Apartments	3/2/2026	3,243.00
hk6311 - Section 8-Hsg Choice Vouchers	25344	v9005018 - ADAMS, JAY PRESTON	3/2/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	25345	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	3/2/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	25346	v9006343 - Ad-West Realty Services/Silvercrest Apartments	3/2/2026	1,458.00
hk6311 - Section 8-Hsg Choice Vouchers	25347	v9004829 - Ad-West Realty Svc/Island Terrace A	3/2/2026	2,670.00
hk6311 - Section 8-Hsg Choice Vouchers	25348	v9006226 - Allan Frey/Michael E Closser	3/2/2026	1,213.00
hk6311 - Section 8-Hsg Choice Vouchers	25349	v9000028 - Alta Pointe Apartments	3/2/2026	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	25350	v9003727 - Andrew Hento, Jr.	3/2/2026	375.00
hk6311 - Section 8-Hsg Choice Vouchers	25351	v9005673 - Andrew M. & Irene L. Lopez	3/2/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	25352	v9006232 - Avenue 5 Apts/Ridgetop Apartments	3/2/2026	3,167.00
hk6311 - Section 8-Hsg Choice Vouchers	25353	v9006508 - Avenue 5/Atlas Apartments	3/2/2026	2,999.00
hk6311 - Section 8-Hsg Choice Vouchers	25354	v9005879 - Bay Bridge Apts	3/2/2026	6,052.00
hk6311 - Section 8-Hsg Choice Vouchers	25355	v8000555 - BPM5 LLC	3/2/2026	992.00
hk6311 - Section 8-Hsg Choice Vouchers	25356	v9005119 - Butler	3/2/2026	1,013.00
hk6311 - Section 8-Hsg Choice Vouchers	25357	v9001546 - CALNAN, TIMOTHY G.	3/2/2026	651.00
hk6311 - Section 8-Hsg Choice Vouchers	25358	v9005624 - Carol Chafee	3/2/2026	195.00
hk6311 - Section 8-Hsg Choice Vouchers	25359	v0000690 - CASCADE RIDGE APARTMENTS	3/2/2026	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	25360	v7000594 - COOPER, DAVID	3/2/2026	1,984.00
hk6311 - Section 8-Hsg Choice Vouchers	25361	v9005793 - Daniel & Ramona Kroener	3/2/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	25362	v9000359 - David L Butcher	3/2/2026	1,230.00
hk6311 - Section 8-Hsg Choice Vouchers	25363	v0000675 - DEBORAH LEE HOLM	3/2/2026	1,618.00
hk6311 - Section 8-Hsg Choice Vouchers	25364	v9006675 - Del E. Mueller	3/2/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	25365	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	3/2/2026	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	25366	v0000538 - DONLIN, CLANCY	3/2/2026	2,750.00
hk6311 - Section 8-Hsg Choice Vouchers	25367	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	3/2/2026	1,168.00
hk6311 - Section 8-Hsg Choice Vouchers	25368	v0000725 - ERIC & JANET SANDALL	3/2/2026	1,805.00
hk6311 - Section 8-Hsg Choice Vouchers	25369	v9000881 - Eric Holm	3/2/2026	10,846.00
hk6311 - Section 8-Hsg Choice Vouchers	25370	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	3/2/2026	1,567.00
hk6311 - Section 8-Hsg Choice Vouchers	25371	v9007128 - Eulalia Tomas Gonzales	3/2/2026	1,920.00
hk6311 - Section 8-Hsg Choice Vouchers	25372	v0000743 - FK INSIGNIA LLC	3/2/2026	1,514.00
hk6311 - Section 8-Hsg Choice Vouchers	25373	v8000647 - GATEWAY PROPERTY MANAGEMENT	3/2/2026	648.00
hk6311 - Section 8-Hsg Choice Vouchers	25374	v9006369 - REally Prop Mgmt/Seattle Youth Home Servs LLC	3/2/2026	935.00
hk6311 - Section 8-Hsg Choice Vouchers	25375	v0000679 - GRANCORP HOLDINGS/SILVERDALE SHORES	3/2/2026	1,403.00
hk6311 - Section 8-Hsg Choice Vouchers	25376	v9000764 - Griffin Glen Apartments	3/2/2026	1,336.00
hk6311 - Section 8-Hsg Choice Vouchers	25377	v9000858 - Hidden Firs III	3/2/2026	2,204.00
hk6311 - Section 8-Hsg Choice Vouchers	25378	v9001508 - Housing Resources Bainbridge/Forest Home	3/2/2026	2,621.00
hk6311 - Section 8-Hsg Choice Vouchers	25379	v9001507 - Housing Resources Bainbridge/Island Home	3/2/2026	7,797.00
hk6311 - Section 8-Hsg Choice Vouchers	25380	v8000642 - HPA II BORROWER 2020-2 LLC	3/2/2026	3,348.00
hk6311 - Section 8-Hsg Choice Vouchers	25381	v9005727 - Irrevocable Living Trust of Dorothy Lee	3/2/2026	1,567.00
hk6311 - Section 8-Hsg Choice Vouchers	25382	v9007037 - Ison Realty/Bloomington Ave LLC	3/2/2026	1,144.00
hk6311 - Section 8-Hsg Choice Vouchers	25383	v9000008 - James and Cecilia Adrian	3/2/2026	13,507.00
hk6311 - Section 8-Hsg Choice Vouchers	25384	v9001509 - Janet West Home	3/2/2026	3,811.00
hk6311 - Section 8-Hsg Choice Vouchers	25385	v9001419 - Jim Adrian/Prigger	3/2/2026	1,363.00

Payment Summary  
March 2026 Board Cash Disbursement Report

hk6311 - Section 8-Hsg Choice Vouchers	25386	v9002019 - JOHNSON, JOELINE R.	3/2/2026	2,435.00
hk6311 - Section 8-Hsg Choice Vouchers	25387	v9005575 - JP Housing LLC	3/2/2026	1,178.00
hk6311 - Section 8-Hsg Choice Vouchers	25388	v9006516 - Julie Bowling	3/2/2026	570.00
hk6311 - Section 8-Hsg Choice Vouchers	25389	v9005590 - Lacey Newman	3/2/2026	750.00
hk6311 - Section 8-Hsg Choice Vouchers	25390	v0000705 - LAWRENCE C. DANIELS	3/2/2026	807.00
hk6311 - Section 8-Hsg Choice Vouchers	25391	v9006249 - Lund Pointe Apartments	3/2/2026	1,411.00
hk6311 - Section 8-Hsg Choice Vouchers	25392	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	3/2/2026	1,326.00
hk6311 - Section 8-Hsg Choice Vouchers	25393	v9002683 - Mike Foley	3/2/2026	707.00
hk6311 - Section 8-Hsg Choice Vouchers	25394	v9002914 - Mobile Properties Joint Junction LLC	3/2/2026	1,461.00
hk6311 - Section 8-Hsg Choice Vouchers	25395	v9002908 - Neil or Judy Bass	3/2/2026	1,642.00
hk6311 - Section 8-Hsg Choice Vouchers	25396	v9006887 - Norland Trails/Kitsap Olhava LLC	3/2/2026	2,481.00
hk6311 - Section 8-Hsg Choice Vouchers	25397	v9006312 - NSE Kitsap Fee Owner, LLC	3/2/2026	2,361.00
hk6311 - Section 8-Hsg Choice Vouchers	25398	v9005633 - Olympic Pointe Apartments	3/2/2026	10,249.00
hk6311 - Section 8-Hsg Choice Vouchers	25399	v9001264 - Orchard On The Green	3/2/2026	4,847.00
hk6311 - Section 8-Hsg Choice Vouchers	25400	v8000554 - ORCHARD PARK LLC	3/2/2026	1,442.00
hk6311 - Section 8-Hsg Choice Vouchers	25401	v8000645 - DAVID VANGINKEL	3/2/2026	1,912.00
hk6311 - Section 8-Hsg Choice Vouchers	25402	v9006061 - Park Shore Property Management/Einspahr	3/2/2026	1,098.00
hk6311 - Section 8-Hsg Choice Vouchers	25403	v9002790 - Parkhurst Apartments	3/2/2026	1,668.00
hk6311 - Section 8-Hsg Choice Vouchers	25404	v8000641 - PARKSHORE PROPERTY MANAGEMENT	3/2/2026	1,539.00
hk6311 - Section 8-Hsg Choice Vouchers	25405	v9001563 - Parkwood Terrace Apartment Homes	3/2/2026	2,620.00
hk6311 - Section 8-Hsg Choice Vouchers	25406	v9006398 - Pickett Prop Mgmt/Shigeta	3/2/2026	1,401.00
hk6311 - Section 8-Hsg Choice Vouchers	25407	v9006680 - Pickett Prop Mgmt/Watson	3/2/2026	1,747.00
hk6311 - Section 8-Hsg Choice Vouchers	25408	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	3/2/2026	2,088.00
hk6311 - Section 8-Hsg Choice Vouchers	25409	v9005805 - Pine Ridge Apartments	3/2/2026	1,930.00
hk6311 - Section 8-Hsg Choice Vouchers	25410	v8000520 - PORT ORCHARD MULTIFAMILY LLC	3/2/2026	1,819.00
hk6311 - Section 8-Hsg Choice Vouchers	25411	v9007066 - Port Washington LLC	3/2/2026	1,775.00
hk6311 - Section 8-Hsg Choice Vouchers	25412	v0000691 - REALLY PROP MGMT/MONTMINY	3/2/2026	2,850.00
hk6311 - Section 8-Hsg Choice Vouchers	25413	v9006236 - REally Property Mgmt/Borgatti	3/2/2026	1,574.00
hk6311 - Section 8-Hsg Choice Vouchers	25414	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	3/2/2026	1,799.00
hk6311 - Section 8-Hsg Choice Vouchers	25415	v9005570 - REALLY PROPERTY MANAGEMENT/LOLLMAN	3/2/2026	2,650.00
hk6311 - Section 8-Hsg Choice Vouchers	25416	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	3/2/2026	1,096.00
hk6311 - Section 8-Hsg Choice Vouchers	25417	v9007117 - REally Property Mgmt/Morley	3/2/2026	2,796.00
hk6311 - Section 8-Hsg Choice Vouchers	25418	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	3/2/2026	3,494.00
hk6311 - Section 8-Hsg Choice Vouchers	25419	v9006946 - Reeder Management Inc / Bay Breeze Apartments	3/2/2026	1,217.00
hk6311 - Section 8-Hsg Choice Vouchers	25420	v0000456 - REID PROPERTY MANAGEMENT LLC	3/2/2026	1,203.00
hk6311 - Section 8-Hsg Choice Vouchers	25421	v9006048 - Remax Connect/Webb	3/2/2026	1,457.00
hk6311 - Section 8-Hsg Choice Vouchers	25422	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	3/2/2026	1,550.00
hk6311 - Section 8-Hsg Choice Vouchers	25423	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	3/2/2026	2,571.00
hk6311 - Section 8-Hsg Choice Vouchers	25424	v0000629 - RENEW PROP MGMT/CRI 5, LLC	3/2/2026	7,858.00
hk6311 - Section 8-Hsg Choice Vouchers	25425	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LI	3/2/2026	2,368.00
hk6311 - Section 8-Hsg Choice Vouchers	25426	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LL	3/2/2026	1,085.00
hk6311 - Section 8-Hsg Choice Vouchers	25427	v9001367 - Russell Frey Enterprise	3/2/2026	1,388.00
hk6311 - Section 8-Hsg Choice Vouchers	25428	v9003213 - Scandia Knolls Assoc. Limited Partnership	3/2/2026	3,487.00
hk6311 - Section 8-Hsg Choice Vouchers	25429	v8000589 - SILVA, CHRISTOPHER	3/2/2026	1,439.00
hk6311 - Section 8-Hsg Choice Vouchers	25430	v9005984 - Spencer Sutherland	3/2/2026	1,525.00
hk6311 - Section 8-Hsg Choice Vouchers	25432	v9004177 - Steven Durrupt	3/2/2026	510.00
hk6311 - Section 8-Hsg Choice Vouchers	25433	v9006568 - TAM Residential/Cottage Bay Apartments	3/2/2026	9,334.00
hk6311 - Section 8-Hsg Choice Vouchers	25434	v9006561 - TAM Residential/Viewcrest Village Apts	3/2/2026	22,615.00
hk6311 - Section 8-Hsg Choice Vouchers	25435	v9006082 - The Diplomat Apartments	3/2/2026	1,149.00
hk6311 - Section 8-Hsg Choice Vouchers	25436	v0000483 - THE JOSEPH GROUP	3/2/2026	2,332.00
hk6311 - Section 8-Hsg Choice Vouchers	25437	v9006149 - The Neiders Company/Orchard Pointe Apartments	3/2/2026	1,695.00
hk6311 - Section 8-Hsg Choice Vouchers	25438	v9007049 - The Ridge at Payseno Lane Apartments	3/2/2026	1,973.00
hk6311 - Section 8-Hsg Choice Vouchers	25439	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	3/2/2026	1,725.00
hk6311 - Section 8-Hsg Choice Vouchers	25440	v9003785 - The Summit - HAP acct	3/2/2026	2,195.00
hk6311 - Section 8-Hsg Choice Vouchers	25441	v9005941 - Theodore and Janet Apeland	3/2/2026	845.00
hk6311 - Section 8-Hsg Choice Vouchers	25442	v9003323 - Total Property Management/Lund Village	3/2/2026	946.00
hk6311 - Section 8-Hsg Choice Vouchers	25443	v9006573 - TYLER and KYLA MCKEAN	3/2/2026	1,800.00
hk6311 - Section 8-Hsg Choice Vouchers	25444	v9005602 - Vintage at Bremerton	3/2/2026	8,297.00
hk6311 - Section 8-Hsg Choice Vouchers	25445	v9006533 - Vintage at Silverdale	3/2/2026	12,779.00
hk6311 - Section 8-Hsg Choice Vouchers	25446	v0000494 - VINTAGE AT SILVERDALE, LLC	3/2/2026	1,992.00
hk6311 - Section 8-Hsg Choice Vouchers	25447	v9001125 - Weatherstone Apartment Homes	3/2/2026	2,189.00
hk6311 - Section 8-Hsg Choice Vouchers	25448	v9006025 - William Brasch	3/2/2026	2,600.00
hk6311 - Section 8-Hsg Choice Vouchers	25449	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	3/2/2026	2,800.00
hk6311 - Section 8-Hsg Choice Vouchers	25450	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	3/2/2026	1,369.00
hk6311 - Section 8-Hsg Choice Vouchers	25451	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	3/2/2026	1,511.00
hk6311 - Section 8-Hsg Choice Vouchers	25452	v9006419 - WOZLECK, JAMES L.	3/2/2026	1,278.00

Payment Summary  
March 2026 Board Cash Disbursement Report

hk6311 - Section 8-Hsg Choice Vouchers	25453	t9001375 - Anderson	3/2/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	25454	t0008479 - Ayers	3/2/2026	96.00
hk6311 - Section 8-Hsg Choice Vouchers	25455	t0041423 - Beck Peacock	3/2/2026	4.00
hk6311 - Section 8-Hsg Choice Vouchers	25456	t9001278 - Beebe	3/2/2026	225.00
hk6311 - Section 8-Hsg Choice Vouchers	25457	t0041910 - Bernier	3/2/2026	80.00
hk6311 - Section 8-Hsg Choice Vouchers	25458	t9001824 - Black	3/2/2026	138.00
hk6311 - Section 8-Hsg Choice Vouchers	25459	t9001224 - Burke	3/2/2026	216.00
hk6311 - Section 8-Hsg Choice Vouchers	25460	t0012520 - Burton	3/2/2026	129.00
hk6311 - Section 8-Hsg Choice Vouchers	25461	t0007789 - Clark	3/2/2026	63.00
hk6311 - Section 8-Hsg Choice Vouchers	25462	t9001422 - Cornwell	3/2/2026	2.00
hk6311 - Section 8-Hsg Choice Vouchers	25463	t9001588 - Cyphers	3/2/2026	151.00
hk6311 - Section 8-Hsg Choice Vouchers	25464	t0017053 - Davis	3/2/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	25465	t9001200 - Driggers	3/2/2026	158.00
hk6311 - Section 8-Hsg Choice Vouchers	25466	t0003138 - Duchesneau	3/2/2026	420.00
hk6311 - Section 8-Hsg Choice Vouchers	25467	t9001279 - Evanoff	3/2/2026	133.00
hk6311 - Section 8-Hsg Choice Vouchers	25468	t9001514 - Fakharzadeh	3/2/2026	35.00
hk6311 - Section 8-Hsg Choice Vouchers	25469	t9001233 - Gaeta	3/2/2026	167.00
hk6311 - Section 8-Hsg Choice Vouchers	25470	t9001627 - Goulden	3/2/2026	124.00
hk6311 - Section 8-Hsg Choice Vouchers	25471	t0007791 - Johnson	3/2/2026	151.00
hk6311 - Section 8-Hsg Choice Vouchers	25472	t0017679 - Jones	3/2/2026	29.00
hk6311 - Section 8-Hsg Choice Vouchers	25473	t9001280 - Kahuhu	3/2/2026	116.00
hk6311 - Section 8-Hsg Choice Vouchers	25474	t0035825 - Koehler	3/2/2026	258.00
hk6311 - Section 8-Hsg Choice Vouchers	25475	t0014289 - Lange	3/2/2026	199.00
hk6311 - Section 8-Hsg Choice Vouchers	25476	t0036944 - Madrid	3/2/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	25477	t0003298 - Masters	3/2/2026	16.00
hk6311 - Section 8-Hsg Choice Vouchers	25478	t9001791 - Mathis	3/2/2026	135.00
hk6311 - Section 8-Hsg Choice Vouchers	25479	t0038595 - Meeks	3/2/2026	39.00
hk6311 - Section 8-Hsg Choice Vouchers	25480	t0035768 - Morse	3/2/2026	22.00
hk6311 - Section 8-Hsg Choice Vouchers	25481	t0017673 - Nall	3/2/2026	123.00
hk6311 - Section 8-Hsg Choice Vouchers	25482	t0036809 - Nguyen	3/2/2026	254.00
hk6311 - Section 8-Hsg Choice Vouchers	25483	t0017684 - Padilla Rangel	3/2/2026	119.00
hk6311 - Section 8-Hsg Choice Vouchers	25484	t0002971 - Pearson	3/2/2026	19.00
hk6311 - Section 8-Hsg Choice Vouchers	25485	t9001226 - Reitsma	3/2/2026	49.00
hk6311 - Section 8-Hsg Choice Vouchers	25486	t0014175 - Rhea	3/2/2026	492.00
hk6311 - Section 8-Hsg Choice Vouchers	25487	t0038936 - Roller	3/2/2026	171.00
hk6311 - Section 8-Hsg Choice Vouchers	25488	t0017725 - Rouse	3/2/2026	21.00
hk6311 - Section 8-Hsg Choice Vouchers	25489	t0007032 - Sadewasser	3/2/2026	103.00
hk6311 - Section 8-Hsg Choice Vouchers	25490	t9001634 - Salih	3/2/2026	212.00
hk6311 - Section 8-Hsg Choice Vouchers	25491	t0016776 - Sanders	3/2/2026	147.00
hk6311 - Section 8-Hsg Choice Vouchers	25492	t0017698 - Sayles	3/2/2026	97.00
hk6311 - Section 8-Hsg Choice Vouchers	25493	t9001179 - Schneider	3/2/2026	108.00
hk6311 - Section 8-Hsg Choice Vouchers	25494	t0042120 - Sharp	3/2/2026	6.00
hk6311 - Section 8-Hsg Choice Vouchers	25495	t0006818 - Sherwood	3/2/2026	74.00
hk6311 - Section 8-Hsg Choice Vouchers	25496	t0038147 - Skuza	3/2/2026	8.00
hk6311 - Section 8-Hsg Choice Vouchers	25497	t9001051 - Spears	3/2/2026	108.00
hk6311 - Section 8-Hsg Choice Vouchers	25498	t9001313 - Stone	3/2/2026	167.00
hk6311 - Section 8-Hsg Choice Vouchers	25499	t0017846 - Swenson	3/2/2026	91.00
hk6311 - Section 8-Hsg Choice Vouchers	25500	t0039439 - Talbert	3/2/2026	294.00
hk6311 - Section 8-Hsg Choice Vouchers	25501	t0013267 - Tillis	3/2/2026	261.00
hk6311 - Section 8-Hsg Choice Vouchers	25502	t0036497 - Turner	3/2/2026	60.00
hk6311 - Section 8-Hsg Choice Vouchers	25503	t9001212 - Veach	3/2/2026	95.00
hk6311 - Section 8-Hsg Choice Vouchers	25504	t9001633 - Warren-Henderson	3/2/2026	123.00
hk6311 - Section 8-Hsg Choice Vouchers	25505	t0035827 - Wilson	3/2/2026	226.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v0000624 - ADVANI, ANURADHA	3/4/2026	3,032.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v0000733 - EDWARD & MARLYS RECKNAGLE	3/4/2026	317.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v0000736 - DYER, KIMBERLEE M	3/4/2026	813.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v8000593 - BAGGERLY, KEITH	3/4/2026	621.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v8000657 - SATRAN-LOUDIN, JILL	3/4/2026	571.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v8000664 - BERTSEN, SPENCER	3/4/2026	1,160.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9000445 - CLARK, STEPHEN M.	3/4/2026	837.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9000568 - Robert W Dick	3/4/2026	1,290.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9000729 - GAINES, MARK A.	3/4/2026	2,000.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9001416 - Frank J Prentice	3/4/2026	385.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9004359 - Rawlin Swanson	3/4/2026	1,932.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9004679 - Joan Davis	3/4/2026	1,442.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9005809 - Evert, Brenda	3/4/2026	1,096.00

Payment Summary  
March 2026 Board Cash Disbursement Report

hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9006373 - Marty D. Lemon/Sydney LLC	3/4/2026	962.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9006443 - Mary E. Heskett	3/4/2026	1,485.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9006774 - Carlos E. Aceves	3/4/2026	2,078.00
hk6311 - Section 8-Hsg Choice Vouchers	99318729	v9007024 - Deborah McRae	3/4/2026	215.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v0000493 - HARCOURTS PENINSULA PROPERTIES	3/4/2026	1,805.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v0000709 - VINSHAW HOLDINGS, LLC	3/4/2026	2,816.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v0000727 - DETAILS PROP MGMT/KEETON	3/4/2026	1,489.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v8000514 - CDJ3@WA PROPERTY LLC	3/4/2026	2,494.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v8000519 - KITSAP MENTAL HEALTH SERVICES	3/4/2026	8,281.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v8000644 - CG WELLINGTON, LLC	3/4/2026	1,456.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	3/4/2026	3,173.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9003457 - EP Holdings LLC/Erlands Point Apartments	3/4/2026	1,830.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9006030 - Brenna Fields/Aspen Orchard LLC	3/4/2026	1,285.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9006083 - Tip Top Property Investments LLC	3/4/2026	3,401.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9006311 - Details Property Mgmt/Kallander	3/4/2026	1,731.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9006611 - ID Ent Rentals LLC	3/4/2026	1,495.00
hk6311 - Section 8-Hsg Choice Vouchers	99318730	v9007013 - ID Ent Rentals LLC/Haj	3/4/2026	2,700.00
hk6311 - Section 8-Hsg Choice Vouchers	99318733	v0000001 - Housing Kitsap	3/4/2026	2,386.00
hk6311 - Section 8-Hsg Choice Vouchers	99318733	v9001405 - KAS - CONIFER WOODS APARTMENTS	3/4/2026	37,660.00
hk6311 - Section 8-Hsg Choice Vouchers	99318734	v9000691 - Finch Place Apartments	3/4/2026	540.00
hk6311 - Section 8-Hsg Choice Vouchers	99318735	v9005615 - Fjord Vista II	3/4/2026	641.00
hk6311 - Section 8-Hsg Choice Vouchers	99318737	v0000001 - Housing Kitsap	3/4/2026	1,270.00
hk6311 - Section 8-Hsg Choice Vouchers	99318737	v9005608 - Golden Tides II	3/4/2026	9,735.00
hk6311 - Section 8-Hsg Choice Vouchers	99318738	v9000747 - Golden Tides III Dyes Inlet	3/4/2026	2,595.00
hk6311 - Section 8-Hsg Choice Vouchers	99318740	v0000001 - Housing Kitsap	3/4/2026	167,359.00
hk6311 - Section 8-Hsg Choice Vouchers	99318740	v0000478 - HK Homes	3/4/2026	14,592.00
hk6311 - Section 8-Hsg Choice Vouchers	99318740	v9007124 - HK Homes (for Golden Tides 1)	3/4/2026	8,277.00
hk6311 - Section 8-Hsg Choice Vouchers	99318740	v9007129 - HK Homes (for Nollwood)	3/4/2026	23,964.00
hk6311 - Section 8-Hsg Choice Vouchers	99318741	v0000001 - Housing Kitsap	3/4/2026	1,462.00
hk6311 - Section 8-Hsg Choice Vouchers	99318741	v0000005 - Kitsap Apartments	3/4/2026	1,935.00
hk6311 - Section 8-Hsg Choice Vouchers	99318741	v9000966 - KAS - Kingston Ridge Apartments	3/4/2026	8,770.00
hk6311 - Section 8-Hsg Choice Vouchers	99318743	v9001022 - Liberty Bay Apartments	3/4/2026	16,438.00
hk6311 - Section 8-Hsg Choice Vouchers	99318744	v9001050 - Madrona Manor	3/4/2026	13,117.00
hk6311 - Section 8-Hsg Choice Vouchers	99318746	v0000721 - NORDIC COTTAGES	3/4/2026	10,981.00
hk6311 - Section 8-Hsg Choice Vouchers	99318747	v9001278 - KAS - Park Place Apartments	3/4/2026	4,808.00
hk6311 - Section 8-Hsg Choice Vouchers	99318748	v0000001 - Housing Kitsap	3/4/2026	1,183.00
hk6311 - Section 8-Hsg Choice Vouchers	99318748	v9001407 - Port Orchard Vista Apartments	3/4/2026	21,785.00
hk6311 - Section 8-Hsg Choice Vouchers	99318750	v0000001 - Housing Kitsap	3/4/2026	19,279.00
hk6311 - Section 8-Hsg Choice Vouchers	99318972	v0000688 - Housing Authority of Snohomish County	3/4/2026	1,592.19
hk6311 - Section 8-Hsg Choice Vouchers	99325279	v9007124 - HK Homes (for Golden Tides 1)	3/12/2026	1,338.00
hk6311 - Section 8-Hsg Choice Vouchers	99332654	v0000603 - HOUSING CHOICE VOUCHER-ESCROW ACCT	3/25/2026	5,152.00
hk6311 - Section 8-Hsg Choice Vouchers	99332665	v0000603 - HOUSING CHOICE VOUCHER-ESCROW ACCT	3/25/2026	13,400.00
hk6311 - Section 8-Hsg Choice Vouchers	JE 7747	HCV FSS TRANSFER FROM HCV-OP/6311	3/25/2026	18,552.00

**751,923.19**

Bank	Check#	Vendor	Date	Amount
hcv8918 - Section 8-Hsg Choice Vouchers	JE 7779	CK#1019603582 CLOSING ACCT BOA8918/SEC8 TO KIT6311	3/2/2026	5,741.00
				<b>5,741.00</b>

Bank	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	JE 7790	Used Postage March 2026	3/1/2026	134.75
hkop8711 - HK_MF_All-Owned_OP	99715496	v0000201 - LOWES - AM DEPT	3/2/2026	310.36
hkop8711 - HK_MF_All-Owned_OP	2565	t0000118 - Carr	3/3/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2566	t0000107 - Garfield	3/3/2026	89.00
hkop8711 - HK_MF_All-Owned_OP	2567	t0000075 - Johnston	3/3/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2568	t0000111 - Wiklund	3/3/2026	78.00
hkop8711 - HK_MF_All-Owned_OP	99318639	v0000001 - Housing Kitsap	3/4/2026	5,000.00
hkop8711 - HK_MF_All-Owned_OP	99318639	v0000610 - HK_MF_RD-REQ-RESERVES	3/4/2026	3,438.34
hkop8711 - HK_MF_All-Owned_OP	JE 7587	HAP RECLAIM 02/2026 Patterson \$1411	3/4/2026	1,411.00
hkop8711 - HK_MF_All-Owned_OP	JE 7588	HAP RECLAIM 02/2026 VAUGHN \$2348	3/4/2026	2,348.00
hkop8711 - HK_MF_All-Owned_OP	JE 7589	HAP RECLAIM 01/2026 PATTERSON \$1411	3/4/2026	1,411.00
hkop8711 - HK_MF_All-Owned_OP	2569	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	3/5/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2570	V0000034 - BAINBRIDGE DISPOSAL, INC.	3/5/2026	1,245.66
hkop8711 - HK_MF_All-Owned_OP	2571	V0000047 - BREM AIR DISPOSAL, INC.-Commercial acct	3/5/2026	882.30
hkop8711 - HK_MF_All-Owned_OP	2572	v0000746 - BUILDING A TRADITION, LLC	3/5/2026	8,095.00

Payment Summary  
March 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	2573	V0000065 - CASCADE NATURAL GAS CORP.	3/5/2026	341.57
hkop8711 - HK_MF_All-Owned_OP	2574	V0000070 - CINTAS FIRE 636525	3/5/2026	1,288.46
hkop8711 - HK_MF_All-Owned_OP	2575	V0000121 - GLOBAL VERIFICATION NETWORK	3/5/2026	342.18
hkop8711 - HK_MF_All-Owned_OP	2576	V0000183 - KITSAP P.U.D.#1	3/5/2026	457.84
hkop8711 - HK_MF_All-Owned_OP	2577	V0000256 - PACIFICA LAW GROUP, LLP	3/5/2026	504.00
hkop8711 - HK_MF_All-Owned_OP	2578	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	3/5/2026	88.50
hkop8711 - HK_MF_All-Owned_OP	2579	v0000416 - PETTY CASH FUND - MADRONA MANOR	3/5/2026	43.57
hkop8711 - HK_MF_All-Owned_OP	2580	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	3/5/2026	66.93
hkop8711 - HK_MF_All-Owned_OP	2581	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	3/5/2026	6,482.82
hkop8711 - HK_MF_All-Owned_OP	2582	V0000272 - PUGET SOUND ENERGY	3/5/2026	2,752.31
hkop8711 - HK_MF_All-Owned_OP	2583	V0000287 - RODDA PAINT COMPANY	3/5/2026	318.62
hkop8711 - HK_MF_All-Owned_OP	2584	V0000359 - WAVE ASTOUND	3/5/2026	289.17
hkop8711 - HK_MF_All-Owned_OP	2585	v0000667 - WESTERN EXTERMINATOR	3/5/2026	128.75
hkop8711 - HK_MF_All-Owned_OP	RC 51014	Returned item t9001462	3/5/2026	215.00
hkop8711 - HK_MF_All-Owned_OP	2586	V0000080 - COMCAST	3/6/2026	154.23
hkop8711 - HK_MF_All-Owned_OP	2587	V0000247 - OFFICE DEPOT-ACCT. 67444053	3/6/2026	23.43
hkop8711 - HK_MF_All-Owned_OP	2588	v0000738 - STITZEL, MARIA	3/6/2026	107.14
hkop8711 - HK_MF_All-Owned_OP	99291673	v0000143 - HOME DEPOT CREDIT SVCS- 4595	3/9/2026	4,790.24
hkop8711 - HK_MF_All-Owned_OP	99788300	v0000201 - LOWES - AM DEPT	3/9/2026	755.19
hkop8711 - HK_MF_All-Owned_OP	2589	v0000598 - ASHLEY'S CLEANING	3/12/2026	2,137.00
hkop8711 - HK_MF_All-Owned_OP	2590	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	3/12/2026	5,195.54
hkop8711 - HK_MF_All-Owned_OP	2591	V0000050 - BREMERTON CITY OF-Utility Billing	3/12/2026	1,955.64
hkop8711 - HK_MF_All-Owned_OP	2593	V0000137 - HENDEN ELECTRIC, INC	3/12/2026	9,213.00
hkop8711 - HK_MF_All-Owned_OP	2594	V0000138 - HENERY HARDWARE, INC.	3/12/2026	170.26
hkop8711 - HK_MF_All-Owned_OP	2595	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	3/12/2026	175.36
hkop8711 - HK_MF_All-Owned_OP	2596	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	3/12/2026	11,638.90
hkop8711 - HK_MF_All-Owned_OP	2597	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	3/12/2026	1,236.13
hkop8711 - HK_MF_All-Owned_OP	2598	V0000262 - PITNEY BOWES RESERVE ACCOUNT	3/12/2026	1,200.00
hkop8711 - HK_MF_All-Owned_OP	2599	v0000267 - POULSBO, CITY OF	3/12/2026	8,339.63
hkop8711 - HK_MF_All-Owned_OP	2600	V0000272 - PUGET SOUND ENERGY	3/12/2026	224.73
hkop8711 - HK_MF_All-Owned_OP	2601	V0000279 - REDROCK RESURFACING	3/12/2026	150.00
hkop8711 - HK_MF_All-Owned_OP	2602	V0000287 - RODDA PAINT COMPANY	3/12/2026	785.06
hkop8711 - HK_MF_All-Owned_OP	2603	V0000362 - WEST SOUND UTILITY DISTRICT	3/12/2026	11,912.42
hkop8711 - HK_MF_All-Owned_OP	99583877	V0000136 - HD SUPPLY - ACCT.#104436	3/13/2026	20,376.91
hkop8711 - HK_MF_All-Owned_OP	99987613	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	3/17/2026	2,328.14
hkop8711 - HK_MF_All-Owned_OP	99987809	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	3/17/2026	527.29
hkop8711 - HK_MF_All-Owned_OP	RC 52060	Returned item t0000216	3/18/2026	785.00
hkop8711 - HK_MF_All-Owned_OP	2604	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	3/19/2026	10,413.07
hkop8711 - HK_MF_All-Owned_OP	2605	v0000746 - BUILDING A TRADITION, LLC	3/19/2026	6,336.71
hkop8711 - HK_MF_All-Owned_OP	2606	V0000070 - CINTAS FIRE 636525	3/19/2026	501.00
hkop8711 - HK_MF_All-Owned_OP	2607	V0000080 - COMCAST	3/19/2026	107.75
hkop8711 - HK_MF_All-Owned_OP	2608	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	3/19/2026	12.50
hkop8711 - HK_MF_All-Owned_OP	2609	v0000772 - ECONOMY AIR SYSTEMS CO INC	3/19/2026	8,425.00
hkop8711 - HK_MF_All-Owned_OP	2610	V0000121 - GLOBAL VERIFICATION NETWORK	3/19/2026	570.30
hkop8711 - HK_MF_All-Owned_OP	2611	V0000138 - HENERY HARDWARE, INC.	3/19/2026	14.57
hkop8711 - HK_MF_All-Owned_OP	2612	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	3/19/2026	59.31
hkop8711 - HK_MF_All-Owned_OP	2613	V0000179 - KITSAP GARAGE DOOR CO.	3/19/2026	464.53
hkop8711 - HK_MF_All-Owned_OP	2614	v0000726 - MATERNAL INSTINCTS	3/19/2026	1,622.50
hkop8711 - HK_MF_All-Owned_OP	2615	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	3/19/2026	3,375.55
hkop8711 - HK_MF_All-Owned_OP	2616	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	3/19/2026	317.43
hkop8711 - HK_MF_All-Owned_OP	2617	V0000272 - PUGET SOUND ENERGY	3/19/2026	12,072.20
hkop8711 - HK_MF_All-Owned_OP	2618	V0000287 - RODDA PAINT COMPANY	3/19/2026	980.13
hkop8711 - HK_MF_All-Owned_OP	2619	V0000294 - SCOTT MCLENDONS HARDWARE	3/19/2026	19.58
hkop8711 - HK_MF_All-Owned_OP	2620	V0000351 - WASH.STATE DEPT. OF LABOR & INDUSTRIES	3/19/2026	203.20
hkop8711 - HK_MF_All-Owned_OP	2621	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	3/19/2026	6.56
hkop8711 - HK_MF_All-Owned_OP	2622	V0000359 - WAVE ASTOUND	3/19/2026	76.89
hkop8711 - HK_MF_All-Owned_OP	99329369	v0000145 - HOUSING ASSISTANCE COUNCIL	3/19/2026	6,533.71
hkop8711 - HK_MF_All-Owned_OP	99297098	v0000201 - LOWES - AM DEPT	3/20/2026	3,641.29
hkop8711 - HK_MF_All-Owned_OP	RC 52083	Returned item t9001813	3/20/2026	420.00
hkop8711 - HK_MF_All-Owned_OP	2623	t0000336 - Young	3/23/2026	107.43
hkop8711 - HK_MF_All-Owned_OP	99483237	v0000143 - HOME DEPOT CREDIT SVCS- 4595	3/24/2026	11,148.84
hkop8711 - HK_MF_All-Owned_OP	99332677	v0000478 - HK Homes	3/25/2026	350.00
hkop8711 - HK_MF_All-Owned_OP	99332678	v0000393 - KCCHA - MADRONA MANOR	3/25/2026	84.90
hkop8711 - HK_MF_All-Owned_OP	99332679	v0000478 - HK Homes	3/25/2026	2,285.00
hkop8711 - HK_MF_All-Owned_OP	99332680	v9000747 - Golden Tides III Dyes Inlet	3/25/2026	897.00
hkop8711 - HK_MF_All-Owned_OP	99512005	V0000136 - HD SUPPLY - ACCT.#104436	3/25/2026	11,508.27

Payment Summary  
March 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	2624	v0000598 - ASHLEY'S CLEANING	3/26/2026	325.00
hkop8711 - HK_MF_All-Owned_OP	2625	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/26/2026	5,094.48
hkop8711 - HK_MF_All-Owned_OP	2626	V0000048 - BREM AIR DISPOSAL, INC.-Residential accts	3/26/2026	5,626.00
hkop8711 - HK_MF_All-Owned_OP	2627	V0000050 - BREMERTON CITY OF-Utility Billing	3/26/2026	5,262.28
hkop8711 - HK_MF_All-Owned_OP	2628	v0000746 - BUILDING A TRADITION, LLC	3/26/2026	3,264.00
hkop8711 - HK_MF_All-Owned_OP	2629	V0000065 - CASCADE NATURAL GAS CORP.	3/26/2026	1,455.32
hkop8711 - HK_MF_All-Owned_OP	2630	V0000272 - PUGET SOUND ENERGY	3/26/2026	202.81
hkop8711 - HK_MF_All-Owned_OP	2632	V0000359 - WAVE ASTOUND	3/26/2026	288.95
hkop8711 - HK_MF_All-Owned_OP	2633	v0000667 - WESTERN EXTERMINATOR	3/26/2026	457.50
hkop8711 - HK_MF_All-Owned_OP	99240945	v0000201 - LOWES - AM DEPT	3/27/2026	1,406.30
hkop8711 - HK_MF_All-Owned_OP	99716495	V0000136 - HD SUPPLY - ACCT.#104436	3/27/2026	2,097.04
hkop8711 - HK_MF_All-Owned_OP	JE 7718	FUND TRANSFER GT2 FEB-MAR 2025 PAYROLL REIMB	3/31/2026	15,704.20
hkop8711 - HK_MF_All-Owned_OP	JE 7724	FUND TRANSFER MADRONA MANOR NOV 2025- FEB 2026 INTERFU	3/31/2026	47,234.33
hkop8711 - HK_MF_All-Owned_OP	JE 7725	FUND TRANSFER ORCHARD BLUFF APRIL 2025- MAY 2025 PAYROLL	3/31/2026	20,296.21
hkop8711 - HK_MF_All-Owned_OP	JE 7727	FUND TRANSFER RD PROJECTS FEB 2026 INTERFUND REIMBURSE	3/31/2026	33,516.52
hkop8711 - HK_MF_All-Owned_OP	JE 7729	FUND TRANSFER TIME SQUARE JULY 2025- FEB 2026 INTERFUND	3/31/2026	42,489.15
				<b>395,512.34</b>

Bank	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3284	v0000582 - AHBL, INC	3/6/2026	380.00
shop3911 - Self Help SHOP	3285	V0000043 - B-MORE ELECTRIC	3/6/2026	286.76
shop3911 - Self Help SHOP	3286	V0000228 - N.L. OLSON & ASSOCIATES	3/6/2026	4,048.16
shop3911 - Self Help SHOP	3287	v0000421 - RAR FENCE LLC	3/6/2026	72.00
shop3911 - Self Help SHOP	3288	v0000344 - VALLEY SUPPLY CO.	3/6/2026	1,270.00
shop3911 - Self Help SHOP	3289	v0000590 - KITSAP EXCAVATION	3/17/2026	1,200.00
shop3911 - Self Help SHOP	3290	V0000128 - H.D. FOWLER COMPANY	3/30/2026	3,262.07
shop3911 - Self Help SHOP	3291	v0000421 - RAR FENCE LLC	3/30/2026	72.00
shop3911 - Self Help SHOP	3292	v0000344 - VALLEY SUPPLY CO.	3/30/2026	157.08
				<b>10,748.07</b>

Bank	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	JE 7790	Used Postage March 2026	3/1/2026	35.16
self2111 - Self Help - Family AP Acct	99748523	v0000302 - SH - HOME DEPOT - STORE	3/3/2026	6,609.29
self2111 - Self Help - Family AP Acct	99121160	v0000302 - SH - HOME DEPOT - STORE	3/6/2026	649.99
self2111 - Self Help - Family AP Acct	20657	v0000557 - MARIO'S PLUMBING	3/6/2026	601.15
self2111 - Self Help - Family AP Acct	20652	V0000043 - B-MORE ELECTRIC	3/6/2026	9,424.28
self2111 - Self Help - Family AP Acct	20653	V0000061 - CALPORTLAND COMPANY	3/6/2026	2,936.28
self2111 - Self Help - Family AP Acct	20654	v0000484 - JAG CONSTRUCTION LLC	3/6/2026	2,212.23
self2111 - Self Help - Family AP Acct	20655	v0000753 - KARLY NESHEM	3/6/2026	111.52
self2111 - Self Help - Family AP Acct	20656	v0000755 - KELLI PENBERTHY	3/6/2026	138.37
self2111 - Self Help - Family AP Acct	20658	V0000218 - MITCHELL LUMBER CO	3/6/2026	12,749.93
self2111 - Self Help - Family AP Acct	20659	V0000265 - PORT ORCHARD SAND & GRAVEL COMPANY	3/6/2026	388.21
self2111 - Self Help - Family AP Acct	20660	v0000344 - VALLEY SUPPLY CO.	3/6/2026	829.85
self2111 - Self Help - Family AP Acct	20661	v0000097 - DTG RECYCLE	3/17/2026	157.35
self2111 - Self Help - Family AP Acct	20662	v0000761 - DTG53, LLC	3/17/2026	157.35
self2111 - Self Help - Family AP Acct	20663	v0000751 - EMILY HAMILTON	3/17/2026	110.02
self2111 - Self Help - Family AP Acct	20664	V0000107 - FARMERS INSURANCE	3/17/2026	4,389.00
self2111 - Self Help - Family AP Acct	20665	v0000147 - HOYTS HYDROSEEDING	3/17/2026	6,022.50
self2111 - Self Help - Family AP Acct	20666	v0000760 - KEENAN HALL	3/17/2026	133.86
self2111 - Self Help - Family AP Acct	20667	v0000757 - SABRINA SELBY	3/17/2026	111.52
self2111 - Self Help - Family AP Acct	20668	v0000750 - TELESE WILLMES	3/17/2026	113.03
self2111 - Self Help - Family AP Acct	20669	V0000362 - WEST SOUND UTILITY DISTRICT	3/17/2026	649.11
self2111 - Self Help - Family AP Acct	20670	v0000754 - WILBUR CLAY	3/17/2026	136.87
self2111 - Self Help - Family AP Acct	20671	v0000029 - ARROW LUMBER & HARDWARE LLC	3/30/2026	194.32
self2111 - Self Help - Family AP Acct	20672	V0000043 - B-MORE ELECTRIC	3/30/2026	9,616.10
self2111 - Self Help - Family AP Acct	20673	V0000061 - CALPORTLAND COMPANY	3/30/2026	2,855.40
self2111 - Self Help - Family AP Acct	20674	v0000752 - DANIEL DOLFIN	3/30/2026	113.03
self2111 - Self Help - Family AP Acct	20675	v0000761 - DTG53, LLC	3/30/2026	472.05
self2111 - Self Help - Family AP Acct	20676	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	3/30/2026	7,571.97
self2111 - Self Help - Family AP Acct	20677	v0000662 - Insulation NW, LLC	3/30/2026	5,207.05
self2111 - Self Help - Family AP Acct	20678	v0000484 - JAG CONSTRUCTION LLC	3/30/2026	2,212.23
self2111 - Self Help - Family AP Acct	20679	V0000218 - MITCHELL LUMBER CO	3/30/2026	17,362.34
self2111 - Self Help - Family AP Acct	20680	V0000272 - PUGET SOUND ENERGY	3/30/2026	2,182.66
self2111 - Self Help - Family AP Acct	20681	v0000288 - ROYAL BUILDERS	3/30/2026	22,288.46
self2111 - Self Help - Family AP Acct	20682	v0000344 - VALLEY SUPPLY CO.	3/30/2026	709.23

Payment Summary  
March 2026 Board Cash Disbursement Report

self2111 - Self Help - Family AP Acct	99296748	v0000302 - SH - HOME DEPOT - STORE	3/30/2026	4,388.17
				<b>123,839.88</b>

Bank	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	99724969	v0000302 - SH - HOME DEPOT - STORE	3/3/2026	1,295.32
shga2112 - SELF-HELP GENERAL ACCOUNT	99594234	v0000768 - PHILADELPHIA INSURANCE COMPANIES	3/6/2026	300.00
shga2112 - SELF-HELP GENERAL ACCOUNT	87	V0000218 - MITCHELL LUMBER CO	3/6/2026	360.58
shga2112 - SELF-HELP GENERAL ACCOUNT	88	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	3/6/2026	1,209.99
shga2112 - SELF-HELP GENERAL ACCOUNT	89	V0000209 - MASON PUD3	3/17/2026	93.62
shga2112 - SELF-HELP GENERAL ACCOUNT	90	V0000227 - MYPRINTINGSERVICES.COM	3/17/2026	76.00
shga2112 - SELF-HELP GENERAL ACCOUNT	91	V0000272 - PUGET SOUND ENERGY	3/17/2026	120.65
shga2112 - SELF-HELP GENERAL ACCOUNT	99987715	V0000168 - KITSAP BANK-VISA-DEAN NAIL	3/17/2026	936.90
shga2112 - SELF-HELP GENERAL ACCOUNT	92	v0000029 - ARROW LUMBER & HARDWARE LLC	3/30/2026	25.39
shga2112 - SELF-HELP GENERAL ACCOUNT	93	v0000766 - DAFFODIL STORAGE	3/30/2026	295.00
shga2112 - SELF-HELP GENERAL ACCOUNT	94	V0000209 - MASON PUD3	3/30/2026	104.85
shga2112 - SELF-HELP GENERAL ACCOUNT	95	V0000272 - PUGET SOUND ENERGY	3/30/2026	10.83
				<b>4,829.13</b>

Bank	Check#	Vendor	Date	Amount
sh6090 - Self Help - Family AP Acct	JE 7712	FINAL CHECK FROM CLOSING BOA6090	3/2/2026	1.20
				<b>1.20</b>

Bank	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	JE 7728	FUND TRANSFER FJORD VISTA FEB 2026 INTERFUND REIMBURSE	3/1/2026	4,637.52
hk7911 - HK_MF_Sep_Corp_OP	JE 7790	Used Postage March 2026	3/1/2026	386.07
hk7911 - HK_MF_Sep_Corp_OP	907	t9000429 - Broadrick	3/2/2026	154.00
hk7911 - HK_MF_Sep_Corp_OP	908	t9000478 - Collis-Rush	3/2/2026	39.00
hk7911 - HK_MF_Sep_Corp_OP	909	t9001378 - Dunbar	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	910	t9000534 - Dunn	3/2/2026	18.00
hk7911 - HK_MF_Sep_Corp_OP	911	t9000459 - Fontana	3/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	912	t9000462 - Hoskinson	3/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	913	t9000735 - Ives	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	914	t9000564 - JOHNSON	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	915	t9000555 - KELLEY	3/2/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	916	t9000495 - KELLY	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	917	t9000508 - Maier	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	918	t9000437 - Mason	3/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	919	t9000419 - O'Con	3/2/2026	42.00
hk7911 - HK_MF_Sep_Corp_OP	920	t9000436 - Olafsen	3/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	921	t9000424 - Robertson	3/2/2026	69.00
hk7911 - HK_MF_Sep_Corp_OP	922	t9000743 - Scherler-Evenson	3/2/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	923	t9001487 - Short	3/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	924	t9000560 - WIPFF	3/2/2026	23.00
hk7911 - HK_MF_Sep_Corp_OP	99708747	v0000201 - LOWES - AM DEPT	3/2/2026	806.01
hk7911 - HK_MF_Sep_Corp_OP	JE 7520	HAP repayment of overpayment 01/2026 & 02/2026	3/2/2026	4,185.00
hk7911 - HK_MF_Sep_Corp_OP	925	t0000141 - Bryant	3/3/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	926	t0000150 - Rhodelander	3/3/2026	38.00
hk7911 - HK_MF_Sep_Corp_OP	JE 7711	03/2026 KAS RR TRANSFER	3/3/2026	8,063.65
hk7911 - HK_MF_Sep_Corp_OP	99318643	v0000608 - HK_MF_SEP-CORP-RESERVES	3/4/2026	8,063.65
hk7911 - HK_MF_Sep_Corp_OP	99318645	v0000001 - Housing Kitsap	3/4/2026	5,000.00
hk7911 - HK_MF_Sep_Corp_OP	927	v0000598 - ASHLEY'S CLEANING	3/5/2026	1,065.00
hk7911 - HK_MF_Sep_Corp_OP	928	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/5/2026	3,765.46
hk7911 - HK_MF_Sep_Corp_OP	929	V0000050 - BREMERTON CITY OF-Utility Billing	3/5/2026	525.02
hk7911 - HK_MF_Sep_Corp_OP	930	V0000065 - CASCADE NATURAL GAS CORP.	3/5/2026	189.67
hk7911 - HK_MF_Sep_Corp_OP	931	v0000380 - Century Link	3/5/2026	72.60
hk7911 - HK_MF_Sep_Corp_OP	932	V0000070 - CINTAS FIRE 636525	3/5/2026	5,008.56
hk7911 - HK_MF_Sep_Corp_OP	933	V0000121 - GLOBAL VERIFICATION NETWORK	3/5/2026	171.09
hk7911 - HK_MF_Sep_Corp_OP	934	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	3/5/2026	7,809.30
hk7911 - HK_MF_Sep_Corp_OP	935	V0000183 - KITSAP P.U.D.#1	3/5/2026	579.36
hk7911 - HK_MF_Sep_Corp_OP	936	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	3/5/2026	28,604.50
hk7911 - HK_MF_Sep_Corp_OP	937	v0000267 - POULSBO, CITY OF	3/5/2026	2,102.40
hk7911 - HK_MF_Sep_Corp_OP	938	V0000271 - PUCKETT & REDFORD P.L.L.C.	3/5/2026	5,616.08
hk7911 - HK_MF_Sep_Corp_OP	939	V0000272 - PUGET SOUND ENERGY	3/5/2026	8,419.86
hk7911 - HK_MF_Sep_Corp_OP	940	V0000279 - REDROCK RESURFACING	3/5/2026	2,266.47
hk7911 - HK_MF_Sep_Corp_OP	941	v0000281 - RELIABLE PARTS	3/5/2026	89.44

Payment Summary  
March 2026 Board Cash Disbursement Report

hk7911	- HK_MF_Sep_Corp_OP	942	V0000287 - RODDA PAINT COMPANY	3/5/2026	1,138.07
hk7911	- HK_MF_Sep_Corp_OP	943	V0000294 - SCOTT MCLENDONS HARDWARE	3/5/2026	103.72
hk7911	- HK_MF_Sep_Corp_OP	944	v0000424 - TRS MECHANICAL, INC	3/5/2026	2,172.99
hk7911	- HK_MF_Sep_Corp_OP	945	V0000359 - WAVE ASTOUND	3/5/2026	118.03
hk7911	- HK_MF_Sep_Corp_OP	99138604	V0000135 - HD SUPPLY - #3320024	3/9/2026	8,783.68
hk7911	- HK_MF_Sep_Corp_OP	99323725	v0000143 - HOME DEPOT CREDIT SVCS- 4595	3/9/2026	1,362.61
hk7911	- HK_MF_Sep_Corp_OP	99144763	V0000135 - HD SUPPLY - #3320024	3/10/2026	1,967.03
hk7911	- HK_MF_Sep_Corp_OP	946	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/12/2026	2,211.63
hk7911	- HK_MF_Sep_Corp_OP	947	V0000050 - BREMERTON CITY OF-Utility Billing	3/12/2026	1,926.96
hk7911	- HK_MF_Sep_Corp_OP	948	V0000137 - HENDEN ELECTRIC, INC	3/12/2026	2,481.11
hk7911	- HK_MF_Sep_Corp_OP	949	V0000138 - HENERY HARDWARE, INC.	3/12/2026	9.80
hk7911	- HK_MF_Sep_Corp_OP	950	V0000150 - INTELLISYSTEMS, INC.	3/12/2026	229.32
hk7911	- HK_MF_Sep_Corp_OP	951	V0000183 - KITSAP P.U.D.#1	3/12/2026	1,777.84
hk7911	- HK_MF_Sep_Corp_OP	952	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	3/12/2026	812.28
hk7911	- HK_MF_Sep_Corp_OP	953	V0000271 - PUCKETT & REDFORD P.L.L.C.	3/12/2026	903.90
hk7911	- HK_MF_Sep_Corp_OP	954	V0000272 - PUGET SOUND ENERGY	3/12/2026	5,129.19
hk7911	- HK_MF_Sep_Corp_OP	955	V0000287 - RODDA PAINT COMPANY	3/12/2026	692.68
hk7911	- HK_MF_Sep_Corp_OP	956	V0000362 - WEST SOUND UTILITY DISTRICT	3/12/2026	20,183.44
hk7911	- HK_MF_Sep_Corp_OP	957	v0000424 - TRS MECHANICAL, INC	3/13/2026	559.89
hk7911	- HK_MF_Sep_Corp_OP	99719101	V0000135 - HD SUPPLY - #3320024	3/16/2026	3,799.12
hk7911	- HK_MF_Sep_Corp_OP	99723893	V0000135 - HD SUPPLY - #3320024	3/16/2026	8,179.53
hk7911	- HK_MF_Sep_Corp_OP	99987785	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	3/17/2026	260.73
hk7911	- HK_MF_Sep_Corp_OP	958	v0000698 - APARTMENTS LLC	3/19/2026	764.40
hk7911	- HK_MF_Sep_Corp_OP	959	v0000598 - ASHLEY'S CLEANING	3/19/2026	600.00
hk7911	- HK_MF_Sep_Corp_OP	960	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	3/19/2026	11,991.66
hk7911	- HK_MF_Sep_Corp_OP	961	v0000380 - Century Link	3/19/2026	72.60
hk7911	- HK_MF_Sep_Corp_OP	962	V0000070 - CINTAS FIRE 636525	3/19/2026	4,927.97
hk7911	- HK_MF_Sep_Corp_OP	963	V0000138 - HENERY HARDWARE, INC.	3/19/2026	9.80
hk7911	- HK_MF_Sep_Corp_OP	964	V0000150 - INTELLISYSTEMS, INC.	3/19/2026	458.85
hk7911	- HK_MF_Sep_Corp_OP	965	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	3/19/2026	13,360.16
hk7911	- HK_MF_Sep_Corp_OP	966	V0000272 - PUGET SOUND ENERGY	3/19/2026	5,660.74
hk7911	- HK_MF_Sep_Corp_OP	967	v0000281 - RELIABLE PARTS	3/19/2026	184.10
hk7911	- HK_MF_Sep_Corp_OP	969	V0000294 - SCOTT MCLENDONS HARDWARE	3/19/2026	832.81
hk7911	- HK_MF_Sep_Corp_OP	970	v0000089 - WA DEPARTMENT OF COMMERCE	3/19/2026	8,021.46
hk7911	- HK_MF_Sep_Corp_OP	971	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	3/19/2026	211.58
hk7911	- HK_MF_Sep_Corp_OP	972	V0000256 - PACIFICA LAW GROUP, LLP	3/19/2026	566.50
hk7911	- HK_MF_Sep_Corp_OP	99209294	V0000135 - HD SUPPLY - #3320024	3/20/2026	2,956.69
hk7911	- HK_MF_Sep_Corp_OP	99261871	v0000201 - LOWES - AM DEPT	3/20/2026	2,308.42
hk7911	- HK_MF_Sep_Corp_OP	99329099	V0000337 - U S BANK	3/20/2026	30,195.00
hk7911	- HK_MF_Sep_Corp_OP	99329100	V0000337 - U S BANK	3/20/2026	24,552.50
hk7911	- HK_MF_Sep_Corp_OP	973	V0000287 - RODDA PAINT COMPANY	3/23/2026	2,462.30
hk7911	- HK_MF_Sep_Corp_OP	99317005	v0000143 - HOME DEPOT CREDIT SVCS- 4595	3/24/2026	5,863.31
hk7911	- HK_MF_Sep_Corp_OP	99332681	v0000419 - CONIFER WOODS APTS	3/25/2026	96.00
hk7911	- HK_MF_Sep_Corp_OP	99333066	v0000418 - PARK PLACE APTS	3/25/2026	100.00
hk7911	- HK_MF_Sep_Corp_OP	99333068	v0000419 - CONIFER WOODS APTS	3/25/2026	88.00
hk7911	- HK_MF_Sep_Corp_OP	99333070	v0000418 - PARK PLACE APTS	3/25/2026	1,204.00
hk7911	- HK_MF_Sep_Corp_OP	99333073	v0000418 - PARK PLACE APTS	3/25/2026	510.90
hk7911	- HK_MF_Sep_Corp_OP	99333078	v0000418 - PARK PLACE APTS	3/25/2026	1,506.00
hk7911	- HK_MF_Sep_Corp_OP	99333079	v0000418 - PARK PLACE APTS	3/25/2026	99.00
hk7911	- HK_MF_Sep_Corp_OP	JE 7742	TRANSFERS & MOVE-OUT CHGS b2337	3/25/2026	97.70
hk7911	- HK_MF_Sep_Corp_OP	974	v0000711 - ADVANCED DOOR SERVICE, INC	3/26/2026	491.40
hk7911	- HK_MF_Sep_Corp_OP	975	v0000698 - APARTMENTS LLC	3/26/2026	207.67
hk7911	- HK_MF_Sep_Corp_OP	976	V0000065 - CASCADE NATURAL GAS CORP.	3/26/2026	290.83
hk7911	- HK_MF_Sep_Corp_OP	977	v0000380 - Century Link	3/26/2026	94.05
hk7911	- HK_MF_Sep_Corp_OP	978	V0000075 - CLEAN N ROOTER LLC	3/26/2026	541.04
hk7911	- HK_MF_Sep_Corp_OP	979	V0000138 - HENERY HARDWARE, INC.	3/26/2026	35.89
hk7911	- HK_MF_Sep_Corp_OP	980	v0000455 - KURTZ, HEATHER	3/26/2026	47.48
hk7911	- HK_MF_Sep_Corp_OP	981	V0000294 - SCOTT MCLENDONS HARDWARE	3/26/2026	97.62
hk7911	- HK_MF_Sep_Corp_OP	982	V0000312 - SILVERDALE WATER DISTRICT	3/26/2026	70.25
hk7911	- HK_MF_Sep_Corp_OP	983	V0000359 - WAVE ASTOUND	3/26/2026	275.49
hk7911	- HK_MF_Sep_Corp_OP	99297579	v0000201 - LOWES - AM DEPT	3/27/2026	148.27
hk7911	- HK_MF_Sep_Corp_OP	99765714	V0000135 - HD SUPPLY - #3320024	3/27/2026	7,044.51
hk7911	- HK_MF_Sep_Corp_OP	99768371	V0000135 - HD SUPPLY - #3320024	3/30/2026	10,932.93
hk7911	- HK_MF_Sep_Corp_OP	99771128	V0000135 - HD SUPPLY - #3320024	3/31/2026	15,024.94
hk7911	- HK_MF_Sep_Corp_OP	JE 7719	FUND TRANSFER HERITAGE JUNE- AUGUST 2025 PAYROLL REIMBU	3/31/2026	36,836.20
hk7911	- HK_MF_Sep_Corp_OP	JE 7721	FUND TRANSFER CONIFER/ PARK PLACE FEBRUARY 2026 INTERFUI	3/31/2026	48,481.10

Payment Summary  
March 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	JE 7722	FUND TRANSFER KINGSTON JULY- SEPT 2025 PAYROLL REIMBURSI	3/31/2026	31,320.59
hk7911 - HK_MF_Sep_Corp_OP	JE 7723	FUND TRANSFER LIBERTY BAY FEBRUARY 2026 INTERFUND REIMB	3/31/2026	7,322.72
hk7911 - HK_MF_Sep_Corp_OP	JE 7726	FUND TRANSFER RED BARN NOV 2025- FEB 2026 INTERFUND REIM	3/31/2026	10,092.27
hk7911 - HK_MF_Sep_Corp_OP	JE 7730	FUND TRANSFER VIEWMONT JAN 2025- FEB 2025 PAYROLL REIMI	3/31/2026	32,820.56
				<b>485,540.52</b>

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	176	t0000576 - Penberthy	3/6/2026	96.00
cosd0911 - HK_MF_Sep_Corp_SD	177	t9001412 - Acebedo	3/6/2026	2,180.00
cosd0911 - HK_MF_Sep_Corp_SD	178	t9000466 - Ioerger	3/20/2026	106.00
cosd0911 - HK_MF_Sep_Corp_SD	99332666	v0000419 - CONIFER WOODS APTS	3/25/2026	520.00
cosd0911 - HK_MF_Sep_Corp_SD	99332668	v0000419 - CONIFER WOODS APTS	3/25/2026	600.00
cosd0911 - HK_MF_Sep_Corp_SD	99332670	v0000419 - CONIFER WOODS APTS	3/25/2026	37.00
cosd0911 - HK_MF_Sep_Corp_SD	99332673	v0000418 - PARK PLACE APTS	3/25/2026	1,000.00
cosd0911 - HK_MF_Sep_Corp_SD	99332675	v0000420 - KINGSTON RIDGE APTS	3/25/2026	300.00
cosd0911 - HK_MF_Sep_Corp_SD	99332825	v0000418 - PARK PLACE APTS	3/25/2026	300.00
cosd0911 - HK_MF_Sep_Corp_SD	99333047	v0000419 - CONIFER WOODS APTS	3/25/2026	500.00
cosd0911 - HK_MF_Sep_Corp_SD	99333048	v0000420 - KINGSTON RIDGE APTS	3/25/2026	50.00
cosd0911 - HK_MF_Sep_Corp_SD	99333050	v0000418 - PARK PLACE APTS	3/25/2026	154.00
cosd0911 - HK_MF_Sep_Corp_SD	99333052	v0000004 - Heritage Apartments LP	3/25/2026	1,001.00
cosd0911 - HK_MF_Sep_Corp_SD	99333054	v0000418 - PARK PLACE APTS	3/25/2026	717.00
cosd0911 - HK_MF_Sep_Corp_SD	99333055	v0000418 - PARK PLACE APTS	3/25/2026	340.20
cosd0911 - HK_MF_Sep_Corp_SD	99333058	v0000418 - PARK PLACE APTS	3/25/2026	149.00
cosd0911 - HK_MF_Sep_Corp_SD	99333061	v0000002 - Viewmont Apartments LP	3/25/2026	397.00
cosd0911 - HK_MF_Sep_Corp_SD	99333063	v0000004 - Heritage Apartments LP	3/25/2026	102.00
cosd0911 - HK_MF_Sep_Corp_SD	99337730	v0000419 - CONIFER WOODS APTS	3/31/2026	239.00
				<b>8,788.20</b>

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23570	t9000303 - Cindy Keinfelter, POA	3/6/2026	200.00
hksd1711 - HK_MF_All-Owned_SD	23571	t0000336 - Young	3/23/2026	250.00
hksd1711 - HK_MF_All-Owned_SD	99333082	v0000387 - FJORD MANOR	3/25/2026	364.47
hksd1711 - HK_MF_All-Owned_SD	99333083	v0000387 - FJORD MANOR	3/25/2026	91.35
hksd1711 - HK_MF_All-Owned_SD	99333084	v0000393 - KCCHA - MADRONA MANOR	3/25/2026	127.20
hksd1711 - HK_MF_All-Owned_SD	99333085	v0000393 - KCCHA - MADRONA MANOR	3/25/2026	550.00
hksd1711 - HK_MF_All-Owned_SD	JE 7742	TRANSFERS & MOVE-OUT CHGS b2337	3/25/2026	1,133.02
hksd1711 - HK_MF_All-Owned_SD	23572	t0000105 - Evans	3/26/2026	573.68
				<b>3,289.72</b>

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	15	v0000192 - BERRY LAKE HOME SERVICES	3/5/2026	775.32
nord1111 - Nordic Cottages Operating	99319638	v0000718 - HOUSING KITSAP/NORDIC COTTAGES (REP RES)	3/5/2026	1,600.00
nord1111 - Nordic Cottages Operating	99319652	v0000001 - Housing Kitsap	3/5/2026	2,331.00
nord1111 - Nordic Cottages Operating	99319652	v0000001 - Housing Kitsap	3/5/2026	9,991.81
nord1111 - Nordic Cottages Operating	16	v0000267 - POULSBO, CITY OF	3/12/2026	868.30
nord1111 - Nordic Cottages Operating	17	v0000192 - BERRY LAKE HOME SERVICES	3/19/2026	775.32
nord1111 - Nordic Cottages Operating	18	V0000272 - PUGET SOUND ENERGY	3/19/2026	823.90
nord1111 - Nordic Cottages Operating	99333034	v0000001 - Housing Kitsap	3/26/2026	4,636.76
nord1111 - Nordic Cottages Operating	99336883	v0000001 - Housing Kitsap	3/31/2026	1,477.90
nord1111 - Nordic Cottages Operating	99337732	v0000001 - Housing Kitsap	3/31/2026	7,177.27
				<b>30,457.58</b>

Bank	Check#	Vendor	Date	Amount
nord1112 - Nordic Cottages Sec Deposit	99319646	v0000001 - Housing Kitsap	3/5/2026	100.00
				<b>100.00</b>

Bank	Check#	Vendor	Date	Amount
nord1113 - Nordic Cottages Rep Reserve	99319647	v0000001 - Housing Kitsap	3/5/2026	100.00
				<b>100.00</b>

Aggregate Total	2,429,860.14
Less Intercompany Payments	<u>815,651.97</u>
Total Disbursements	1,614,208.17



# Housing Kitsap Board of Commissioners

## Consent Agenda Item

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 2 minutes

**AGENDA TITLE:** 2026 Summer Hours for HK Employees

**AGENDA ITEM:** 4. C.

**SUBMITTED BY:** Kristie Opp-Hermida

**TITLE:** Human Resource Specialist

**Summary Statement:**

Housing Kitsap is committed to promoting work-life balance and optimizing productivity during the summer months.

Housing Kitsap is requesting to implement a two-hour early release on Fridays, effective May 22, 2026, to September 04, 2026. A similar policy was previously approved in 2025, while showing no decrease in productivity.

If summer hours show to be successful again in 2026, Housing Kitsap may request to approve a permanent policy moving forward.

May 22, 2026, to September 04, 2026, includes a total of 14 Fridays.

**Recommended Action:** Approve

**HOUSING KITSAP BOARD OF COMMISSIONERS**

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

Clarence Moriwaki, Chair

ATTEST: \_\_\_\_\_

Heather Blough, Executive Director

## 2026 Memorial Day through Labor Day Summer Hours

In alignment with our commitment to promoting work-life balance and optimizing productivity during the summer months, we are introducing a two-hour early release on Fridays. This policy will be effective from May 22, 2026, to September 04, 2026.

### **Purpose:**

This initiative is designed to provide employees with additional time to enjoy their weekends, reduce stress, and enhance overall well-being during the summer season.

### **Policy Details:**

#### **1. Effective Dates:**

- The two-hour early release will begin on May 22, 2026, and continue every Friday through September 04, 2026.

#### **2. Work Hours on Fridays:**

- Employees will be released from work two hours earlier than their usual Friday end time.
- For example, if the normal workday ends at 4:30 PM, the early release will allow employees to leave at 2:30 PM.

#### **3. Attendance & Availability:**

- Employees must ensure that critical tasks are completed before the early release time.
- If specific metrics related to the position are not completed, early release time will not be allowed. See supervisor for specific metrics that are required to be met.
- Unpaid leave in general is not authorized. If an employee has unpaid leave the two months prior to early release date, early release will not be approved.
- Employees must work a full day to receive the early release time.
- If a full day is not worked, employees must use leave time for all hours not worked.
  1. Example: request for Friday off requires 8 hours of leave; request to leave work early for any reason requires leave request for all hours not worked up to the usual time off.
- Early release is prorated for part-time employees for 20 or more hours.

#### **4. Timekeeping:**

- Employees are responsible for ensuring that their time records reflect the early release schedule, recording hours worked. The early release will be reflected as office closure on time sheets.

- There will be no change to the total number of hours paid per week. The early release is intended as an adjustment to work hours on Fridays. The early release hours will be reflected as office closure.

**5. Impact on Meetings & Deadlines:**

- Any meetings scheduled after the early release time should be adjusted or rescheduled by the employee or manager.
- Deadlines that fall on Friday should be met by the adjusted release time unless otherwise discussed with management.

**6. Optional Participation:**

- Participation in the early release is optional; however, employees are encouraged to take advantage of this opportunity for enhanced work-life balance, if approved by supervisor.

**7. Executive Director, Board of Commissioners Action**

- The Executive Director or the Board of Commissioners have the right to change, modify, or approve exceptions to this policy at any time, with or without notice.

**Questions or Concerns:**

If you have any questions or concerns about the Summer Early Release Policy, please contact HR.



# Housing Kitsap Board of Commissioners

## Discussion Item

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Personnel Committee

**AGENDA ITEM:** 5. A.

**SUBMITTED BY:** Heather Blough

**TITLE:** Executive Director

The Leadership team has been discussing succession planning.

When the current Executive Director was hired, she made a commitment to a 5-year term, which will be here in June of this year.

Two more years are anticipated, however, now is the time to begin proactive conversations to ensure leadership continuity, stability, and risk management as key staff depart.

Housing Kitsap will continue to streamline and improve processes as we deliver affordable housing to our community, but we are also in a growth cycle. This cycle will span many years and will require continuity during this period for maximum success for Housing Kitsap to continue to deliver affordable housing to the community while expanding.

We plan to inquire about career goals of current staff, and, as appropriate, work to develop staff who are interested in a long-term career path at Housing Kitsap.

It would be very helpful to have a personnel committee to assist the Leadership team in this proactive process, especially regarding leadership positions.



# Housing Kitsap Board of Commissioners

## Discussion Item

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Resident Commissioner Policy/Bylaws

**AGENDA ITEM:** 5. B.

**SUBMITTED BY:** Heather Blough

**TITLE:** Executive Director

Housing Kitsap has been required to have a Resident Commissioner because it had Public Housing and, though contracted out, Housing Choice Voucher Tenant Based assistance.

The current Resident Commissioner will end her term in December of 2026, so beginning to review the policy and recruit a new Resident Commissioner has begun.

There are requirements for a Resident Commissioner in the Federal Regulations, the Revised Code of Washington, the Kitsap County Code, and the Housing Kitsap Bylaws.

Based on the conversation here, the Bylaws will be updated at the May meeting, along with the Resident Commissioner Policy. The Bylaws will need to have the reference to Public Housing removed, but could be modified to allow for other types of residents to act as a commissioner.

## Resident Commissioner Policy Resolution 2026-

Revision dates:

~~May~~<sup>April</sup> 28~~6~~, 2026 by Resolution 2026-

June 23, 2020

July 7, 2015

Initial policy: September 1, 2011

Kitsap County Consolidated Housing Authority dba Housing Kitsap (HK) is required to have a Resident Commissioner as detailed in 24 CFR 964, defined as a Public Housing resident or a Section 8 Tenant Based Rental Assistance Program participant. However, at this time, Housing Kitsap does not operate a Public Housing Program, which means the Public Housing Authority (PHA) is eligible for an exemption, provided the PHA follows the regulatory requirements for outreach annually.

Kitsap County Code 2.72 Housing Authority and RCW 35.82 Housing Authority Law also require resident participation if the PHA bylaws have this requirement in them. Housing Kitsap's bylaws do require a Resident Commissioner to be alternated, if possible, between senior participants and "multifamily" participants.

Should the Board determine to modify the bylaws to not require a Resident Commissioner, the outreach and review requirements at 24 CFR 964.425 a) 2), a) 3), and a) 4) must be followed.

- **Resident Commissioner duties and responsibilities**
  - Represent HK to the community as a whole and specifically represent participants in HK programs at the Board level
  - As a Board Member, work in partnership with other Board Members to guide HK to do its best work in pursuit of its goals within the Mission, Vision, and Values of HK
  - Share HK's work and values to the community
  - Act in the best interests of HK
  - Refrain from lobbying in the capacity of a Board Member
  - Keep informed about HK's activities
  - Participate in decision making regarding Housing Kitsap Policies
  - Attend:
    - Monthly Board meetings
    - Training programs on the Open Public Meetings and Public Records Act (within 6 months of appointment)
  - Communication with the Board Chair regarding changes in status, ability to serve, and absences from meetings

- Follow Housing Kitsap ethical rules and remain vigilant in disclosing any items that may be or appear to be a conflict of interest
- Follow Housing Kitsap ethical rules when an item is presented for action which may have a direct impact on the Resident Commissioner or family members and recuse themselves from the action that will have a direct impact.
- Take the Oath of Office prior to their first meeting
- The Resident Commissioner is entitled to reimbursement for actual expenses when performing their duties, such as travel to training. No other compensation is available.

- **Term of service**

The Resident Commissioner shall serve a term of three years which will begin upon appointment. This term of service may be extended if approved by the Board of Commissioners up to a maximum of six years total. If a Resident Commissioner ceases to be a participant in the Section 8 Tenant Based Program, the Board of Commissioners may agree to allow the Resident Commissioner to serve out their term by a simple majority vote noted in the meeting minutes.

Note: Exception is identified under no response/viable candidate.

- **Resident Commissioner eligible participants:**

- Be a participant in HKS' Section 8 Tenant Based Program
- Be in good standing and in compliance with all lease and program obligations
- Be at least 18 years of age
- Be named on the assisted lease agreement AND must be part of the participant household
- Apply to the Executive Director within the time frame specified
- As identified below, be a resident of a Housing Kitsap development.

- **Selection process**

HK shall send an invitation to all to apply to serve on the Board of Commissioners to all and Section 8 Tenant Based Program participants.

- The recruitment period will be no less than 30 days from the date of the initial notice.
- All submissions will be reviewed, which may include contacting references, and confirming program participation and compliance with program and lease obligations. Interviews may be held as well. After review, a recommendation will be prepared and submitted to the Board of Commissioners. The recommendation may be for a single applicant or multiple.

- The Board of Commissioners may hold an interview, at a public meeting, with any candidate(s) recommended by the Executive Director.
  - If no suitable candidate has been identified, the Board of Commissioners may request that the Executive Director re-advertise for the position or may follow the “No Response/No viable candidate” section below.
  - It is the intention of the Board to rotate between the multifamily and senior participants; however, this is not required and will be dependent on applications received.
  - Final selection of the Resident Commissioner must be approved by a majority vote of the Commissioners at a public meeting.
- **No response/No viable candidate:**
    - Because HK has less than 300 Public Housing units, if no qualified candidate responds to the invitation to apply, or has applied and is not acceptable to the Board of Commissioners, there may not be a Resident Commissioner for that year.
    - The Executive Director will issue a new invitation the following year, and every year thereafter, until a Resident Commissioner has been selected to serve a three-year term.
    - Should no appropriate Tenant Based Rental Assistance participant apply, or be found suitable by the Board, Housing Kitsap may solicit applications to all Housing Kitsap developments for a resident commissioner. Should a resident commissioner from a program other than the Tenant Based Voucher Program be appointed, their term would be for one year, with eligibility for up to 6 consecutive years.
- **Termination:**
    - The Resident Commissioner may be removed from the position for inefficiency or neglect of duty, misconduct, lack of attendance, or a change in compliance with the Section 8 Tenant Based Program by a majority vote of the Commissioners at a public meeting.
    - The Resident Commissioner may be removed from the position upon termination of assistance in the Section 8 Tenant Based Program or permitted to finish their term but not be reappointed for additional term by a majority vote of the Commissioners at a public meeting.
    - If a Resident Commissioner is removed from office as noted above, within six months of the last day of service, the Executive Director will begin the process of recruiting a new Resident Commissioner consistent with the process described herein.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY  
dba HOUSING KITAP**

***BYLAWS***

**ARTICLE 1: THE AUTHORITY**

**Section 1: Name of Authority.**

Kitsap County Consolidated Housing Authority was established in 1982. In 2010, the KCCHA began doing business as (dba) Housing Kitsap, hereafter referred to as the "Authority."

**Section 2: Purpose of the Authority.**

The Authority fosters healthy housing communities by building and preserving safe, decent, and affordable housing for our clients, while ensuring fiscal integrity in all programs administered by the Authority. Authority goals include treating our low-income clients with dignity and respect; providing high-quality services in a cost-effective manner; promoting teamwork within the Authority; and developing successful partnerships within our community.

**Section 3: Declaration of Necessity (RCW 35.82.010).**

There exists low-income persons forced to reside in insanitary and unsafe accommodations and that occupying such overcrowded and congested housing increases the spread of disease, crime, and otherwise constitutes a menace to health, safety, morals, and welfare of the community. Operations of private enterprise cannot satisfactorily address these issues. Therefore, legislative determination declares by resolution that public money through governmental agencies shall be utilized for housing of our less fortunate members of our community.

**Section 4: Joint Housing Authorities (RCW 35.82.300).**

Under statute, joint housing authorities are authorized when the legislative authorities of one or more counties and the legislative authorities of any city or cities within any of those counties or in another county or counties have authorized such joint housing authority by ordinance. The ordinances enacted by the legislative authorities of designated jurisdictions creating the joint housing authority shall prescribe the number of commissioners, the method for their appointment, length of their terms, the election of officers, and the method for removal of commissioners. Further details may be found in Article II: Membership and Officers.

**Section 5: Powers of Authority (RCW 35.82.070).**

The Authority shall provide safe and sanitary housing for persons of low income as prescribed in the referenced RCW in its entirety and highlighted as follows:

- a) To sue and be sued; to have perpetual succession; to make and execute contracts and other instruments; to participate in the organization or the operation of a nonprofit corporation which has as one of its purposes to provide or assist in the provision of housing for persons of low income; and to make, amend and repeal bylaws, rules and regulations to carry into effect the powers and purposes of the authority.
- b) To invest any funds held in reserves in property and securities in which savings banks may legally invest funds subject to their control; to purchase its bonds at a price not more than the principal amount thereof and accrued interest.
- c) To prepare, carry out, acquire, lease, and operate housing projects; to provide for the construction, reconstruction, improvement, alteration, or repair of any housing; to agree to rent or sell dwellings forming part of the project to or for persons of low income.
- d) To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and to establish and revise the rents or charges therefore; to own or manage buildings containing a housing project or projects as well as commercial space. To acquire, lease rent, sell, or otherwise dispose of any commercial space located in buildings or structures containing a housing project or projects.
- e) To arrange or contract for services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof; and to include in any contract let in connection with a project, stipulations requiring that the contractor and any subcontractors comply with requirements as to minimum wages and maximum hours of labor, and comply with any conditions which the federal government may have attached to financial aid of the project.
- f) To investigate living, dwelling and housing conditions and into means and methods of improving such conditions to provide safe and sanitary accommodations for persons of low income.
- g) To conduct examinations and investigations and to hear testimony and take proof under oath or private hearings on any matter material with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety, or welfare.
- h) To initiate evict proceedings against any tenant as provided by law.
- i) To exercise all or part or a combination of these powers and anything additional as prescribed by law.

## **Section 6: Seal of Authority.**

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Revision for electronic voting approved 09/01/2015

Revision to extend Resident Commissioner approved by motion 03/26/2019

Revision to allow remote meetings approved by motion 3/24/2020

## Section 7: Office Location of Authority.

The office location of the Authority shall be at such place in the County of Kitsap, State of Washington, as the Authority may from time to time designate by Resolution.

## **ARTICLE II: MEMBERSHIP AND OFFICERS (RCW35.82.040)**

### Section 1: Membership.

The governing body of the Authority shall be named Housing Kitsap Board of Commissioners ("Board"), and will consist of seven members:

- a) The Mayor of each of the three Kitsap County incorporated cities of Bainbridge Island, Port Orchard, and Poulsbo, with the exclusion of Bremerton, or a community leader appointed by the Mayor to represent their respective jurisdiction as set by legislative authority of said jurisdiction. Appointments should promote and encourage stability of Board and not receiving benefits from the Authority.
- b) The three Kitsap County Commissioners or their representatives selected to perform the Commissioners' roles following standards and terms set forth in policy. Appointments should promote and encourage stability of Board and not receiving benefits from the Authority.
- c) One at-large commissioner selected by following the process as defined by Authority policy who is ~~and~~ receiving assistance from the Authority. This at-large commissioner shall be selected from the Authority's ~~public housing and Tenant Based Voucher housing~~ programs. It is the intention of the Board to try to alternate between the multifamily sector and the senior population. The at-large commissioner shall serve a three-year term of service, or until such time as they are no longer a resident, whichever is less. The term of the at-large commissioner may be extended, not to exceed six consecutive years.
  - If no applications are received from an eligible Housing Choice Voucher participant, or no suitable applicants based on a Commissioner vote, the Authority will advertise annually to continue to provide the opportunity for a participant as identified in the Authority policy.
  - Because the Board of Commissioners values resident participation, the Board may, at its discretion, recruit a resident commissioner from Housing Kitsap Development residents who are not assisted by the Housing Choice Voucher Program. Should this occur, the term for an appointment described here will be for one year to allow for annual regulatory compliance with recruitment from the Housing Choice Voucher Tenant Based program.

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The officers of the Board shall be designated as Chair, Vice Chair, and Secretary who shall be the Executive Director.

### Section 2: Chair.

The Chair shall preside at all meetings of the Board. Except as otherwise authorized by

Revision for electronic voting approved 09/01/2015

Revision to extend Resident Commissioner approved by motion 03/26/2019

Revision to allow remote meetings approved by motion 3/24/2020

Resolution of the Board, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations and information as s/he may consider proper concerning the business, affairs, and policies of the Board.

### **Section 3: Vice Chair.**

The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or demise of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until the Board shall elect a new Chair.

### **Section 4: Secretary.**

The Secretary shall be the Executive Director of the Authority and as such shall have general supervision over the administration and operation of its business and affairs, subject to the direction of the Board. He shall be charged with the management of the housing projects of the Authority and enforce any and all policies. The Secretary shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments whose execution is authorized by the Board of Commissioners.

The Secretary shall keep a record of the proceedings of meetings of the Board of Commissioners, shall advise the Board to ensure meetings are conducted in conformance of State law and Board bylaws, and shall perform all duties incident to his/her office. The Secretary may appoint a Clerk of the Board with responsibilities of recordkeeping, along with preparation of agendas, minutes, resolutions, and associated duties required for meetings.

The Secretary shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. S/He shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by Resolution of the Authority, all such orders and checks shall be countersigned by the Chair. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested) an account of his transactions and of the financial condition of the Authority. S/He shall give such for the faithful performance of his/her duties as the Authority may determine is appropriate.

The Secretary may authorize employees of Housing Kitsap to appear remotely at meetings of the Board.

### **Section 5: Additional Duties.**

The officers of the Board shall perform such other duties and functions as may from time to time be required by the Authority or by the Bylaws, policies or rules and regulations of the Authority. Committees of the Board may be created as deemed necessary and appropriate. The Board must approve any nonvoting members on a committee.

## **Section 6: Election or Appointment.**

The Chair and Vice Chair shall be elected from among the Board of Commissioners of the Authority at its first scheduled meeting in January during the last meeting of the prior calendar year and shall hold office for one (1) year or until the expiration of their term as an elected official of the county or municipality respectively, whichever comes first, ~~until their successors are elected and qualified.~~

The Secretary (Executive Director) shall be appointed by the Board of Commissioners. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such terms as the Authority fixes, but no Commissioner of the Board shall be eligible to this office except as a temporary appointee.

## **Section 7: Vacancies.**

Should the offices of Chair or Vice Chair become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Board shall appoint a successor as previously mentioned.

## **Section 8: Additional Personnel.**

The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties as amended, and functions as prescribed by the Housing Authorities Law of the State of Washington (including, without limitation, RCW Chapter 35.82) and all other laws of the State of Washington applicable thereto. The selection and compensation of such personnel shall be determined by the Authority subject to the laws of the State of Washington.

## **ARTICLE III: MEETINGS AND QUORUM**

### **Section 1: Regular Meeting (RCW 42.30.030).**

All meetings of the Commissioners of the Authority shall be open and public with guests permitted to attend any meeting.

The regular meetings of the Authority are scheduled by Resolution approved by the Board and may be altered or amended by a Resolution approved by the Board.

Board meetings shall be held at a regular meeting place approved by the Board.

Public notification of said meetings shall be submitted to the public and the media prior to the meeting.

Presentation of business at regular meetings shall generally include a call to order, public comment, consent agenda (requesting approval of routine actions such as minutes and ordinary Resolutions), directors' reports and/or committee reports, other business, and adjournment.

## **Section 2: Special Meeting (RCW 42.30.080).**

When three members of the Board request, the Chair must call a special meeting by providing written notification to each member of the Board of Commissioners and the media at least 24 hours prior to the time of the meeting.

## **Section 4: Executive Session (RCW 42.30.110).**

During a regular or special meeting, the Board of Commissioners may call an executive session that will be to discuss sensitive matters, among which include real estate, litigation, and personnel. Executive sessions are closed to public participation. Actions resulting from the closed session discussions must be presented for voting in the open public meeting.

## **Section 3: Quorum.**

Four (4) of the seven (7) commissioners (or a majority of Commissioners assigned to the governing body) shall constitute a quorum for the purpose of conducting its business and exercising its powers.

When a quorum exists, action may be taken by the Board upon a vote of the majority of members present.

Any voting action shall be recorded in the minutes.

For purposes of determining a quorum, a Commissioner is present when appearing remotely.

## **Section 4: Voting (RCW 24.03.085).**

A Commissioner may vote in person, by telephone, or by electronic transmission.

For purposes of voting, a Commissioner is considered present when appearing remotely.

## **Section 5: Remote Attendance**

Commissioners may participate in any scheduled, and noticed if necessary, committee meeting, study session, or regular meeting of the Board of Commissioners via video conferencing or telephone (“remote attendance”) under the following circumstances:

- a. When action needs to be voted on that cannot be delayed and needs immediate action or remedy;
- b. Remote attendance is for the benefit of Housing Kitsap; or
- c. When there is a fire, earthquake, or other emergency relating to public health and safety.

## **ARTICLE IV: AMENDMENTS**

Revision for electronic voting approved 09/01/2015

Revision to extend Resident Commissioner approved by motion 03/26/2019

Revision to allow remote meetings approved by motion 3/24/2020

**Amendments to Bylaws.**

The bylaws of the Authority shall be amended only with the approval of the majority of Commissioners of the Board at a regular or special meeting.

DRAFT

Housing Kitsap Fiscal Year 2026-27 - Draft 4/28/26	Kitsap Apartments (Tax Credit)	HUD / Project Based Rental Assistance	RD / USDA Properties	Other HK Homes Properties	Other Multifamily Properties	Housing Choice Vouchers	Self Help Single Family Housing	Rehab Single Family Housing	New Projects & Properties	Housing Kitsap Admin.	Housing Kitsap Total
<b>Description</b>	<b>SX / Sally / Howerton</b>										
<b>Income</b>											
Rent Revenue	3,232,360	1,706,496	2,234,867	3,593,725	2,779,142	-	-	-	102,528	24,000	13,673,119
HK Income	-	-	-	-	-	-	-	-	-	425,248	425,248
Other Income	26,000	-	-	-	-	576,000	2,272,651	-	-	2,356,483	5,231,134
Grant Revenue	-	-	197,451	-	-	8,760,000	1,000,000	225,000	1,200,943	165,000	11,548,394
Interest Income	53,451	25,122	26,595	32,543	23,314	-	-	-	-	140,000	301,024
<b>Total Income</b>	<b>3,311,811</b>	<b>1,731,619</b>	<b>2,458,913</b>	<b>3,626,268</b>	<b>2,802,455</b>	<b>9,336,000</b>	<b>3,272,651</b>	<b>225,000</b>	<b>1,303,471</b>	<b>3,110,731</b>	<b>31,178,919</b>
<b>Expense</b>											
Payroll Expense	602,213	486,364	444,820	374,188	575,462	303,329	739,541	48,118	243,471	2,964,031	6,781,537
Property Expense	1,590,002	808,053	752,825	1,791,494	1,914,537	55,781	259,711	21,696	10,000	206,542	7,410,640
Marketing/Advertising Expense	2,500	750	650	2,000	700	-	4,400	300	-	9,100	20,400
Office Expense	38,383	35,910	44,760	35,008	35,305	50,704	26,792	-	-	214,640	481,504
Operational/Professional	24,126	154,638	200,359	30,856	17,326	167,342	18,788	53	30,000	98,633	742,121
Grant Expense	-	-	-	-	-	8,760,000	54,000	154,834	-	-	8,968,834
Insurance/Tax Expense	149,486	80,120	141,305	132,700	148,836	2,935	2,226	-	-	9,882	667,490
Amortization/Depreciation	459,189	161,007	259,233	139,520	427,247	-	-	-	-	66,167	1,512,363
Debt Service - Interest Only	367,648 (1)	101,718	228,406	-	70,347	-	-	-	-	6,111	774,229
<b>Total Expense</b>	<b>3,233,548</b>	<b>1,828,561</b>	<b>2,072,358</b>	<b>2,505,766</b>	<b>3,189,759</b>	<b>9,340,090</b>	<b>1,105,459</b>	<b>225,000</b>	<b>283,471</b>	<b>3,575,107</b>	<b>27,359,119</b>
<b>Net Income (Loss)</b>	<b>78,263</b>	<b>(96,942)</b>	<b>386,554</b>	<b>1,120,501</b>	<b>(387,304)</b>	<b>(4,090)</b>	<b>2,167,192</b>	<b>-</b>	<b>1,020,000</b>	<b>(464,376)</b>	<b>3,819,800</b>
<b>Adjustments for Other Resources / (Uses):</b>											
Equity Transfer	-	-	600,000	(1,600,000)	1,000,000	-	(210,000) (3)	-	449,042 (4)	(239,042)	-
Replacement Reserve Deposits	-	(46,200)	-	-	-	-	-	-	-	-	(46,200)
Capitalized Expense	(333,500)	(116,000)	(1,145,000)	(695,000)	(599,200)	-	(2,380,000)	-	(1,969,042)	(165,000)	(7,402,742)
Principal Payments ( - )	(450,000)	(255,000)	(376,227)	-	(332,598)	-	-	-	-	(10,000)	(1,423,825)
Loan Proceeds ( + )	-	-	-	-	-	-	600,000	-	500,000	-	1,100,000
Prior Year Reserve or Excess Operating Funds Used	(783,500)	(417,200)	(921,227)	(2,295,000)	68,202	-	(1,990,000)	-	(1,020,000)	(414,042)	(7,772,767)
<b>Net Income + Excess Reserves - Depreciation</b>	<b>(246,048)</b>	<b>(353,135)</b>	<b>(275,440)</b>	<b>(1,034,979)</b>	<b>108,146</b>	<b>(4,090)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(812,251)</b>	<b>(2,440,604)</b>
<b>Excess Reserves as of 3/31/2026</b>	<b>408,587 (2)</b>	<b>(609,752)</b>	<b>313,163</b>	<b>1,722,488</b>	<b>17,162</b>	<b>775,311</b>	<b>778,069</b>	<b>-</b>	<b>-</b>	<b>1,198,298</b>	<b>-</b>
<i>excess reserves remaining through FY 2027</i>	<i>162,539</i>	<i>(962,887)</i>	<i>37,723</i>	<i>687,509</i>	<i>125,308</i>	<i>771,221</i>	<i>778,069</i>	<i>-</i>	<i>-</i>	<i>386,047</i>	<i>1,985,529</i>

(1) excludes approximately \$400k in accrued interest from 2007 Seller's Loan due to elimination in our HK wide financials

(2) involves transfers of excess operating funds to replacement reserves by FY2027

(3) 75% of the net sales proceeds from the Self Help Program is transferred to the general fund

(4) \$449,042 of HK funds are used in the Southern Cross new development project



# Housing Kitsap Board of Commissioners

## Action Item Agenda Summary

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 2 minutes

**AGENDA ITEM:** 6. A.

**AGENDA TITLE:** Discussion and possible action regarding Resolution 2026-11 approving the write-off of uncollectible balances as of March 31, 2026.

**SUBMITTED BY:** Roan Blacker, Finance Director

### **Summary:**

In past years, the Finance Department has provided a list of balances deemed to be uncollectible. This write-off request is limited to former tenants, and we have completed a review to determine the likelihood of collectability. If approved, all identified balances will be written-off our financial and tenant ledgers, and the supporting documentation will be sent to our contracted collection agency for further collection pursuits. If any repayments are collected in the future, such amounts owing Housing Kitsap will reduce the applicable written-off amount.

The proposed write-offs involve activity prior to March 31, 2026. The balances proposed for write-off are as follows: (see table on next page)

Property	Tenant ID	Description	Requested Tenant Write-off
Conifer Woods	t9000375	rent and damages	\$ 2,567.83
Conifer Woods	t00000535	rent and damages	6,977.65
Conifer Woods	t9001302	rent and damages	1,677.71
Conifer Woods	t00000577	rent and damages	18,634.33
Conifer Woods	t00000015	rent and damages	1,522.00
Golden Tides 2	2991	damages	2,204.60
Heritage Apartments	t9000412	rent and damages	11,595.02
Heritage Apartments	t9000402	rent and clean-up	2,520.00
Heritage Apartments	t9000443	rent and utility reimbursement	3,042.00
Heritage Apartments	tn00007489	damages	5,344.35
Heritage Apartments	t9000405	rent and damages	4,741.80
Heritage Apartments	t9000454	rent and damages	1,717.76
Heritage Apartments	t9000463	rent	14,747.00
Heritage Apartments	t9000409	rent and damages	2,703.10
Heritage Apartments	t9000446	rent and damages	1,029.51
Heritage Apartments	T9000448	rent	5,781.00
Kingstons Ridge	55	rent and damages	1,766.74
Park Place Apartments	1282	rent	6,054.30
Viewmont East Apartments	769	rent	7,791.00

\$ 102,417.70

**Recommended Action:** Approve Resolution 2026-11 approving the write-off of uncollectible balances as of March 31, 2026.

**Executive Director's Recommendation:**  Agree  Disagree  No Opinion

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

**RESOLUTION 2026-11**

**RESOLUTION APPROVING THE ATTACHED WRITE OFF OF UNCOLLECTIBLE BALANCES  
AS OF MARCH 31, 2026**

**WHEREAS**, Housing Kitsap considers it good business to periodically write off debts that are likely uncollectable; and

**WHEREAS**, Housing Kitsap suffered a delay in processing write-offs over the past few years and now seeks to bring the process back up to date; and

**WHEREAS**, the staff of Housing Kitsap (HK) has reviewed and analyzed a portion of the tenant related accounts receivable for tenants who no longer reside in HK owned properties, and has deemed that these tenant balances as of 3/31/2026 are not likely to be collected by HK Staff; and

**WHEREAS**, the HK Staff recommends that the balances be deemed bad debt and the applicable balances be written off from the tenant receivable subsidiary ledger and general ledger tenant balances as of 4/31/2026, and that appropriate balances be forwarded to the HK contracted collection agency for potential recovery; and

**WHEREAS**, the Housing Kitsap Board of Commissioners have had an opportunity to review the list;

**NOW, AND THEREFORE, BE IT RESOLVED** that the Housing Kitsap Board of Commissioners hereby approves the bad debt write-offs presented.

**ADOPTED** by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of April, 2026.

**HOUSING KITSAP BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Clarence Moriwaki, Chair

ATTEST:  
\_\_\_\_\_  
Heather Blough, Executive Director



# Housing Kitsap Board of Commissioners

## Action Item Agenda Summary

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA ITEM:** 6. B.

**AGENDA TITLE:** Discussion and possible action regarding Resolution 2026-12 approving the Property Operating Reserve and Replacement Reserve Policy.

**SUBMITTED BY:** Roan Blacker, Finance Director

### Additional information:

Pursuant to the Revised Code of Washington (RCW) 35.82, Washington housing authorities are required to maintain safe, sanitary, and affordable housing. Housing Kitsap believes that financial best practices in maintaining safe, sanitary, and affordable housing properties include funding and monitoring adequate (a) property operating reserves to cover unanticipated operating costs and/or periods of depressed revenues due to interrupted operations, and (b) property replacement reserves to help fund capital projects and ensure the longevity of a property.

Washington housing authorities generally adhere to U.S. Department of Housing and Urban Development (HUD) guidelines for financial reserves focusing on maintaining adequate operating funds and capital funds for long term sustainability. Additionally, many lenders to Housing Kitsap properties require specific reserve funding requirements for the properties they help finance.

The proposed Reserve Policy identifies the prudent safeguards and best practices in maintaining operating reserves and replacement reserves for our properties.

**Recommended Action:** Approve Resolution 2026-12 approving the Property Operating Reserve and Replacement Reserve Policy.

**Executive Director's Recommendation:**  Agree  Disagree  No Opinion

## Housing Kitsap

### Property Operating Reserve and Replacement Reserve (the “Reserve”) Policy

Pursuant to the Revised Code of Washington (RCW) 35.82, Washington housing authorities are required to maintain safe, sanitary, and affordable housing. Housing Kitsap believes that best practices in maintaining safe, sanitary, and affordable housing properties include funding and monitoring adequate (a) property operating reserves to cover unanticipated operating costs and/or periods of depressed revenues due to interrupted operations, and (b) property replacement reserves to help fund capital projects and ensure the longevity of a property.

Washington housing authorities generally adhere to U.S. Department of Housing and Urban Development (HUD) guidelines for financial reserves focusing on maintaining adequate operating funds and capital funds for long term sustainability. Additionally, many lenders to Housing Kitsap properties identify specific reserve funding requirements for the properties they help finance.

Meeting Lender Requirements: Housing Kitsap will make all efforts to abide by any loan agreement or operating agreement with its lenders in managing and funding a property’s operating reserve and replacement reserve. In certain circumstances, Housing Kitsap may determine to fund greater amounts than what is required by the lender.

For Housing Kitsap properties that have no reserve requirements imposed by the lender (or no loan exists on the property) Housing Kitsap will adopt strategic reserve levels to help fund strategic capital projects and ensure the long-term viability of the property.

Housing Kitsap will review its property reserves on an annual basis and will monitor the reserve fund balances monthly for any potential release of funds or additional deposits to be made. When not prohibited by lenders, HK staff is empowered to redistribute reserves of a property among properties and to other authority programs upon disclosure to the Board.

HK staff shall maintain Reserve Procedures (the “Procedures”) that outlines the authority’s implementation of its Operating Reserve and Replacement Reserves funding and monitoring for its multifamily portfolio. Changes to the Procedures may be made by the Executive Director of Housing Kitsap within the parameters of the Policy, and significant changes within the Procedures are required to be disclosed to, and subject to, the review and approval of the Board.

# Housing Kitsap Property Reserve Procedures

(as of 4/28/2026)

Housing Kitsap’s procedures for calculating, monitoring, and maintaining its properties’ operating reserves and replacement reserves (these “Procedures”) are based on our 3<sup>rd</sup> party funding requirements (such as Rural Development and the Washington State Department of Commerce) and best practices.

## I OPERATING RESERVES

Funds constituting an Operating Reserve for a Property are not held in a separate account, but shall be held within the Property’s Operating Account, monitored monthly, and tracked separately.

For each annual cycle of the upcoming budget year beginning July 1, an Operating Reserve Threshold shall be calculated as 3 months (25%) of the prior calendar year’s operating expenses. In calculating the Operating Reserve Threshold, operating expenses shall (a) not include depreciation, amortization, and bad debt expense, (b) include deposits into the Replacement Reserve, and (c) include loan and debt repayments.

If the amount held in the Operating Account falls below the Operating Reserve Threshold, Housing Kitsap will transfer funds from its General Fund to satisfy the difference. This dollar amount shall be documented (a) within the Property’s accounting with a debit to “cash” in the Operating Account, and a credit to “Due to” liability account, and (b) within the General Fund as a debit to “Due from” asset account and a credit to “cash”.

Upon calculating a new Operating Reserve Threshold, if the balance in the Operating Account is more than 2.0 times the new Threshold, Housing Kitsap will transfer the difference from the Operating Account above the Threshold to the General Fund. This dollar amount shall

Figure 1.	
HK Property	Op Reserve Threshold
Rhododendron	\$ 102,064
Finch Place	\$ 58,305
Fjord Manor	\$ 92,486
Windsong	\$ 81,830
Fjord Vista II	\$ 46,007
Conifer Woods	\$ 305,086
Kingston Ridge	\$ 170,885
Park Place	\$ 355,195
Heritage	\$ 193,794
Viewmont	\$ 251,395
Golden Tides II	\$ 114,372
Dyes Inlet (GT3)	\$ 44,751
Liberty Bay	\$ 36,982
Madrona Manor	\$ 98,043
Orchard Bluff	\$ 120,418
PO Vista (RR)	\$ 139,574
HK Homes	\$ 396,248
Time Square	\$ 29,051
	\$ 2,636,484

be documented with a debit to “Due to” and a credit to “cash” for the Property, and a debit to “cash” and a credit to “Due From” in the general fund.

The current calculated Operating Reserve Thresholds for Housing Kitsap properties are listed in Figure 1 and total more than \$2.6 million.

## II REPLACEMENT RESERVES

Funds constituting a Replacement Reserve for a Property are held in a separate account, and may be pooled with other Properties’ Replacement Reserves so long as they are tracked separately. In aggregate, the Replacement Reserves for HK owned properties are currently targeted to total over \$3.6 million.

Unless greater Replacement Reserve Balances (RRB) or Replacement Reserve Deposits (RRD) are deemed necessary due to a property's capital needs (scheduled upcoming projects or a capital needs assessment (CNA)), the properties' RRB and RRD are as identified below. Each RRD amount is stated as an annual amount but will be funded on a monthly basis towards the end of the relevant month. If the funds held within a property’s replacement reserve exceed the RRB balance, no RRD amount is necessary to be made.

The following properties with an outstanding RD loan shall maintain RRB and RRD levels pursuant to their RD loan agreements as summarized below:

<u>RD funded property</u>	<u>RRD</u>	<u>RRB</u>
(i) Rhododendron	\$ 11,000	\$ 204,000
(ii) Finch Place	14,000	200,000 (elevator)
(iii) Fjord Manor	13,760	137,596 (elevator)
(iv) Fjord Vista II (Railroad)	15,000	150,000
(v) Windsong	13,500	162,000

The following properties with an outstanding Department of Commerce monitored loan shall fund RRD payments based on \$350 per unit per year, as summarized below. These same properties shall maintain RRB levels based on \$4,000 per unit for those properties that do not have an elevator, and \$6,000 per unit for those properties that do have an elevator.

Furthermore, Orchard Bluff, a mobile home park, does not have the same physical capital responsibilities or needs to maintain its property units; and as a result, has a lesser RRD and RRB per unit levels of \$100 and \$1,000, respectively.

<u>WA DOC funded property</u>	<u>RRD</u>	<u>RRB</u>
(vi) Conifer Woods	\$ 25,200	\$ 288,000
(vii) Golden Tides II	15,750	270,000 (elevator)
(viii) Golden Tides III	6,300	108,000 (elevator)
(ix) Heritage Apartments	19,600	224,000
(x) Kingston Ridge Apartments	15,050	172,000
(xi) Liberty Bay Apartments	5,600	64,000
(xii) Madrona Manor	14,000	160,000 (elevator)
(xiii) Orchard Bluff	8,900	89,000 (mobile home park)
(xiv) Park Place Apartments	30,100	344,000
(xv) Port Orchard Vista	14,700	168,000
(xvi) Viewmont East	26,600	304,000

The following two properties do not have a loan (neither an RD loan or a Department of Commerce monitored loan), but will follow the same per unit funding of their RRD and RRB as those properties funded by WA DOC (these properties do not have an elevator).

<u>RD funded property</u>	<u>RRD</u>	<u>RRB</u>
(xvii) HK Homes	\$ 163,200	\$ 544,000
(xviii) Time Square	19,200	64,000

Housing Kitsap is contracted to manage Nodic Cottages on behalf of the owner, City of Poulsbo. The operating reserve and replacement reserve are managed pursuant to the management contract, which includes quarterly replacement reserve deposits of \$1,600 and quarterly managing the operating fund to a reserve level of \$20,000.

### III PROCEDURE SUMMARY

These Reserve Procedures shall be reviewed on an annual basis by staff. Future Operating Reserve Thresholds and Replacement Reserve Deposits and Balances may change due to a property's capital and operational needs.

Changes to the Procedures may be made by the Executive Director of Housing Kitsap within the parameters of the Reserve Policy. However, significant changes within the Procedures, such as materially large increases or decreases, or designed usage, are required to be disclosed to, and subject to the review and approval of, the Board.

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

**RESOLUTION 2026-12**

**RESOLUTION APPROVING THE PROPERTY OPERATING RESERVE AND REPLACEMENT RESERVE  
(the “RESERVE”) POLICY**

**WHEREAS**, pursuant to the Revised Code of Washington (RCW) 35.82, Washington housing authorities are required to maintain safe, sanitary, and affordable housing, and Housing Kitsap believes that funding and managing adequate levels of property reserves have a positive impact in maintaining the viability and successful longevity of its properties; and

**WHEREAS**, the staff of Housing Kitsap has submitted a Reserve Policy that incorporates best practices in maintaining and monitoring (a) operating reserves for unanticipated property costs and periods of property revenue interruption, and (b) replacement reserves to help fund capital expenditures and ensure long-term property sustainability; and

**WHEREAS**, the Housing Kitsap Board of Commissioners has reviewed the policy;

**NOW, AND THEREFORE, BE IT RESOLVED** that the Housing Kitsap Board of Commissioners hereby approves the attached Reserve Policy.

**ADOPTED** by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of April 2026.

**HOUSING KITSAP BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Clarence Moriwaki, Chair

ATTEST:  
\_\_\_\_\_  
Heather Blough, Executive Director



# Housing Kitsap Board of Commissioners

## Action Item Agenda Summary

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 10 minutes

**AGENDA ITEM:** 6. C.

**AGENDA TITLE:** Discussion and possible action regarding approval of Resolution 2026-13 adopting the updated Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities.

**SUBMITTED BY:** Freddy Linares, Director of Compliance

**Previous Actions:** Housing Kitsap previously adopted a Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities to guide agency practices related to fair housing, non-discrimination, and disability-related requests.

**Summary:** Housing Kitsap is presenting for Board approval a revised Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities. The current policy was reviewed by Balanced Housing Solutions, an external consulting firm with experience in HUD housing programs and fair housing compliance, for compliance review and recommendations for updates.

Following that review, staff incorporated the recommended revisions into the updated draft now being presented to the Board. The proposed revisions are intended to strengthen and clarify Housing Kitsap's existing policy framework and support more consistent administration across agency programs and operations.

The revised policy includes updates related to fair housing and non-discrimination, reasonable accommodations and reasonable modifications, effective communication and accessibility, Section 504 coordination, and a dedicated disability-related grievance and appeal process for requests made under the policy.

Approval of the revised policy will formalize these updates and provide a current Board-approved framework to guide Housing Kitsap staff in administering disability-related requests and fair housing obligations across agency programs.

**Recommended Action:** Approve Resolution 2026-13 adopting the updated Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities.

**Executive Director's Recommendation:**  Agree  Disagree  No Opinion



**Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities**

DRAFT

**Adapted from:**

**HUD Sample Fair Housing Policy and Sample Policy prepared by the Fair Housing Agencies of Washington State**

## **Purpose**

The purpose of this policy is to affirm Housing Kitsap’s commitment to fair housing, equal opportunity, and compliance with applicable civil rights laws, including requirements relating to reasonable accommodations, reasonable modifications, effective communication, and access to housing, programs, services, and activities for persons with disabilities.

This policy establishes Housing Kitsap’s general standards for non-discrimination, accessibility, disability-related requests, and related grievance procedures across its housing programs and operations.

## **A. NON-DISCRIMINATION**

### **A1. Compliance with Civil Rights Laws**

Civil rights laws protect applicants and residents from discrimination and ensure equal treatment in housing programs.

Housing Kitsap will comply with all applicable civil rights laws, whether currently in force or introduced in the future. This includes:

- Title VI of the Civil Rights Act of 1964 – which prohibits discrimination based on race, color, and national origin in programs receiving federal financial assistance (24 CFR Part 1).
- The Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended) – which prohibits discrimination in housing based on race, color, national origin, sex, familial status, and disability (42 U.S.C. 3601–3619; 24 CFR Part 100).
- Executive Order 11063 – which requires equal opportunity in housing provided with federal assistance (24 CFR Part 107).
- Section 504 of the Rehabilitation Act of 1973 – which prohibits discrimination on the basis of disability in federally assisted programs and requires reasonable accommodations (24 CFR Part 8).
- The Age Discrimination Act of 1975 – which prohibits discrimination on the basis of age in federally assisted programs (24 CFR Part 146).
- Title II of the Americans with Disabilities Act (ADA) – which prohibits disability discrimination in public services, including public housing authorities (28 CFR Part 35).
- Title III of the Americans with Disabilities Act (ADA) – which prohibits disability discrimination in places of public accommodation (28 CFR Part 36).

- Washington State Law Against Discrimination (RCW 49.60.030) – which prohibits discrimination on a range of protected grounds, including race, sex, disability, sexual orientation, and veteran or military status.

Housing Kitsap will comply with all implementing regulations and applicable guidance.

## **A2. General Non-Discrimination**

Housing Kitsap will not discriminate in the leasing, rental, sale, use, or management of housing or related facilities on any protected basis, in accordance with applicable federal and state requirements, including 24 CFR Parts 1, 8, 100 and 146, 28 CFR Part 35, and RCW 49.60.030.

Housing Kitsap will apply these requirements consistently across all programs and services.

## **A3. Individual Assessment**

Housing Kitsap will assess each applicant and resident individually, considering each person's circumstances on their own merits, avoiding assumptions about any group, and making decisions based on behavior and eligibility. Housing Kitsap will not deny admission to otherwise qualified applicants based on perceived characteristics or stereotypes.

## **B. SECTION 504 COORDINATION AND DISABILITY-RELATED COMPLAINTS**

Housing Kitsap designates a Section 504 Coordinator who is responsible for overseeing compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Fair Housing Act, and related disability access requirements.

The Section 504 Coordinator is responsible for:

- Oversight of compliance with disability-related requirements.
- Monitoring reasonable accommodation and reasonable modification requests and promoting consistency of decision-making.
- Ensuring disability-related grievance and complaint procedures are followed.
- Acting as a point of escalation for complex or sensitive cases.
- Supporting staff with guidance on reasonable accommodation, reasonable modification, and effective communication requirements.

Section 504 Coordinator Contact Information:

Freddy Linares  
Director of Compliance  
linaresf@housingkitsap.org  
360-710-4317

Applicants, residents, participants, and other members of the public may make disability-related requests or raise disability-related concerns with any Housing Kitsap staff member. Staff who receive such requests or concerns must promptly route them to the Section 504 Coordinator or designee for tracking and response.

### **B1. Disability-Related Complaints**

Any applicant, resident, participant, or other person may submit a complaint alleging disability discrimination, denial of a reasonable accommodation or reasonable modification, denial of effective communication, or other disability-related access concern.

Disability-related complaints may be made verbally or in writing and may be submitted to the Section 504 Coordinator or any Housing Kitsap staff member. Housing Kitsap will review such complaints promptly, conduct any appropriate inquiry, and provide a written response within a reasonable timeframe.

Nothing in this policy limits an individual's right to file a complaint with the U.S. Department of Housing and Urban Development, the Washington State Human Rights Commission, or any other agency with jurisdiction.

## **C. REASONABLE ACCOMMODATION POLICY**

### **C1. Policy Statement**

Housing Kitsap will provide reasonable accommodations and reasonable modifications to persons with disabilities where required to ensure equal access to housing, programs, services, and activities, in accordance with applicable legal and regulatory requirements.

Housing Kitsap will:

- Accept requests made verbally, in writing, or through a third party.
- Review all requests promptly and in good faith.
- Provide a written response to the applicant, resident, participant, or requester.
- Engage in an interactive process where additional information or alternative solutions are needed.
- Apply this policy consistently across all programs, while recognizing that specific review rights and procedures may vary by program.

Requests may be made in any format. Use of Housing Kitsap forms is encouraged to support consistent documentation, but forms are not required.

Where the disability and disability-related need for the requested accommodation or modification are obvious or otherwise known, no verification will be required.

Where the disability or the disability-related need is not obvious or otherwise known, Housing Kitsap may request limited verification. Verification will be limited to information necessary to confirm that the individual has a disability and that there is a disability-related need (nexus) for the requested accommodation or modification. Housing Kitsap will not require a diagnosis, treatment records, or detailed medical records.

## C2. Request Process

The following process sets out Housing Kitsap’s standard approach for managing reasonable accommodation and reasonable modification requests. Housing Kitsap may adjust internal workflow by program or department as needed, but the core requirements of prompt intake, limited verification, interactive review, written response, and timely implementation will apply across programs.

STEP	DESCRIPTION / KEY REQUIREMENTS
Step 1 – Request Received	Housing Kitsap provides a standard request form to support consistent documentation of requests; however, individuals are not required to use this form to make a request.
Step 2 – Acknowledgement	Housing Kitsap will acknowledge receipt of the request as promptly as practicable, and generally within five (5) business days. Requests will be documented and tracked to support timely handling, consistency, and continuity of review.
Step 3 – Verification (if required)	Verification will only be requested where the disability or the nexus between the disability and the requested accommodation is not obvious or otherwise known. Any verification will be limited to confirmation that the individual has a disability and the nexus between the disability and the requested accommodation. Housing Kitsap will not request diagnosis or detailed medical records.
Step 4 – Interactive Process	Housing Kitsap will engage with the individual and explore reasonable alternative accommodations where appropriate.
Step 5 – Decision	Housing Kitsap will issue a written decision as soon as reasonably

	practicable. Housing Kitsap will generally aim to issue a written decision within twenty (20) business days after receiving all information reasonably necessary to evaluate the request. If additional time is needed due to the complexity of the request, delayed receipt of verification, scheduling constraints, or other operational factors, Housing Kitsap will notify the requester of the delay and provide an updated expected timeframe.
Step 6 – Implementation	Approved accommodations or modifications will be implemented promptly, subject to any required scheduling, procurement, or operational considerations.

Housing Kitsap will maintain a central tracking process for reasonable accommodation and reasonable modification requests to support consistency, management oversight, timely progression, and appropriate documentation of outcomes. Requests will be monitored regularly to help ensure timely follow-up and implementation.

### **C3. Review Rights, Appeals, and Grievance Process**

Housing Kitsap will maintain a separate grievance and appeal process for disability-related matters under this policy, including denials of reasonable accommodation requests, reasonable modification requests, effective communication requests, disability-related access concerns, and related allegations of disability discrimination or retaliation.

This grievance procedure is intended to provide a prompt, fair, and consistent review of disability-related decisions across all Housing Kitsap programs and properties.

#### **a. Filing a grievance or appeal**

An applicant, resident, participant, or other requester may submit a grievance or appeal verbally or in writing within fifteen (15) business days of:

- a denial of a request,
- a partial approval or conditional approval the person disputes,
- a rescission or modification of an approved accommodation,
- an unreasonable delay in processing a request, or
- another disability-related action or inaction under this policy.

A grievance or appeal may be submitted to the Section 504 Coordinator or designee.

#### **b. Informal review by the Section 504 Coordinator**

The Section 504 Coordinator, or a designee not involved in the original decision where practicable, will review the matter, may request additional information as needed, and will issue a written response within fifteen (15) business days after receiving all information reasonably necessary to review the matter.

Housing Kitsap may extend this timeframe where necessary due to complexity, scheduling, or the need for additional information, but will notify the requester of the delay and provide an updated expected timeframe.

#### **c. Final agency review**

If the requester disagrees with the result of the informal review, the requester may submit a written request for final agency review within fifteen (15) business days of the informal review decision.

The final agency review will be conducted by the Executive Director or designee, who was not involved in the original decision where practicable. A written final decision will generally be issued within fifteen (15) business days after receipt of the appeal or after any additional information requested has been received.

#### **d. Accessibility of the grievance process**

Housing Kitsap will provide reasonable accommodations, effective communication, auxiliary aids and services, and language access as needed to ensure the grievance and appeal process is accessible.

#### **e. External complaint rights**

Nothing in this policy limits an individual's right to file a complaint with the U.S. Department of Housing and Urban Development, the Washington State Human Rights Commission, or any other agency with jurisdiction.

#### **f. Relationship to other program rights**

This disability-related grievance procedure applies to the review of disability-related decisions under this policy.

Nothing in this policy limits any separate informal review, informal hearing, grievance, tenancy, lease enforcement, or appeal rights that may apply under a specific housing program, lease, Administrative Plan, Tenant Selection and Continued Occupancy Policy, or other governing document.

### **C4. Definition of Reasonable Accommodation and Reasonable Modification**

A reasonable accommodation is a change to a rule, policy, practice, procedure, service, communication method, or other aspect of Housing Kitsap's operations that is necessary to provide a person with a disability an equal opportunity to use and enjoy a dwelling, participate in a program, or access a service or activity.

A reasonable modification is a structural or physical change to a unit, building, common area, office, or other physical feature that is necessary to provide a person with a disability full access to housing, programs, services, or activities.

Reasonable accommodations and reasonable modifications may include changes affecting:

- Housing units and buildings.
- Common areas and public spaces.
- Rules, policies, practices, and procedures.
- Communication methods and auxiliary aids.
- Services provided by or on behalf of Housing Kitsap.

#### **C5. When an Accommodation or Modification is Not Reasonable**

A request will not be approved where it would:

- Create an undue financial or administrative burden; or
- Result in a fundamental alteration of the nature of the program.

In assessing whether a request would create an undue burden, Housing Kitsap will consider:

- Cost.
- Administrative impact.
- Available resources.
- Alternative options.
- Relevant factors set out in applicable federal guidance.

Housing Kitsap will engage in an interactive process when assessing requests. Where a request cannot be approved as submitted, Housing Kitsap will discuss the request with the individual and consider whether a reasonable alternative accommodation or modification can be provided.

Decisions will be evidence-based and documented to ensure transparency and consistency.

#### **C5A. Interim Measures While a Request is Pending**

Where appropriate, Housing Kitsap may consider temporary or interim measures while a reasonable accommodation or reasonable modification request is under review, particularly where delay could significantly affect access to housing, a program, or a service.

Interim measures, if offered, will be determined on a case-by-case basis and do not guarantee final approval of the requested accommodation or modification.

## **C6. Examples of Reasonable Accommodations and Modifications**

Examples of reasonable accommodations and reasonable modifications may include, but are not limited to, the following:

### **a) Physical changes to units, buildings, common areas, or offices**

Requests for physical modifications will be reviewed on a case-by-case basis. Housing Kitsap will engage in an interactive process to determine whether the requested modification, or an alternative, is necessary and reasonable.

Housing Kitsap will clearly communicate, as applicable:

- Any approval requirements before work begins.
- Whether plans, specifications, licenses, insurance, or contractor information are required.
- Responsibilities for costs, including whether costs are borne by Housing Kitsap, the resident, the applicant, or another party, depending on the applicable program, ownership structure, and legal requirements.
- Expected timelines for approval and implementation.
- Whether restoration is required when the resident vacates, if permitted by law and applicable under the circumstances.
- Whether transfer to an accessible or more appropriate unit may be offered as an alternative where consistent with program rules and fair housing requirements.

No work requiring approval may begin until Housing Kitsap has completed its review and communicated any required conditions, unless otherwise authorized in writing.

### **b) Changes to policies or procedures**

- Allowing an assistance animal in a property with pet restrictions.
- Adjusting rules or procedures where necessary.
- Providing flexibility in standard processes to support equal access.

Housing Kitsap recognizes that assistance animals are not pets and may be a reasonable accommodation for a person with a disability. Assistance animals may include service animals

and other animals that do work, perform tasks, provide assistance, or provide emotional support that alleviates one or more identified effects of a disability.

Housing Kitsap will not apply pet rules, pet deposits, pet fees, or pet rent to approved assistance animals. Housing Kitsap will not apply breed, size, or weight restrictions that are based on general pet policies.

Where the disability and disability-related need for the animal are obvious or otherwise known, Housing Kitsap will not require additional verification. Where not obvious or otherwise known, Housing Kitsap may request limited verification consistent with this policy. Housing Kitsap will make individualized determinations and will not deny an assistance animal request based on speculation, stereotypes, or generalized assumptions.

#### c) Communication and support adjustments

- Providing documents in alternative formats (e.g., large print).
- Providing interpreters or communication support.
- Allowing a support person or advocate to attend meetings.
- Allowing assistance from a third party during application or tenancy processes.

Housing Kitsap will take reasonable steps to ensure effective communication with applicants, residents, participants, and, where appropriate, their companions. Individuals may request communication support or auxiliary aids at any time. Where required by law, Housing Kitsap will provide appropriate auxiliary aids and services free of charge, which may include qualified sign language interpreters, captioning, written materials in alternative formats, or other effective communication methods. Housing Kitsap will give primary consideration to the individual's requested method of communication where required by law and where reasonably practicable.

### **C7. Communication of Rights**

Housing Kitsap will take reasonable steps to ensure that applicants, residents, and participants are aware of their right to request a reasonable accommodation or reasonable modification. This includes displaying Fair Housing notices in accessible locations, positioning notices at accessible heights, providing materials in multiple languages where appropriate, and including a non-discrimination statement on applications, forms, and correspondence.

Housing Kitsap will use a standard statement such as:

Housing Kitsap welcomes qualified applicants without regard to protected characteristics and provides reasonable accommodations to persons with disabilities.

Alternative formats are available on request.

## **C8. Essential Obligations of Tenancy**

Applicants, residents, and participants must be able to meet the essential obligations of tenancy or program participation, with or without reasonable accommodation, reasonable modification, supportive services, or other assistance. Housing Kitsap will make individualized determinations and will not deny, terminate, or take adverse action solely because a person has a disability or may need supportive services.

Essential obligations of tenancy or program participation generally include, but are not limited to, the ability to:

- Pay rent and other charges on time.
- Maintain the unit and common areas.
- Use facilities and equipment appropriately.
- Avoid health or safety risks and report maintenance issues.
- Respect the rights and peaceful enjoyment of others.
- Refrain from criminal activity that threatens others.
- Comply with reasonable program rules.

## **C9. Support to Meet Tenancy Obligations**

Housing Kitsap may identify or suggest external agencies, service providers, or supportive resources that may assist an applicant, resident, or participant in meeting essential tenancy or program obligations. Acceptance of such support is voluntary unless otherwise required by law or program rules.

Where disability-related barriers are identified, Housing Kitsap will consider whether a reasonable accommodation, reasonable modification, or other appropriate adjustment may assist the individual in meeting applicable obligations before taking enforcement action, consistent with applicable lease terms, program rules, and legal requirements.

## **C10. Right to Request a Reasonable Accommodation or Modification**

Applicants, residents, and participants may request a reasonable accommodation or reasonable modification at any time. Requests may be made verbally, in writing, or through a third party.

## **C11. Choice and Privacy**

Individuals are not required to discuss their disability directly with Housing Kitsap. Information may be provided through a third party where appropriate.

## **C12. Non-Retaliation**

Housing Kitsap will not retaliate against, intimidate, coerce, interfere with, or otherwise treat any person adversely because they:

- Requested a reasonable accommodation or reasonable modification.
- Raised a disability-related concern or complaint.
- Filed a fair housing or civil rights complaint.
- Participated in a review, investigation, hearing, grievance, or other protected activity.
- Assisted another person in exercising rights under this policy or applicable law.

## **D. MAKING PROGRAMS AND FACILITIES ACCESSIBLE TO PEOPLE WITH DISABILITIES**

### **D1. General Duty of Accessibility**

Housing Kitsap will take reasonable steps to ensure that individuals with disabilities have an equal opportunity to access and benefit from its housing, programs, services, activities, offices, communications, and public-facing operations, consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Fair Housing Act, and other applicable requirements.

This obligation applies subject to the undue financial and administrative burden and fundamental alteration standards, as applicable under law.

### **D2. Accessibility of Facilities and Services**

Housing Kitsap will ensure that facilities and programs used by applicants, residents, and participants are accessible to individuals with a range of disabilities. This includes individuals who use wheelchairs, individuals with sensory impairments, and individuals with other physical or cognitive disabilities.

Where Housing Kitsap provides such facilities and they are not accessible, reasonable steps will be taken to make them accessible, subject to the undue financial and administrative burden test.

### **D3. Communication and Language Access**

Housing Kitsap will take reasonable steps to ensure effective communication and meaningful access for individuals who need disability-related communication supports and for individuals with limited English proficiency. Language access is addressed separately from disability-related reasonable accommodation but forms part of Housing Kitsap's broader accessibility obligations.

### **D4. Self-Evaluation and Needs Assessment**

Housing Kitsap will periodically review its policies, procedures, practices, forms, communications, and facilities to identify and address barriers to accessibility and to support

ongoing compliance with applicable legal and regulatory requirements. This may include self-evaluations, needs assessments, staff training, review of accommodation trends, review of complaints, and updates to administrative procedures where needed.

to time without requiring formal amendment to this policy, provided such updates remain consistent with applicable law and this policy.

#### **F. ADMINISTRATIVE IMPLEMENTATION**

The Executive Director, Section 504 Coordinator, and their designees may develop and update forms, internal procedures, staff guidance, tracking tools, notice templates, and other administrative materials necessary to implement this policy, provided such materials remain consistent with applicable law and this policy as adopted by the Board.

DRAFT

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

**RESOLUTION 2026-13**

**RESOLUTION APPROVING THE REVISED FAIR HOUSING POLICY  
AND POLICY ON REASONABLE ACCOMMODATIONS FOR  
PERSONS WITH DISABILITIES**

**WHEREAS**, Housing Kitsap previously adopted a Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities to guide agency practices relating to fair housing, non-discrimination, accessibility, and disability-related requests; and

**WHEREAS**, Housing Kitsap sought a compliance review of the existing policy from Balanced Housing Solutions, an external consulting firm with experience in HUD housing programs and fair housing compliance, and received recommendations for updates and revisions; and

**WHEREAS**, staff incorporated those recommended revisions into an updated draft policy to strengthen clarity, consistency, and agency-wide administration of fair housing and disability-related requirements; and

**WHEREAS**, the revised policy is intended to support consistent administration across Housing Kitsap’s operations and to strengthen the agency’s internal framework for responding to disability-related requests, accessibility obligations, and fair housing requirements; and

**WHEREAS**, the Board of Commissioners has reviewed the proposed revised policy and finds it to be in the best interest of Housing Kitsap and the communities it serves;

**NOW, AND THEREFORE, BE IT RESOLVED**, that the Housing Kitsap Board of Commissioners hereby approves the revised Fair Housing Policy and Policy on Reasonable Accommodations for Persons with Disabilities.

**ADOPTED**, by the Housing Kitsap Board of Commissioners at a regular open public meeting this 28<sup>th</sup> day of April, 2026.

**HOUSING KITSAP BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Clarence Moriwaki, Chair

ATTEST:  
\_\_\_\_\_  
Heather Blough, Executive Director



# Housing Kitsap Board of Commissioners

## Action Item Agenda Summary

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 10 minutes

**AGENDA ITEM:** 6. D.

**AGENDA TITLE:** Discussion and possible action regarding Resolution 2026-14 authorizing the purchase of Howerton Place

**SUBMITTED BY:** Dean Nail, Director of Acquisition and Development

Housing Kitsap and Kingston Cares have been collaboratively advancing a Purchase and Sale Agreement for the acquisition of Howerton Place on Oregon Street in Kingston. The proposed project will create 12 units of affordable housing, offering a mix of one- and two-bedroom homes.

Housing Kitsap has completed a pre-application meeting with Kitsap County Department of Community Development to confirm the permitting pathway and required steps. Our architect and engineer continue to refine site design to ensure an efficient layout and cost-effective development approach.

Under the terms of the Purchase and Sale Agreement, Housing Kitsap will assume ownership of the property once site development is fully permitted and funded for \$10,000 dollars. Attached are the draft PSA and preliminary design drawings for review.

**Recommended Action:** Approve Resolution 2026-14 authorizing the purchase of Howerton Place

**Executive Director's Recommendation:**  Agree  Disagree  No Opinion

## PURCHASE AND SALE AGREEMENT

**THIS PURCHASE AND SALE AGREEMENT** (this “**Agreement**”), dated as of [\_\_\_\_], 2026 (“**Effective Date**”), is made by and between 11002 NE Oregon LLC, a Washington limited liability company, (“**Seller**”) a wholly owned subsidiary of Kingston Cares, a Washington nonprofit corporation and Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic, d/b/a Housing Kitsap (“**Buyer**”).

### RECITALS:

A. Seller is the owner of certain real property located at 11002 NE Oregon St., Kingston, Washington as depicted on Exhibit A-1; and

B. Seller desires to sell, and Buyer desires to purchase, the Property (as defined below) in accordance with and upon the terms set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and undertakings set forth herein, Buyer and Seller hereby agree as follows:

### 1. AGREEMENT TO PURCHASE AND SELL.

Seller hereby agrees to sell, and Buyer hereby agrees to purchase, subject to the terms and conditions of this Agreement, all of Seller’s right, title and interest in and to the following real, personal and intangible property (collectively, the “**Property**”):

1.1. Real Property. Fee simple title in and to the land described on Exhibit A-2 attached hereto, together with all easements, rights, privileges and benefits appurtenant thereto and any land lying in the bed of any street, road, avenue, open or proposed, public or private, in front of or adjoining the said land or any portion thereof (collectively, the “**Land**”), and the buildings and other improvements thereon (collectively, the “**Improvements**”). The Land and the Improvements are collectively referred to as the “**Real Property.**”

1.2. Personal Property. Fixtures and all other tangible personal property owned by Seller, if any, used solely in connection with the operation of the Improvements and located in the Improvements including, without limitation, boilers, pumps, tanks, electric panel switchboards, lighting equipment and wiring, heating, plumbing, ventilating and air conditioning apparatus and equipment. All of the foregoing are collectively referred to as the “**Personal Property.**”

1.3. Intangible Property. All intangible property (the “**Intangible Property**”), if any, owned by Seller and pertaining to the Land, the Improvements, or the Personal Property including, without limitation, all transferable permits, licenses, warranties, utility contracts, transferable telephone exchange numbers, plans and specifications, engineering plans and studies, floor plans, landscape plans, logos, designs, trade names, trademarks, servicemarks, copyrights and other intellectual property, and specifically the name “Howerton Place” and any other name or names by which the Property is commonly known.

1.4. Appurtenant Rights. Any and all of Seller's right, title and interest in and to all rights of way, easements, licenses, privileges, reversions, tenements, hereditaments and all other appurtenances, including, without limitation, all minerals, oil, gas and other hydrocarbon substances on and under the

Land as well as all development rights, air rights, water rights, in any way belonging or pertaining to the Land and the Improvements (collectively, the “**Appurtenant Rights**”).

1.5. Contracts. All assignable contracts for service, equipment, supply and maintenance of the Property (the “**Contracts**”) to the extent not terminated pursuant to Section 6.3 of this Agreement and which Buyer has elected to assume pursuant to Section 6.3.2 of this Agreement.

## 2. PURCHASE PRICE AND PAYMENT.

2.1. Purchase Price. The purchase price (the “**Purchase Price**”) shall be the sum of Ten Thousand and No/100 Dollars (\$10,000.00) representing consideration for Seller’s transaction costs in the conveyance of the Property. The Parties recognize and acknowledge that the Property is valued at a sum greater than the Purchase Price, as such the conveyance of the Property is effectively a gift. Subject to the terms and conditions of this Agreement, the Purchase Price shall be paid as provided below.

2.2. Deposit. Within five (5) business days after the Effective Date, Buyer shall deliver an Earnest Money Promissory Note in the form attached hereto as Exhibit I in the amount of Two Thousand and No/100 Dollars (\$2,000.00) (“**Deposit**”) to Pacific Northwest Title of Kitsap (“**Escrow Agent**”). The Deposit (as hereinafter defined) shall be held and disbursed in accordance with this Agreement.

2.3. Use Restriction. In consideration for the Property, Buyer agrees to record a low-income housing covenant against the Real Property in the records of Kitsap County restricting the entire Property to be used as low-income housing for households earning less than eighty percent (80%) of Area Median Income for Kitsap County (AMI) as determined periodically by the U.S. Department of Housing and Urban Development for no less than fifty (50) years (the “**Covenant**”). Seller shall have the right to approve the restrictions contemplated by the Covenant prior to the conveyance. Additionally, to the extent possible, Buyer shall in good faith offer housing for households earning thirty less than percent (30%) to sixty percent (60%) of AMI as determined periodically by the U.S. Department of Housing and Urban Development.

2.4. Project Name. The Project is currently named “Howerton Place.” If Buyer at any point chooses to change the name of the housing project, any name will have to be approved by Kingston Cares, a Washington nonprofit corporation and the sole member of Seller.

2.5. Payment. On the Closing Date, as defined in Section 2.6, Buyer shall deposit or cause to be deposited with the Escrow Agent sums sufficient to pay the Purchase Price and all other amounts necessary to satisfy Buyer’s obligations with respect to closing the transactions contemplated herein. Subject to the terms of this Agreement, on the Closing Date, Buyer shall cause the Purchase Price to be paid to Seller as follows:

2.5.1. Delivery of Deposit. Buyer shall cause the Escrow Agent to pay to Seller the Deposit held by the Escrow Agent by federal wire transfer in immediately available funds to such bank account(s) as Seller may designate, and such amount shall be credited against the Purchase Price.

2.5.2. Payment of Balance. Buyer shall timely fund to the Escrow Agent the remaining balance of the Purchase Price, as adjusted for the prorations and credits set forth in this Agreement, and shall cause the Escrow Agent to transfer to Seller such amount by federal wire transfer in immediately available funds to such bank account(s) as Seller may designate.

2.6. Closing. Payment of the Purchase Price and the closing hereunder (the “**Closing**”) will take place pursuant to an escrow closing, conducted by Pacific Northwest Title of Kitsap on such date as

determined by the parties (the “**Closing Date**”). On or prior to the Closing Date, and in accordance with Sections 9.1 and 9.2, the parties shall deposit in escrow with the Escrow Agent all documents, instruments and Closing funds required to be delivered by such party in order to consummate Closing pursuant to this Agreement.

### **3. INSPECTION PERIOD.**

3.1. Inspection Period. During the period (the “**Inspection Period**”) that commences on the Effective Date and ends at 11:59 P.M. Pacific Standard Time ninety (90) days after the Effective Date, unless extended, Buyer, its agents, employees and contractors, shall be entitled, subject to the rights of tenants and occupants under the Leases and applicable law, to enter upon the Real Property, after not less than two (2) business days’ prior notice to Seller, to perform non-invasive inspections and tests of the Real Property, including, without limitation, surveys, environmental studies, examination and tests of all structural and mechanical systems within the Improvements and studies of all other matters that Buyer wishes to consider at Buyer’s sole cost and expense. All inspections shall occur at reasonable times agreed upon by Seller and Buyer. Seller shall be entitled to have a representative present during any entry onto the Real Property by Buyer or its agents to conduct any inspections or tests. In no event shall Buyer perform any test borings or other intrusive testing with respect to the Property, including, without limitation, any Phase II environmental testing, without the prior written consent of Seller, which consent shall not be unreasonably withheld.

3.1.1. Insurance. Prior to entry upon the Real Property, Buyer shall deliver to Seller evidence reasonably satisfactory to Seller that Buyer has obtained the following insurance with respect to the Property and any entry onto or activities on or about the Real Property by Buyer and all of Buyer’s agents, employees and contractors (and any others entering onto the Real Property for or at the request of Buyer): (i) worker’s compensation/employer’s liability, with a limit of \$500,000.00 with a waiver in favor of Seller; (ii) commercial general liability, with a limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate; and (iii) business automobile liability, with a limit of \$1,000,000.00 combined single limit. The aforesaid coverages shall be maintained throughout the term of this Agreement. Furthermore, any coverage written on a “Claims-Made” basis shall be kept in force, either by renewal or the purchase of an extended reporting period, for a minimum period of one (1) year following the Closing or other termination of this Agreement. Such insurance shall be issued by an insurer with an A.M. Best financial strength and size rating of “A-/XV” or better. Nothing herein contained shall in any way limit Buyer’s liability under this Agreement or otherwise. Seller shall be listed as a certificate holder and Seller and its property manager shall be listed as additional insureds on the commercial general liability and business automobile insurance policies.

3.1.2. Limitation on Inspections. In connection with the right to enter upon the Real Property set forth in this Section 3, Buyer agrees (i) to comply with all applicable laws, (ii) not to interfere with the operation of the Property or disturb or otherwise interfere in the use of the Property by any tenant at the Property, and (iii) to restore the Property to its prior condition after the performance of any such inspection. In addition, and notwithstanding the foregoing provisions of this Section 3.1, Buyer and its agents, employees and contractors (and any others entering onto the Real Property for or at the request of Buyer) shall: (a) be subject to and shall not violate the rights of any tenant of the Real Property; (b) not damage any part of the Property or any other property; (c) not injure or otherwise cause bodily harm to Seller, its agents, contractors and employees or any tenant (or any others entering onto the Real Property); (d) promptly pay when due the costs of all tests, investigations and examinations with regard to the Property conducted by or at the instruction of Buyer and all of Buyer’s agents, employees and contractors (and any others entering onto the Real Property for or at the request of Buyer); (e) not permit any liens to attach to the Property by reason of the exercise of its rights under this Section 3.1; and (f)

keep confidential and not disclose to any third party the results of any such study or investigation except as may be required by applicable law. Seller shall reasonably cooperate with Buyer in its due diligence but shall not be obligated to incur any liability or expense in connection therewith. Buyer shall, and does hereby agree to, indemnify, defend and hold Seller, its affiliates, its property manager and asset manager, the direct and indirect members, managers, partners, trustees, shareholders, beneficiaries, directors, officers, employees, attorneys and agents of each of them, and their respective heirs, successors, personal representatives and assigns (collectively, the “**Seller Related Parties**”), harmless from and against any and all claims, demands, suits, obligations, payments, damages, losses, penalties, liabilities, costs and expenses (including, but not limited to, reasonable attorneys’ fees) caused, directly or indirectly, by the actions of Buyer and any and all of Buyer’s agents, employees and contractors; provided, however, such indemnity shall not extend to protect Seller from any pre-existing liabilities for matters merely discovered by Buyer (e.g., latent environmental contamination). The provisions of this Section 3.1.2 shall survive the Closing or termination of this Agreement and shall also apply retroactively to any entry by Buyer or its agents onto the Property before the execution of this Agreement.

3.2. Termination Option. Buyer shall notify Seller in writing (“**Buyer’s Inspection Period Notice**”) on or before the expiration of the Inspection Period if Buyer approves the condition of the Property and Buyer’s investigations with respect thereto, which approval may be granted or withheld in Buyer’s sole and absolute discretion. Buyer’s failure to deliver Buyer’s Inspection Period Notice on or before the expiration of the Inspection Period shall be deemed Buyer’s disapproval in which case this Agreement shall terminate and neither party shall have any remaining rights or obligations hereunder, except such obligations that survive the termination of this Agreement.

3.3. Buyer’s Reports. At no cost to Seller, Buyer shall deliver to Seller, as and when the same are received by Buyer, copies of all third-party, non-proprietary reports and other information prepared by third parties for Buyer relating to the Property, including, without limitation, the Title Commitment and Survey (as these terms are defined below), environmental and engineering reports. The provisions of this Section 3.3 shall survive the Closing or termination of the Agreement.

3.4. Title and Survey. Buyer shall have the right to order (a) a title commitment relative to the Real Property (the “**Title Commitment**”) for a title policy from Escrow Agent (in its capacity as title insurer, the “**Title Company**”) and (b) an ALTA/ACSM survey of the Real Property (the “**Survey**”).

3.4.1. Title and Survey Objections. Buyer shall have the right to object to any exceptions to the Title Commitment or matters shown on the Survey by giving written notice to Seller no later than fifteen (15) days following receipt of the last of the Title Commitment and Survey, stating the matters to which Buyer objects and the reasons therefor. Exceptions to the Title Commitment that Buyer does not object to shall be “**Permitted Exceptions.**” If Buyer timely objects to any matter affecting title or the Survey, then Seller shall, within five (5) business days after receipt of such written notice (but in any event, one (1) business day prior to expiration of the Inspection Period), notify Buyer in writing of its election to Cure (as defined below) or not Cure Buyer’s objections and, if Seller elects to Cure, Seller shall use reasonable efforts to Cure the same. Seller’s failure to timely notify Buyer as set forth above shall be deemed an election not to Cure. If Seller elects not to Cure any such objections, Buyer’s sole recourse shall be to exercise its right to terminate this Agreement during the Inspection Period as provided in Section 3.2 of this Agreement. In the event Buyer does not terminate this Agreement during the Inspection Period, such objections shall become Permitted Exceptions hereunder.

3.4.2. New Title Matter. After the expiration of the Inspection Period, Buyer shall have the right to object to any new title matters (i) that were not caused, requested by, or consented to by Buyer, and (ii) that first appear in the land records of Kitsap County, Washington, after the expiration of

the Inspection Period (a “**New Title Matter**”), by giving written notice to Seller no later than the date which is two (2) business days after Buyer obtains knowledge of such New Title Matter. Within two (2) business days after Seller’s receipt of Buyer’s objection to any New Title Matter, Seller shall notify Buyer in writing of its election to Cure or not Cure Buyer’s objections, and, if Seller elects not to Cure then Buyer will have the same options as set forth above (i.e., to terminate this Agreement or to waive its objections and proceed to Closing, in which case such New Title Matters shall become Permitted Exceptions hereunder). If Seller receives a timely objection to a New Title Matter less than two (2) business days prior to Closing, then the Closing Date may be extended, at Seller’s option, to allow Seller a full two (2) business days to notify Buyer of Seller’s election whether or not to Cure. If Seller elects to Cure, then the Closing Date will be extended as provided in Section 3.4.4 to allow Seller the opportunity to effect such cure.

3.4.3. Cure. For purposes of this Section 3, the term “**Cure**” shall mean, at Seller’s election (i) the removal of such matter of record, (ii) the provision of information to the Title Company sufficient to remove such matter as a title exception in the Title Commitment, or (iii) the provision of a bond sufficient to cause the Title Company to remove such matter from the Title Commitment.

3.4.4. Seller’s Opportunity to Cure. If Seller elects to Cure any title or survey objection, Seller shall have a reasonable period of time, not to exceed sixty (60) days, to do so and the Closing Date shall be extended, if necessary, to the date such items are Cured. If such objections are not Cured within the foregoing time period, then Buyer may either: (a) terminate this Agreement, in which event (i) the Deposit shall be returned to Buyer, and (ii) except as expressly provided for in this Agreement, neither Seller nor Buyer shall have any further liability or obligation to the other under this Agreement, or (b) proceed to Closing under this Agreement and take title to the Property subject to such unCured objections without any reduction in the Purchase Price, in which case such unCured objections shall become Permitted Exceptions.

3.4.5. Mandatory Cure Items. All deeds of trust, mortgages, and other monetary liens granted by Seller and all mechanic’s and materialmen’s liens filed in connection with work performed by Seller or Seller’s tenants (but excluding all liens caused by acts of Buyer or its agents, employees, contractors or representatives) are deemed to be objections that Seller shall be obligated to Cure at or prior to Closing.

#### **4. FEASIBILITY PERIOD.**

4.1. Feasibility. Seller is selling the Property to Buyer for Buyer to develop an affordable housing project for low-income households of approximately twelve units (the “**Project**”). During the period (the “**Feasibility Period**”) that commences on the Effective Date and ends at 11:59 P.M. Pacific Standard Time on [December 31, 2028], unless extended pursuant to Section 4.3, Buyer, its agents, employees and contractors, with the cooperation of the Seller will determine the feasibility of developing the Project on the Property, including:

4.1.1. Design Plans. During the Feasibility Period, Buyer will have design plans created for the Project to determine the feasibility of developing the Project on the Property with a sufficient number of units to support the long-term operating costs of the Project. Buyer shall submit the design plans to Seller for approval, which approval Seller will not unreasonably withhold.

4.1.2. Financing.<sup>1</sup> During the Feasibility Period, Buyer will seek financing for the construction of the Project. Prior to Buyer applying for financing for the construction of the Project, Seller shall have the right to consent to the construction timeline projected for such financing. If Buyer has failed to submit sufficient grant applications that, if successful, are projected to fully fund the development of the Project by January 31, 2027 (unless extended pursuant to Section 4.3), or has failed to secure sufficient funding for the entire development by [August 31, 2028] (unless extended pursuant to Section 4.3), Seller may terminate this Agreement and the Deposit will be released to Seller.

4.1.3. Construction and Closing Timeline. Seller shall convey the Property to Buyer when Buyer is prepared to start construction on the affordable housing development, but no later than January 1, 2029, unless extended pursuant to Section 4.3. If Buyer is not prepared to start construction on the Closing Date, Seller may terminate this Agreement, and the Deposit shall be released to Seller.

4.2. Termination Option. Buyer shall notify Seller in writing (“**Buyer’s Feasibility Period Notice**”) on or before the expiration of the Feasibility Period if Buyer determines in its sole and absolute discretion to proceed with this transaction. Buyer’s failure to deliver Buyer’s Feasibility Period Notice on or before the expiration of the Feasibility Period shall be deemed Buyer’s disapproval in which case this Agreement shall terminate, the Deposit shall be released to Seller, and neither party shall have any remaining rights or obligations hereunder, except such obligations that survive the termination of this Agreement.

4.3. Extension. Any extension to the Feasibility Period must be agreed to by both parties in writing.

## 5. REPRESENTATIONS AND WARRANTIES OF SELLER.

5.1. Representations and Warranties. Seller represents and warrants to Buyer that the following are true and correct in all material respects as of the date hereof, subject to modification as set forth herein:

5.1.1. Authority. Seller is a limited liability company validly existing and in good standing under the laws of the State of Washington, and Seller has all requisite limited liability company power and authority to enter into this Agreement and all documents now or hereafter to be executed and delivered by Seller pursuant to this Agreement and to perform its obligations under this Agreement and under such documents. Seller shall have obtained by the Closing any consents necessary for it to enter into and perform this Agreement.

5.1.2. No Violation. The execution, delivery and performance by Seller of this Agreement will not result in a violation by Seller, to Seller’s knowledge, of its obligations under any of the following that are binding on Seller: (a) any judgment or order entered by any court or governmental body, (b) any governmental statute, ordinance, code, rule or regulation, or (c) any contract or agreement or indenture.

5.1.3. No Condemnation. There are no pending or, to Seller’s knowledge, overtly threatened, condemnation, eminent domain or similar proceedings with respect to all or any portion of the Real Property.

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<sup>1</sup> Note to Buyer: We would like to discuss the possibility that Buyer assigns to Seller the \$446k pre-construction allocation passed by Commerce (or any other funds allocated for this Project) in the event Buyer is unable to meet its closing conditions and close on this transaction.

5.1.4. Compliance. Seller has not received written notice from any governmental authority of any presently uncured material violations of any applicable governmental statute, ordinance, code, rule or regulation affecting the Real Property.

5.1.5. Litigation. There are no pending or, to Seller's knowledge, overtly threatened, actions, suits or proceedings against or affecting Seller or the Property, or arising out of the ownership, management or operation of the Property, this Agreement or the transactions contemplated by this Agreement that will bind or burden the Property after the Closing.

5.1.6. Leases. There are no leases or rights of occupancy with respect to the Property other than the Leases entered into by Seller except as set forth in Exhibit B. The foregoing representation and warranty shall be deemed modified at Closing to reflect any Leases entered into, modified or terminated pursuant to the terms of this Agreement or in the event of a termination, renewal, extension, rent increase/decrease or like event occurring pursuant to the terms of the relevant Lease. To Seller's knowledge, the copies of the Leases provided to Buyer are complete and correct and are in full force and effect, and all Leases and rights to occupy the Property will terminate prior to the Closing Date. Seller has no knowledge of any uncured default by any tenant under any Lease. The Property has no tenants as of the Effective Date of this Agreement, and Seller will inform any tenants it leases the Property to prior to the Closing Date that Buyer is purchasing the Property to redevelop it in collaboration with Seller as a multifamily residential development and their right to occupy the Property will terminate prior to the Closing Date. Seller has not received notice of any claim of any uncured default by Seller under any Lease.

5.1.7. Contracts. There are no other Contracts affecting the Property or the operation thereof other than the Contracts set forth in Exhibit C. The foregoing representation and warranty shall be deemed modified at Closing to reflect any Contracts entered into, modified or terminated pursuant to the terms of this Agreement or in the event of a termination, renewal, extension, or like event occurring pursuant to the terms of the relevant Contract. To Seller's knowledge, the copies of the Contracts provided to Buyer are complete and correct and, to Seller's knowledge, Seller is not in default thereunder.

5.1.8. FIRPTA. Seller is not a "foreign person" as defined in Section 1445(f)(3) of the Internal Revenue Code.

5.1.9. Bankruptcy. Seller has not (a) commenced a voluntary case with respect to it or its assets, or to Seller's knowledge had entered against it a petition, for relief under any federal bankruptcy act or any similar petition, order or decree under any federal or state law or statute relative to bankruptcy, insolvency or other relief for debtors, (b) caused, suffered or consented to the appointment of a receiver, trustee, administrator, conservator, liquidator, or similar official in any federal, state, or foreign judicial or non-judicial proceeding, to hold, administer and/or liquidate all or substantially all of its assets, or (c) made a general assignment for the benefit of creditors.

5.1.10. OFAC. Neither Seller nor, to Seller's current actual knowledge, any of its respective partners, members, shareholders or other equity owners, if any, is a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated and Blocked Persons List) or under any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism).

5.1.11. Notice of Violations. Seller has received no written notices of violations that are uncured at or by the Property of zoning, building, subdivision, fire, air pollution, business, occupancy, the Americans with Disabilities Act, 42 U.S.C. Sec. 12101, et seq., or Environmental Requirements (as defined below), rules or regulations relating to Property or of other governmental action affecting the Property.

5.1.12. Environmental. Except to the extent disclosed in those environmental reports set forth in Schedule 5.1.12, or except as otherwise known to Buyer, (i) Seller has received no written notice from any federal, state, county or municipal authority as to the existence of any Hazardous Materials (as defined below) at the Property in violation of Environmental Requirements, (ii) Seller has no actual knowledge of the presence or release of Hazardous Materials on or from the Property in violation of Environmental Requirements during the time of Seller's ownership thereof, and (iii) Seller has not used Hazardous Materials on the Property in violation of Environmental Requirements during the time of Seller's ownership thereof.

5.1.13. Brokerage Agreements; Tenant Improvements. There are no (i) outstanding agreements with real estate brokers in respect of selling the Property or leasing agents in respect of leasing space in the Property that will be binding on Buyer after Closing nor are there any outstanding commissions payable to any brokers with respect to the Leases, or (ii) outstanding amounts due with respect to commissions, tenant improvement work, tenant allowances, rent concessions and/or landlord work with respect to the current terms of the Leases that are payable or may hereafter become payable in connection with any of the Leases.

5.1.14. Property Rights. The Property is not subject to any outstanding agreement of sale, option, right of first refusal, or other right of any third party to acquire any interest therein, except this Agreement.

5.1.15. Utilities. All bills for services performed or materials furnished to the Real Property have been paid in full, or Seller will cause all such bills to be paid in full prior to the Closing Date, and there are no mechanic or materialman liens against the Real Property. Seller has not received any written notice of any proposed, planned or actual curtailment of service of any utility supplied to the Real Property.

5.2. Survival. Seller's representations and warranties set forth in this Agreement shall survive the Closing for a period (the "**Survival Period**") of twelve (12) months and any action brought on Seller's representations and warranties shall be commenced within said Survival Period or shall be forever barred and waived.

5.3. Definitions

5.3.1. As used herein, the term "**Hazardous Materials**" shall mean any substance which is or contains (i) any "hazardous substance" as now or hereafter defined in 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 USC 9601 *et seq.*) ("**CERCLA**") or any regulations promulgated under CERCLA; (ii) any "Hazardous Waste" as now or hereafter defined in the Resource Conservation and Recovery Act (42 USC 6901 *et seq.*) ("**RCRA**") or regulations promulgated under RCRA; (iii) any substance regulated by the Toxic Substances Control Act (15 USC 2601 *et seq.*); (iv) gasoline, diesel fuel, or other petroleum hydrocarbons; (v) asbestos and asbestos containing materials, in any form, whether friable or non-friable; (vi) polychlorinated biphenyls; (vii) radon gas; and (viii) any additional substances or materials which are now or hereafter classified or considered to be hazardous or toxic under environmental requirements or

the common law, state law or any other applicable laws relating to the Property. Hazardous Materials shall include, without limitation, any substance, the presence of which on the Property, (a) requires reporting, monitoring, investigation or remediation under environmental requirements; (b) causes or threatens to cause a nuisance on the Property or adjacent property or poses or threatens to pose a hazard to the health or safety of persons on the Property or adjacent property; or (c) which, if it emanated or migrated from the Property, could constitute a trespass.

5.3.2. As used herein, the term “**Environmental Requirements**” shall mean all laws, ordinances, statutes, codes, rules, regulations, agreements, judgments, orders, and decrees, now or hereafter enacted, promulgated, or amended, of the United States, the State of Washington, the counties, the cities, or any other political subdivisions in which the Property is located, and any other political subdivision, agency or instrumentality exercising jurisdiction over the owner of the Property, the Property, or the use of the Property, relating to (i) pollution, (ii) the protection or regulation of human health, natural resources, or the environment, or (iii) the emission, discharge, release or threatened release of pollutants, contaminants, chemicals, or industrial, toxic or hazardous substances or waste or hazardous materials into the environment (including, without limitation, ambient air, indoor air, surface water, ground water or land or soil).

## 6. COVENANTS.

6.1. Maintenance of Real Property. From and after the date of this Agreement through the Closing, the Real Property will be operated and managed by or on behalf of Seller in a manner substantially consistent with the way the Real Property is presently being operated and managed, provided, however, that Seller shall have no obligation to make any capital improvements to the Real Property.

### 6.2. Leases.

6.2.1. New Leases. After the expiration of the Inspection Period, Seller will not, without the prior written consent of Buyer, which may be withheld in Buyer’s sole discretion: (a) execute any new Lease affecting the Real Property or any part thereof unless terminable upon thirty (30) days’ notice; or (b) materially amend or modify any existing Lease listed on Exhibit B attached hereto.

6.2.2. Termination of Leases and Rights to Occupy. Prior to the Closing Date, Seller will terminate all Leases and rights granted to third parties to occupy the Property. Any residential Leases must be given proper notice of termination per 59.18 RCW and/or the terms of that Lease. Seller represents that all Leases and rights granted to third parties to occupy the Property, including those identified in Exhibit B, are terminable prior to the Closing Date. At Closing, Seller shall deliver the Property to Buyer free and clear of all Leases and rights of third parties to occupy the Property.

### 6.3. Contracts.

6.3.1. New Contracts. After the expiration of the Inspection Period, Seller will not, without the prior written consent of Buyer, which consent may be withheld in Buyer’s sole discretion: (a) execute any new Contract affecting the Real Property, or any part thereof which will be binding on Buyer following Closing, unless terminable without cost upon thirty (30) days’ notice; or (b) materially amend or modify any existing Contract listed on Exhibit C attached hereto if such new Contract or amendment will be binding on Buyer following Closing unless terminable without cost upon thirty (30) days’ notice. With respect to any new Contract or Contract amendment submitted by Seller to Buyer for its consent

pursuant to this Section 6.3.1, if Buyer shall fail to either consent or to expressly withhold its consent by a written notice to Seller, then Buyer shall be deemed to have withheld Buyer's consent thereto.

6.4. Negative Covenants. From the Effective Date until the Closing Date, Seller shall not take any of the following actions without the prior express written consent of Buyer, which consent shall not be unreasonably withheld, conditioned or delayed: (a) make or permit to be made any capital improvements to or upon the Real Property or any part of the Real Property except as provided for in this Agreement, the Leases, any of the other Permitted Exceptions, including in the event of casualty; (b) grant any liens or encumbrances upon the Property that will not be discharged upon the Closing; or (c) remove or permit the removal from the Real Property of any fixtures, mechanical equipment, or any other item included in the Real Property except as provided for in the Leases or any of the Permitted Exceptions.

## **7. REPRESENTATIONS AND WARRANTIES OF BUYER.**

7.1. Representations and Warranties. Buyer represents and warrants to Seller as follows as of the date hereof:

7.2. Authority. Buyer has all requisite power and authority to enter into this Agreement and all documents now or hereafter to be executed and delivered by Buyer pursuant to this Agreement and to perform its obligations under this Agreement and under such documents. Buyer has obtained any consents necessary for it to enter into this Agreement.

7.3. No Violation. The execution, delivery and performance by Buyer of this Agreement will not result in a violation by Buyer of (a) any judgment or order entered by any court or governmental body, (b) any governmental statute, ordinance, code, rule or regulation, or (c) any contract or agreement or indenture.

7.4. Bankruptcy. Buyer has not (a) commenced a voluntary case with respect to it or its assets, or had entered against it a petition, for relief under any federal bankruptcy act or any similar petition, order or decree under any federal or state law or statute relative to bankruptcy, insolvency or other relief for debtors, (b) caused, suffered or consented to the appointment of a receiver, trustee, administrator, conservator, liquidator, or similar official in any federal, state, or foreign judicial or non-judicial proceeding, to hold, administer and/or liquidate all or substantially all of its assets, or (c) made a general assignment for the benefit of creditors.

7.5. Litigation. There are no pending or, to Buyer's knowledge, overtly threatened, actions, suits or proceedings against or affecting Buyer, this Agreement or the transactions contemplated by this Agreement.

## **8. CONDITIONS TO CLOSING.**

8.1. Buyer's Conditions. Buyer's obligation to consummate Closing pursuant to this Agreement is conditioned upon the satisfaction (or waiver by Buyer) of the following conditions on and as of the Closing Date:

8.1.1. Full Performance. Seller shall have performed and satisfied its obligations under this Agreement in all material respects.

8.1.2. Representations and Warranties. The representations and warranties of Seller shall be true and correct in all material respects as of the Closing.

8.1.3. Housing Kitsap Board Approval. The Housing Kitsap Board must pass a resolution approving the transaction to prior to Closing.

8.1.4. Owner's Policy. The Title Company shall be committed, subject only to the payment by Buyer of the costs and fees related thereto and satisfaction of Buyer's other obligations, to issue an owner's title insurance policy consistent with the provisions of Section 3.4.

8.2. Seller's Conditions. Seller's obligation to consummate Closing pursuant to this Agreement is conditioned upon the satisfaction (or waiver by Seller) of the following conditions on and as of the Closing Date:

8.2.1. Full Performance. Buyer shall have performed and satisfied its obligations under this Agreement in all material respects.

8.2.2. Financing Contingency. Buyer shall have received a firm commitment on the part of a lender(s), investor(s), or other funding sources for the entire cost of the Project contemplated to be built on the Property to enable Buyer to begin construction in accordance with Section 4.1.3.

8.2.3. Representations and Warranties. The representations and warranties of Buyer shall be true and correct in all material respects as of the Closing.

8.3. Failure of Condition. In the event that any condition set forth in Sections 8.1 or 8.2 is not satisfied or waived by Buyer or Seller, as the case may be, on or as of the Closing Date, and the other party is not otherwise in default hereunder, the sole right of Buyer and Seller, as applicable, shall be to either (a) terminate this Agreement by delivering written notice of such termination to the other party on or prior to the Closing Date, in which event the Deposit shall be released to Seller, and the parties shall have no further obligations or liabilities to the other hereunder, except as expressly provided for in this Agreement, or (b) waive the satisfaction of such condition or conditions and proceed to Closing in accordance with and subject to the terms of this Agreement; provided, however, that the foregoing shall not relieve either party of any liability to the other for the breach of any representation or warranty set forth in this Agreement if such party has no knowledge of such breach and elects to proceed to Closing.

## **9. CLOSING DELIVERIES.**

9.1. Seller's Closing Deliveries. At Closing, Seller shall deliver, or cause to be delivered, into escrow with the Escrow Agent the following with respect to the Property:

9.1.1. Deed. A Bargain and Sale Deed (the "**Deed**") for the Real Property substantially in the form attached hereto as Exhibit D conveying to Buyer title to the Real Property, free from all liens, encumbrances, easements, conditions and other matters affecting title except the Permitted Exceptions.

9.1.2. Assignment of Intangible Property. With respect to Intangible Property, execute the Assignment of Intangible Property substantially in the form attached hereto as Exhibit E ("**Assignment of Intangible Property**").

9.1.3. FIRPTA. Execute and deliver an affidavit certifying that Seller is not a "foreign person" as defined in the Federal Foreign Investment in Real Property Tax Act of 1980, and the 1984 Reform Tax Act, as amended.

9.1.4. Bill of Sale. With respect to Personal Property, a Bill of Sale in the form attached hereto as Exhibit F.

9.1.5. REETA. A Real Estate Excise Tax Affidavit (“**REETA**”) together with any transfer documents or certificates required by any applicable governing body or law to complete this transaction.

9.1.6. Closing Statement. A closing and proration statement agreed to by the parties which reflects all adjustments to the Purchase Price contemplated by this Agreement (the “**Closing Statement**”).

9.1.7. Authorization; Owner’s Affidavit. In connection with the issuance of such Seller’s title policy, Seller agrees to provide to the Title Company such evidence of authority and authorizations of Seller as Title Company may reasonably require, as well as such affidavits or indemnities as may be reasonably necessary for issuance of the Seller’s title policy with extended coverage and to remove therefrom the standard pre-printed exception for mechanics liens.

9.1.8. Other Documents. All other documents reasonably required to effectuate this Agreement and the transaction contemplated by this Agreement.

9.2. Buyer’s Closing Deliveries. At Closing, Buyer shall deliver, or cause to be delivered, into escrow with the Escrow Agent the following with respect to the Property:

9.2.1. Purchase Price. The Purchase Price, adjusted in accordance with the provisions of Section 10 hereof.

9.2.2. Bill of Sale. A counterpart of the Bill of Sale.

9.2.3. REETA. A counterpart original of the REETA.

9.2.4. Covenant. A Low-Income Housing Covenant to be recorded against the Real Property at Closing restricting the use of the Property to housing for low-income households for the benefit of Seller.

9.2.5. Closing Statement. A counterpart of the Closing Statement.

9.2.6. Other Documents. All other documents reasonably required to effectuate this Agreement and the transaction contemplated by this Agreement.

## **10. APPORTIONMENTS; EXPENSES.**

10.1. Apportionments. The following matters shall be apportioned and adjusted between Seller and Buyer as of the Closing Date.

10.1.1. Taxes. Applicable real estate and personal property taxes for the Property shall be apportioned as of the Closing Date (i.e., with Seller being responsible for all such amounts payable with respect to the period up to but not including the Closing Date and with Buyer being responsible for all such amounts payable with respect to the period from and after the Closing Date). The term “real estate taxes” shall include any installments of special or similar assessments, assessments relating to a local improvement district or leasehold excise tax. Water and sewer charges, including any such charges that may be the subject of a municipal lien, whether or not due, shall be prorated.

10.1.2. Operating Expenses. All maintenance, management, electricity, water, gas, sewage and other utility and operating expenses, if any, applicable to the Real Property shall be prorated

between Seller and Buyer as of the Closing Date based on estimates of the amounts that will be due and payable on the next payment date, unless final readings or invoices therefor as of the Closing Date shall have been obtained, in which case such final readings shall be utilized as the basis for adjustment. Any and all deposits, if any, held by utility companies or with other providers of services to the Real Property shall remain the property of Seller and be returned to Seller by such companies and providers except to the extent that Buyer elects to pay to Seller the amount of any such deposits and accruals, if any, thereon.

10.1.3. Calculations; Survival. Except as otherwise set forth herein, all items to be apportioned and adjusted pursuant to this Section 10.1 shall be prorated as of 11:59 p.m. of the day immediately preceding the Closing Date. All items of income and expense which accrue for the period prior to the Closing will be for the account of Seller and all items of income and expense which accrue for the period on and after the Closing will be for the account of Buyer. All such prorations shall be made on the basis of the actual number of days of the month which shall have elapsed as of the day of the Closing and based upon the actual number of days in the month and a three hundred sixty-five (365) day year. The amount of such apportionments and adjustments shall be initially performed at Closing but shall be subject to adjustment in cash after the Closing as and when complete and accurate information becomes available, if such information is not available at the Closing; provided, however, that Seller and Buyer agree that there shall be no further adjustments under this Section 10.1.3 after the date that is four (4) months after the Closing Date. Any payment required in connection with any adjustments hereunder shall be made within ten (10) days after such adjustments. The provisions of this Section 10 shall survive the Closing.

## 10.2. Expenses.

10.2.1. Seller's Expenses. Seller shall pay any legal or consulting costs incurred by Seller in connection with the transaction contemplated by this Agreement. The Parties agree and intend that the transaction contemplated by this Agreement will be exempt from real estate excise tax per WAC 458-61A-218. If, for any reason, the conveyance is deemed by the Washington Department of Revenue not to be exempt from excise tax, Buyer shall pay all excise taxes and any penalties associated therewith

10.2.2. Buyer's Expenses. Buyer shall pay: (a) all recording fees in connection with recording the Deed, (b) the base premium for Buyer's owner's title insurance policy and all premiums related to Buyer's extended coverage title insurance policy, as well as any endorsements thereto, (c) expenses incurred by Buyer in connection with the transaction contemplated by this Agreement, (d) expenses incurred by Seller in connection with the transaction contemplated by this Agreement except for Seller's legal and consulting costs and (e) the fees charged by Escrow Agent.

## 11. EMINENT DOMAIN; CASUALTY.

11.1. Eminent Domain. If prior to the Closing Date condemnation proceedings are commenced against all or any part of the Real Property, then Seller shall promptly notify Buyer of the same (the "**Taking Notice**") and the following provisions shall apply:

11.1.1. Total Taking. If in the event such condemnation is commenced against all or substantially all of the Real Property, this Agreement shall terminate in which event (a) the Deposit shall be returned to Buyer and (b) except as expressly provided for in this Agreement, neither Seller nor Buyer shall have any further liability or obligation under this Agreement.

11.1.2. Material Taking. In the event such condemnation is Material (as defined below) but not a total taking as set forth in Section 11.1.1 above, Buyer shall have the right to terminate this

Agreement by notice from Buyer to Seller given on or before the date that is the earlier to occur of (a) ten (10) days after the date of the Taking Notice and (b) the Closing. In the event Buyer does not terminate this Agreement, Buyer shall accept such title to the Real Property as Seller can deliver, in which case Seller shall pay over or assign to Buyer all rights and proceeds arising by reason of such taking (less any collection costs incurred by Seller in connection therewith and any costs and expenses incurred by Seller to restore the Property) and Buyer shall pay the Purchase Price without reduction. If Buyer terminates this Agreement pursuant to this Section 11.1.2, (i) the Deposit shall be returned to Buyer, and (ii) except as expressly provided for in this Agreement, neither Seller nor Buyer shall have any further liability or obligation under this Agreement.

11.1.3. Immaterial Taking. In the event such condemnation is not Material, then Buyer shall accept such title to the Real Property as Seller can deliver, in which case Seller shall pay over or assign to Buyer all rights and proceeds arising by reason of such taking (less any collection costs incurred by Seller in connection therewith and any costs and expenses incurred by Seller to restore the Property) and Buyer shall pay the Purchase Price at the Closing without reduction.

11.1.4. “Material”. For purposes of this Section 11.1 the term “Material” shall mean a condemnation involving (i) 10% or more of the Land or (ii) all or a portion of access to the Real Property.

11.2. Casualty. If any time prior to the Closing any portion of the Improvements is destroyed or damaged as a result of fire or any casualty, Seller shall promptly notify Buyer of the same. The rights and obligations of the parties by reason of such destruction or damage shall be as follows:

11.2.1. If the Cost of Repair and Restoration (as hereinafter defined) of such destruction or damage shall be five percent (5%) of the Purchase Price (the **“Repair Threshold”**) or less the obligations of the parties under this Agreement shall not be affected by such destruction or damage, and Buyer shall accept title to the Property in its destroyed or damaged condition. Buyer shall pay the Purchase Price without reduction, and Seller shall pay over or assign to Buyer without recourse all rights to any proceeds of insurance payable with respect to such destruction or damage (less any collection costs incurred by Seller in connection therewith and any costs and expenses incurred by Seller to restore the Property) including the proceeds of any rent loss insurance applicable to the period after Closing, and Buyer shall receive a credit against the Purchase Price in the amount of any deductible.

11.2.2. If the Cost of Repair and Restoration of such destruction or damage shall exceed the Repair Threshold, Buyer shall have the right to terminate this Agreement by notice from Buyer to Seller given on or before the date that is the earlier to occur of (a) ten (10) days after the date of the Cost Notice (as hereinafter defined) or (b) the Closing. In the event Buyer does not terminate this Agreement, Buyer shall accept title to the Property in its destroyed or damaged condition in accordance with and subject to the provisions of Section 11.2.1. In the event Buyer so terminates this Agreement, (i) the Deposit shall be returned to Buyer, and (ii) except as expressly provided for in this Agreement, neither Seller nor Buyer shall have any further liability or obligation to the other under this Agreement.

11.2.3. The term **“Cost of Repair and Restoration”** shall mean the amount of Seller’s good faith estimate of the actual cost of repair and restoration, excluding the actual cost of any repair or restoration which is the obligation of any tenant under a Lease. Seller shall send Buyer notice of the Cost of Repair and Restoration (the **“Cost Notice”**) promptly after making the aforesaid estimate.

## **12. DEFAULT AND REMEDIES.**

12.1. Seller's Remedies. If Buyer defaults in its obligation to close under this Agreement, Seller shall be entitled to receive the entire Deposit as agreed liquidated damages (and not as a penalty) plus Buyer shall pay up to Eight Thousand Dollars (\$8,000) of Seller's actual and documented out-of-pocket costs, as Seller's sole remedy, in lieu of, and as full compensation for, all other rights or claims of Seller against Buyer by reason of such default. Upon such payment to Seller of the Deposit and Seller's out-of-pocket costs, this Agreement shall terminate and, except as expressly provided for in this Agreement, neither Seller nor Buyer shall have any further liability or obligation under this Agreement. Buyer and Seller acknowledge that the damages to Seller resulting from Buyer's breach would be difficult, if not impossible, to ascertain with any accuracy, and that the liquidated damage amount set forth in this Section 12.1 represents both parties' reasonable efforts to approximate such potential damages.

12.2. Buyer's Remedies. If Seller defaults in its obligation to close under this Agreement, Buyer's sole remedy therefor shall be to either (a) bring an action for specific performance of Seller's obligation under this Agreement to deliver the documents required under Section 9.1 above, provided that any action for specific performance must be initiated no later than thirty (30) days after the date that Closing is otherwise required to occur under this Agreement; or (b) terminate this Agreement, in which event neither Seller nor Buyer shall have any further liability or obligation under this Agreement except as expressly provided for in this Agreement. In the event that Buyer elects to seek specific performance under this Section 12.2, Seller shall not be obligated to expend any money to change the condition of the Property or the state of title of the Property.

12.3. Seller's Liability. No member of Seller, nor any Seller Related Party, shall have any personal liability, directly or indirectly, under or in connection with this Agreement or any agreement made or entered into under or pursuant to the provisions of this Agreement or any amendment or amendments to any of the foregoing made at any time or times, heretofore and hereafter, and Purchaser and its successors and assigns and, without limitation all other persons and entities, shall look solely to Seller's assets for the payment of any claim or for any performance and Buyer, on behalf of itself and its successors and assigns, hereby waives any and all such personal liability.

12.4. Remedies Exclusive. By the express agreement of Buyer and Seller, the remedies set forth in this Section 12.4 constitute the sole remedies at law or in equity available to Buyer and Seller, as the case may be, on account of the other party's breach of its obligations to close under this Agreement, provided, however, to the extent any terms or provisions of this Agreement are specifically intended to survive the Closing and delivery of the Deed or the termination of this Agreement, Buyer shall have all remedies with respect thereto as may be available at law or in equity, subject to and pursuant to Section 12.2, and Seller shall have all remedies with respect thereto as may be available at law or in equity. In no event, however, shall either party to this Agreement be liable for any consequential, special, indirect or punitive damages.

## **13. FURTHER ASSURANCES.**

After the Closing, Seller and Buyer agree to perform such other acts, and to execute, acknowledge and deliver, such other instruments, documents and other materials as the other may reasonably request (at no cost or liability to the performing party) and as shall be necessary in order to effect the consummation of the transactions contemplated by this Agreement or to provide further assurances of any transfer, conveyance or assignment made pursuant to this Agreement. The provisions of this Section 13 shall survive the Closing for a period of one year.

**14. NOTICES.**

Except as may be otherwise provided in this Agreement, all notices, demands, requests or other communications required or permitted to be given under this Agreement must be delivered to the following addresses (a) personally, by hand delivery; (b) by Federal Express or a similar internationally recognized overnight courier service; or (c) by email. All such notices, demands, requests or other communications shall be deemed to have been given for all purposes of this Agreement upon the date of receipt or refusal (or upon transmission if by email), except that whenever under this Agreement a notice is either received on a day which is not a business day or is required to be delivered on or before a specific day which is not a business day, the day of receipt or required delivery shall automatically be extended to the next business day.

**If to Seller:**

Kingston Cares  
PO Box 876  
Kingston, WA 98346  
Attention: \_\_\_\_\_  
Email address: \_\_\_\_\_

with a copy to:

Miller Nash LLP  
605 5<sup>th</sup> Ave S., Ste. 900  
Seattle, WA 98104  
Attention: Jessica Cohen  
Email address: [Jessica.Cohen@MillerNash.com](mailto:Jessica.Cohen@MillerNash.com)

**If to Buyer:**

Housing Kitsap  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
Email address: \_\_\_\_\_

with a copy to:

Pacifica Law Group LLP  
401 Union Street, Suite 1600  
Seattle, WA 98101  
Attention: Kyra Perrigo  
Email: [kyra.perrigo@pacificalawgroup.com](mailto:kyra.perrigo@pacificalawgroup.com)

Notice given by counsel to a party to this Agreement shall be considered notice given by such party. Any party to this Agreement or its counsel may designate a different address for itself by notice given in the manner set forth above.

**15. BROKERS.**

Buyer and Seller each represent to the other that it has not dealt with any broker or agent in connection with this transaction. Each of Buyer and Seller hereby indemnifies and holds harmless the other from all loss, cost and expenses (including reasonable attorneys' fees and expenses) arising out of a breach of its representation or undertaking set forth in this Section 15. The provisions of this Section 15 shall survive Closing or the termination of this Agreement.

**16. MISCELLANEOUS.**

16.1. Assignability. Buyer may not assign or transfer all or any portion of its rights or obligations under this Agreement to any other individual, entity or person without the prior written consent thereto by Seller. However, Buyer may, without the consent of Seller but after written notice to Seller at least ten (10) days prior to Closing, (i) direct that the deed be granted to an entity under common control with Buyer by notice to Seller or (ii) assign its rights under this Agreement to an entity under common control with Buyer. No assignment or transfer by Buyer will release Buyer of its obligations under this Agreement.

16.2. Governing Law; Parties in Interest. This Agreement shall be governed by the law of the State of Washington without giving effect to its conflicts of law principles and shall bind and inure to the benefit of the parties to this Agreement and their respective heirs, executors, administrators, successors, and permitted assigns.

16.3. Recording. No notice or memorandum of this Agreement shall be recorded in any public record. A violation of this prohibition shall constitute a material breach of this Agreement.

16.4. Time of the Essence. Time is of the essence of each and every provision of this Agreement.

16.5. Headings. The headings preceding the text of the sections and subsections hereof are inserted solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

16.6. Counterparts; Signatures. This Agreement, and any amendments hereto, may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Electronic signatures or signatures delivered electronically (e.g. via pdf file) shall be deemed to be the equivalent of original signatures for purposes of this Agreement and any amendments hereto.

16.7. Exhibits. All Exhibits which are referred to in this Agreement and which are attached to this Agreement are expressly made and constitute a part of this Agreement.

16.8. Merger. Except as otherwise specifically provided in this Agreement, the acceptance of the Deed by the recordation thereof shall be deemed to be a full and complete performance and discharge of every agreement and obligation of Seller contained in this Agreement.

16.9. Entire Agreement; Amendments. This Agreement and the Exhibits to this Agreement set forth all of the covenants, representations, warranties, agreements, conditions and undertakings between the parties to this Agreement with respect to the subject matter of this Agreement, and supersede all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written. This Agreement may not be changed orally but only by an agreement in writing, duly executed

by or on behalf of the party or parties against whom enforcement of any waiver, change, modification, consent or discharge is sought.

16.10. Jury Trial Waiver. To the extent permitted under applicable law, each party hereby waives trial by jury in any action, proceeding, claim or counterclaim brought by either party in connection with any matter arising out of or in any way connected with this Agreement and the relationship of Buyer and Seller under this Agreement. Each party hereby consents to any service of process in any such action, proceeding, claim or counterclaim at the address set forth for such party in this Agreement; provided, however, that nothing in this Agreement shall be construed as requiring such service at such address. This jury trial waiver provision shall survive the Closing or the termination of this Agreement.

16.11. Exclusive Jurisdiction. Any claim, counterclaim or other action arising under this Agreement shall be brought only in the state or cognizant federal courts in the Washington. This provision shall survive the Closing or the termination of this Agreement.

16.12. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties to this Agreement (and their respective successors and permitted assigns), and no other person or entity shall be deemed to be a third-party beneficiary of this Agreement.

16.13. Business Day. For purposes of this Agreement, “**business day**” means any day on which business is generally transacted by banks in the Washington. If a date or the expiration date of any period that is set out in any paragraph of this Agreement falls upon a day that is not a business day, then, in such event, the date or expiration date of such period shall be extended to the next business day.

16.14. Severability. If any one or more of the provisions hereof shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

16.15. 1031 or 1033 Exchange. Buyer and Seller hereby acknowledge that it is possible that the other party may wish to complete a deferred tax-free exchange and qualify for treatment under Section 1031 or 1033 of the Internal Revenue Code. The exchange shall not delay the Closing. The exchanging party's rights and obligations under this Agreement may be assigned to a Qualified Intermediary (as defined in IRS Regulation 1.1031(k)-1) of such party's choice, for the purpose of completing the exchange. Each party agrees to cooperate with the other party and the Qualified Intermediary in a manner necessary to complete the exchanging party's exchange, provided that the other party is not responsible for any additional cost or liability as a result of cooperation with the exchanging party and the Qualified Intermediary to consummate such transaction.

16.16. Recording of Memorandum. Following execution of this Agreement, Seller and Buyer will enter into a Memorandum of Purchase Agreement in the form attached hereto as Exhibit H and record the same against the Real Property.

16.17. Confidentiality. Subject to public disclosure laws, Buyer and Seller shall each maintain as confidential any and all non-public material obtained about the other and, in the case of Buyer, about the Property, and shall not disclose such information to any third party, except as necessary for the performance of the parties' obligations hereunder and the completion of the transactions described herein and except to its current and prospective members, managers, partners, owners, directors, officers, employees, agents, lenders, investors, contractors, attorneys, and consultants. This provision shall survive Closing or any termination of this Agreement.

Notwithstanding anything in this Agreement to the contrary, the parties acknowledge that the Buyer is an agency subject to Chapter 42.56 RCW, Washington State's Public Records Act. Any materials Seller deems to be confidential or proprietary pursuant to this agreement must be clearly identified as such by Seller. To the extent consistent with RCW 42.56, Buyer shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view Seller's confidential or proprietary information, Buyer will notify Seller of the request and give Seller not less than ten (10) business days to allow Seller to seek a protective order or other remedy pursuant to RCW 42.56.540 that such information is exempt from public disclosure. If Seller fails to obtain a court order enjoining disclosure, Buyer will release the requested information on the date required by applicable law. The provisions of this Section shall survive any termination of this Agreement.

**17. AS IS PURCHASE.**

**EXCEPT FOR SUCH REPRESENTATIONS AND WARRANTIES AS ARE EXPRESSLY SET FORTH IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, BUYER IS ACQUIRING THE PROPERTY IN ITS "AS IS" CONDITION, WITH ALL FAULTS, AND WITHOUT ANY WARRANTY, EXPRESS, IMPLIED OR STATUTORY, ALL OF WHICH ARE HEREBY WAIVED AND DISCLAIMED BY BUYER. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, NO SELLER RELATED PARTIES (INCLUDING, WITHOUT LIMITATION, BROKER (AS HEREINAFTER DEFINED)) HAS MADE ANY REPRESENTATIONS OR WARRANTIES, DIRECT OR INDIRECT, ORAL OR WRITTEN, EXPRESS OR IMPLIED, TO BUYER OR ANY AGENTS, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES OF BUYER WITH RESPECT TO THE CONDITION OR CONSTRUCTION OR DESIGN OF THE PROPERTY, ITS FITNESS FOR ANY PARTICULAR PURPOSE, ITS MERCHANTABILITY, ITS COMPLIANCE WITH ANY LAWS, OR OTHERWISE AND BUYER IS NOT AWARE OF AND DOES NOT RELY UPON ANY SUCH REPRESENTATION. BUYER ACKNOWLEDGES THAT THE INSPECTION PERIOD WILL HAVE AFFORDED BUYER THE OPPORTUNITY TO MAKE SUCH INSPECTIONS (OR HAVE SUCH INSPECTIONS MADE BY CONSULTANTS) AS IT DESIRES OF THE PROPERTY AND ALL FACTS RELEVANT TO ITS USE, INCLUDING, WITHOUT LIMITATION, THE INTERIOR, EXTERIOR, STRUCTURE, AND CONSTRUCTION OF ALL IMPROVEMENTS, IF ANY, AND THE CONDITION OF SOILS AND SUBSURFACES. EXCEPT WITH RESPECT TO A BREACH BY SELLER OF ANY REPRESENTATION OR WARRANTY EXPRESSLY CONTAINED IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, BUYER HEREBY WAIVES, RELEASES AND FOREVER DISCHARGES THE SELLER RELATED PARTIES OF AND FROM ANY AND ALL CLAIMS, ACTIONS, CAUSES OF ACTION, DEMANDS, RIGHTS, DAMAGES, LIABILITIES AND COSTS WHATSOEVER, DIRECT OR INDIRECT, KNOWN OR UNKNOWN, WHICH BUYER NOW HAS OR WHICH MAY ARISE IN THE FUTURE AGAINST ANY OF THE SELLER RELATED PARTIES OR ANY SUCH OTHER PARTIES RELATED IN ANY WAY TO THE PHYSICAL CONDITION OF THE PROPERTY, INCLUDING, WITHOUT LIMITATION, ITS CONSTRUCTION OR DESIGN OR ANY DEFECTS (STRUCTURAL OR OTHERWISE) THEREIN, OR ANY MEANS, METHODS, OR TECHNIQUES WITH RESPECT TO THE CONSTRUCTION OF THE IMPROVEMENTS, ITS AND THEIR VALUE, COMPLIANCE WITH LAWS, OR CONDITION, OR SEQUENCES AND PROCEDURE EMPLOYED IN THE CONSTRUCTION THEREOF. IN FURTHERANCE OF THE FOREGOING SENTENCE AND NOT IN LIMITATION THEREOF, BUYER HEREBY AGREES NOT TO ASSERT ANY CLAIM FOR CONTRIBUTION, COST, RECOVERY OR OTHERWISE AGAINST THE SELLER RELATED PARTIES (WHETHER ARISING UNDER STATUTORY LAW, COMMON LAW, FEDERAL LAW, STATE LAW OR OTHERWISE) RELATING DIRECTLY OR INDIRECTLY**

**TO THE PHYSICAL CONDITION OF THE PROPERTY AND THE IMPROVEMENTS, INCLUDING, WITHOUT LIMITATION, ANY CONSTRUCTION OR DESIGN DEFECTS (STRUCTURAL OR OTHERWISE), THE EXISTENCE OF OIL, LEAD PAINT, ASBESTOS, OR HAZARDOUS MATERIALS OR SUBSTANCES ON, OR THE ENVIRONMENTAL CONDITION OF, THE PROPERTY, WHETHER KNOWN OR UNKNOWN. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE CLOSING OR TERMINATION OF THIS AGREEMENT.**

**18. WAIVER OF SELLER DISCLOSURE STATEMENT.**

Buyer and Seller acknowledge that the Property constitutes “Commercial Real Estate” as defined in RCW 64.06.005. Buyer voluntarily waives receipt of the seller disclosure statement required under RCW 64.06, except for the section of the disclosure statement entitled “Environmental” for which the answer is “yes.”.

**19. SCHEDULE OF EXHIBITS.**

- |        |                 |   |
|--------|-----------------|---|
| 19.1.  | Exhibit A-1     | Depiction of the Land                     |
| 19.2.  | Exhibit A-2     | Legal Description of the Land             |
| 19.3.  | Exhibit B       | Leases                                    |
| 19.4.  | Exhibit C       | Intentionally Deleted                     |
| 19.5.  | Exhibit D       | Form of Deed                              |
| 19.6.  | Exhibit E       | Form of Assignment of Intangible Property |
| 19.7.  | Exhibit F       | Form of Bill of Sale                      |
| 19.8.  | Exhibit G       | Intentionally Deleted                     |
| 19.9.  | Exhibit H       | Form of Memorandum of Purchase Agreement  |
| 19.10. | Exhibit I       | Form of Earnest Money Promissory Note     |
| 19.11. | Schedule 5.1.12 | Environmental Reports                     |

*[Signature Page Follows]*

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first above written.

**SELLER:**

11002 NE OREGON LLC, a Washington limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**BUYER:**

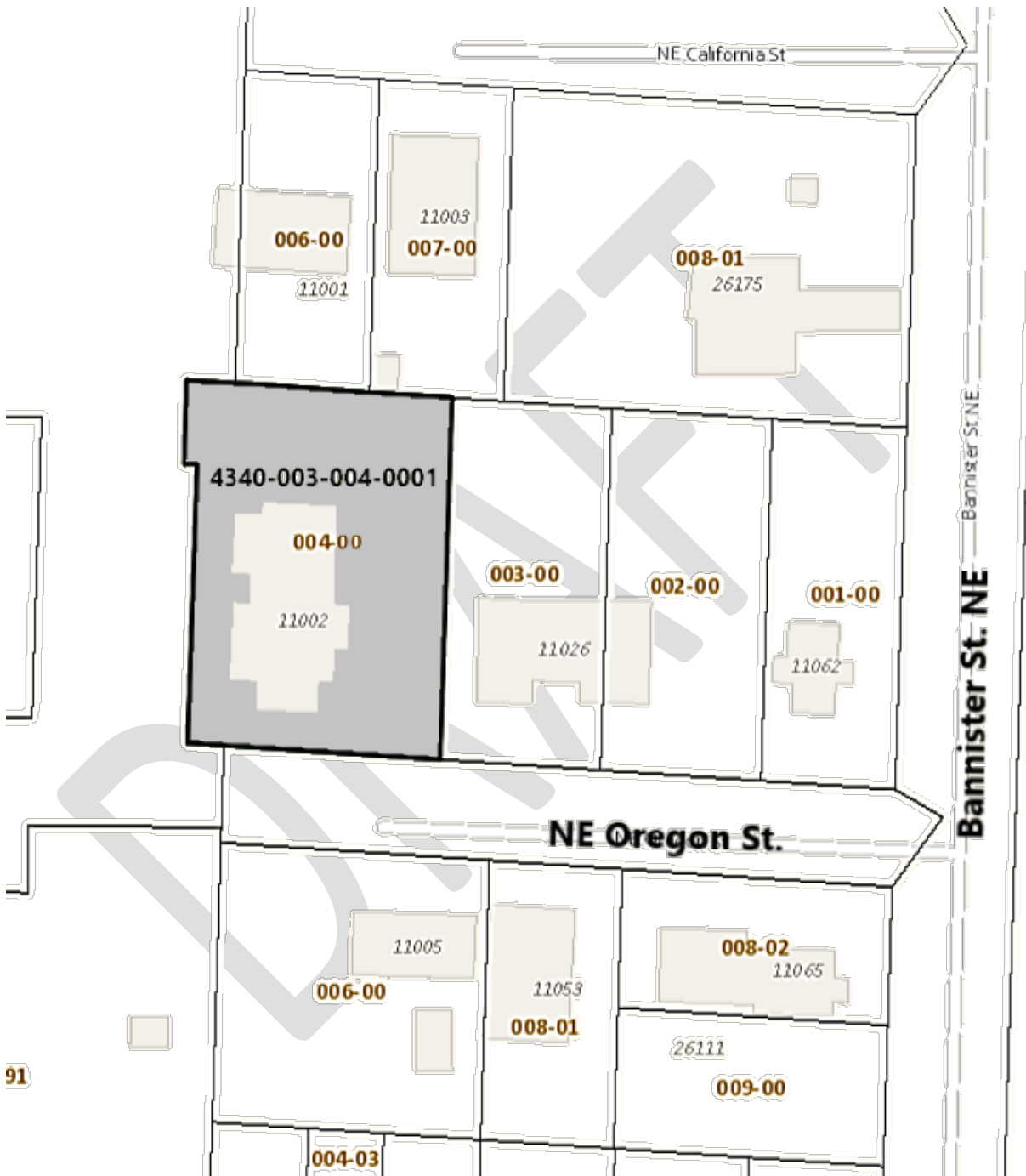
KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, a Washington public body corporate and politic d/b/a Housing Kitsap

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

DRAFT

**EXHIBIT A-1**

**DEPICTION OF THE LAND**



**EXHIBIT A-2**

**LEGAL DESCRIPTION OF THE LAND**

THE WEST 33.8 FEET OF LOT 4 AND ALL OF LOT 5, BLOCK 3, WORTHINGTON'S COMMUNITY BEACH TRACTS, ACCORDING TO THE PLAT RECORDED IN VOLUME 5 OF PLATS, PAGE 20, RECORDS OF KITSAP COUNTY, WASHINGTON;

TOGETHER WITH THAT PORTION OF VACATED OREGON AVENUE PER VOLUME 8 OF COMMISSIONER'S JOURNAL, PAGE 367, WHICH ATTACHES BY OPERATION OF LAW;

ALSO TOGETHER WITH THAT PORTION OF RESULTANT PARCEL 1 OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 2001204180209, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 5, BLOCK 3, WORTHINGTON'S COMMUNITY BEACH TRACTS;

THENCE NORTH 86°14'01" WEST 14.77 FEET;

THENCE NORTH 01°49'03" EAST 114.53 FEET;

THENCE NORTH 89°55'35" WEST 5.05 FEET;

THENCE NORTH 01°26'04" EAST 34.56 FEET;

THENCE SOUTH 86°14'01" EAST 19.98 FEET TO THE NORTHWEST CORNER OF SAID LOT 5;

THENCE ALONG THE WEST LINE OF SAID LOT 5, SOUTH 01°47'17" WEST 148.76 FEET TO THE POINT OF BEGINNING.

Assessor's Account No. 4340-003-004-0001

**EXHIBIT B**

**LEASES**

DRAFT

**EXHIBIT C**

**INTENTIONALLY DELETED**

DRAFT

**EXHIBIT D**  
**FORM OF DEED**

**FORM OF BARGAIN AND SALE DEED**

After recording, return to:

Pacifica Law Group LLP  
401 Union Street, Suite 1600  
Seattle, WA 98101  
Attn: Faith Pettis

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**BARGAIN AND SALE DEED**

Reference numbers of related documents: N/A

GRANTOR: 11002 NE Oregon LLC

GRANTEE: Kitsap County Consolidated Housing Authority

ABBREVIATED  
LEGAL: \_\_\_\_\_

Situate in the County of \_\_\_\_\_, State of Washington.

ASSESSOR'S TAX  
PARCEL NO(S): \_\_\_\_\_

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11002 NE Oregon LLC, a Washington limited liability company (“**Grantor**”), for good and valuable consideration, receipt of which is hereby acknowledged, bargains, sells, and conveys to Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic d/b/a Housing Kitsap (“**Grantee**”), the following described real estate, situated in Kitsap County, Washington:

See Exhibit A attached hereto and incorporated herein by this reference;

SUBJECT TO the exceptions set forth on Exhibit B attached hereto.

Grantor hereby expressly limits the covenants of this Deed to those stated in RCW 64.04.040.

[Signature page to Bargain and Sale Deed.]

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.

GRANTOR:

11002 NE OREGON LLC, a Washington limited liability company

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

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

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

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF \_\_\_\_\_)

On this day personally appeared before me \_\_\_\_\_, the \_\_\_\_\_, of \_\_\_\_\_, who executed the within and foregoing instrument on behalf of said company, and acknowledged the said instrument to be the free and voluntary act and deed of said individuals, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

GIVEN under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**EXHIBIT A TO BARGAIN AND SALE DEED**

**Legal Description**

**EXHIBIT B TO BARGAIN AND SALE DEED**  
**PERMITTED EXCEPTIONS**

**EXHIBIT E**

**FORM OF ASSIGNMENT OF INTANGIBLE PROPERTY**

**THIS ASSIGNMENT OF INTANGIBLE PROPERTY** (“Assignment”) is entered into this \_\_\_ day of \_\_\_, 2026, by and between 11002 NE Oregon LLC, a Washington limited liability company (“Assignor”) and the Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic d/b/a Housing Kitsap (“Assignee”).

**WITNESSETH:**

1. Definitions.

(a) Property. The “Property” means the real property located at 11002 NE Oregon St., Kingston, Washington, together with the building, structures and other improvements located thereon.

(b) Intangible Property. The term “Intangible Property” shall have the meaning ascribed thereto in that certain Purchase and Sale Agreement dated as of \_\_\_\_\_, 2026 (“Agreement”) by and between Assignor, as Seller, and Aegis Assignee, as Buyer, concerning the Property, and legally described on Exhibit A attached hereto.

2. Assignment. For good and valuable consideration received by Assignor, the receipt and sufficiency of which are hereby acknowledged, Assignor hereby grants, transfers and assigns to Assignee the entire right, title and interest of Assignor in and to the Intangible Property, but only to the extent transferable without third party consent or any cost or liability to Assignor. Further, for good and valuable consideration received by Assignor, the receipt and sufficiency of which are hereby acknowledged, Assignor hereby grants, transfers and assigns to Assignee the entire right, title and interest of Assignor in and to the Contracts, but reserving unto Assignor all uncollected rent and payments attributable to the period prior to the date hereof. It is specifically agreed between Assignor and Assignee that Assignor shall remain liable for the performance of the obligations to be performed by Assignor under the Contracts which were required to be performed prior to (but not from and after) the date hereof.

3. Assumption. Assignee hereby assumes the entire right, title and interest of Assignor in and to the Intangible Property as of the date of this Assignment. Further, Assignee hereby assumes the covenants, agreements and obligations of Assignor as owner of the Property under the Contracts as of the date of this Assignment. Assignee hereby assumes the covenants, agreements and obligations of Assignor under the Contracts which are applicable to the period and required to be performed from and after the date of this Assignment, but not otherwise.

4. Attorneys’ Fees. If either Assignee or Assignor, or their respective successors or assigns, file suit to enforce the obligations of the other party under this Assignment, the substantially prevailing party shall be entitled to recover the reasonable fees and expenses of its attorneys.

5. Successors and Assigns. This Assignment shall be binding upon and inure to the benefit of Assignor and Assignee and their respective successors and assigns.

6. Counterparts. This Assignment may be signed in any number of counterparts each of which shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, Assignor and Assignee have executed and delivered this Assignment the day and year first above written.

**ASSIGNOR:**

11002 NE OREGON LLC, a Washington limited liability company

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

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

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

**ASSIGNEE:**

KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, a Washington public body corporate and politic d/b/a Housing Kitsap

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

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

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

**EXHIBIT A TO ASSIGNMENT OF INTANGIBLE PROPERTY**

**LEGAL DESCRIPTION OF PROPERTY**

**EXHIBIT F**  
**FORM OF BILL OF SALE**

**FOR VALUABLE CONSIDERATION**, the receipt and sufficiency of which are hereby acknowledged, 11002 NE Oregon LLC, a Washington limited liability company (“**Transferor**”), does hereby sell, transfer, and convey to Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic d/b/a Housing Kitsap (“**Transferee**”), all right, title and interest of Transferor in and to the personal property located at 11002 NE Oregon St. Kingston, Washington (collectively, the “**Personal Property**”).

AS IS. The Personal Property is being conveyed to Transferee in its “AS IS, WHERE IS”, WITH ALL FAULTS CONDITION and Transferor makes no representations or warranties with respect to the Equipment.

IN WITNESS WHEREOF, the Transferor has executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 2026.

**TRANSFEROR:**

11002 NE OREGON LLC, a Washington limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT G**  
**INTENTIONALLY DELETED**

DRAFT

**EXHIBIT H**

**FORM OF MEMORANDUM OF PURCHASE AGREEMENT**

**AFTER RECORDING RETURN TO:**

Pacifica Law Group LLP  
401 Union Street, Suite 1600  
Seattle, Washington 98101  
Attn: Kyra Perrigo

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**MEMORANDUM OF PURCHASE AGREEMENT**

**Grantor:** 11002 NE OREGON LLC  
**Grantee:** KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY

**Abbreviated Legal Description:** \_\_\_\_\_

**Full Legal Description:** See Exhibit A

**Assessor's Tax Parcel Number:**

**Reference numbers of Related Documents:** N/A

**THIS MEMORANDUM OF PURCHASE AGREEMENT** is dated as of \_\_\_\_\_, 202\_, and is by and between 11002 NE Oregon LLC, a Washington limited liability company (“**Seller**”) and the Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic d/b/a Housing Kitsap (“**Buyer**”).

1. Agreement. Seller and Buyer have entered into a Purchase and Sale Agreement dated \_\_\_\_\_, 2026 (“**Purchase Agreement**”) with respect to the property described on the attached Exhibit A (the “**Property**”).
2. Purpose. This Memorandum is prepared for the purpose of recordation only and does not modify the Purchase Agreement in any way.

**SELLER:**

11002 NE OREGON LLC, a Washington limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF KING        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_ of \_\_\_\_\_, the company that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document. WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_.  
My commission expires \_\_\_\_\_.

**BUYER:**

KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY, a Washington public body corporate and politic d/b/a Housing Kitsap

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF WASHINGTON     )  
  ) ss.  
COUNTY OF KING         )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared \_\_\_\_\_, known to me to be the Manager of \_\_\_\_\_, the City of \_\_\_\_\_ that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said entity, for the purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_.  
My commission expires \_\_\_\_\_.

**EXHIBIT A TO MEMORANDUM OF PURCHASE AGREEMENT**

**Legal Description of Property**

**EXHIBIT I**

**FORM OF EARNEST MONEY PROMISSORY NOTE**

**Earnest Money Promissory Note**

\$2,000.00

Date: [\_\_\_\_\_]

FOR VALUE RECEIVED, Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic ("**Buyer**"), promises to pay to the order of Pacific Northwest Title of Kitsap, ("**Holder**") located at 2021 NW Myhre Road, Suite 300 Silverdale, WA 98383, or other such place as may be designated by the Holder from time to time, the principal sum of Two Thousand and No/100 (\$2,000.00), on or before Closing as defined in the Agreement (defined below).<sup>2</sup>

This Note is evidence of the obligation to pay earnest money under that certain Purchase and Sale Agreement, dated of approximately even date hereof ("**Agreement**") between Buyer, as buyer, and 11002 NE Oregon LLC, a Washington limited liability company, as seller ("**Seller**").

This Note shall bear interest at the rate of twelve percent (12%) per annum after default.

**BUYER:**

Kitsap County Consolidated Housing Authority

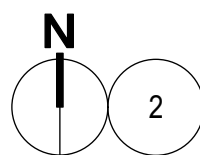
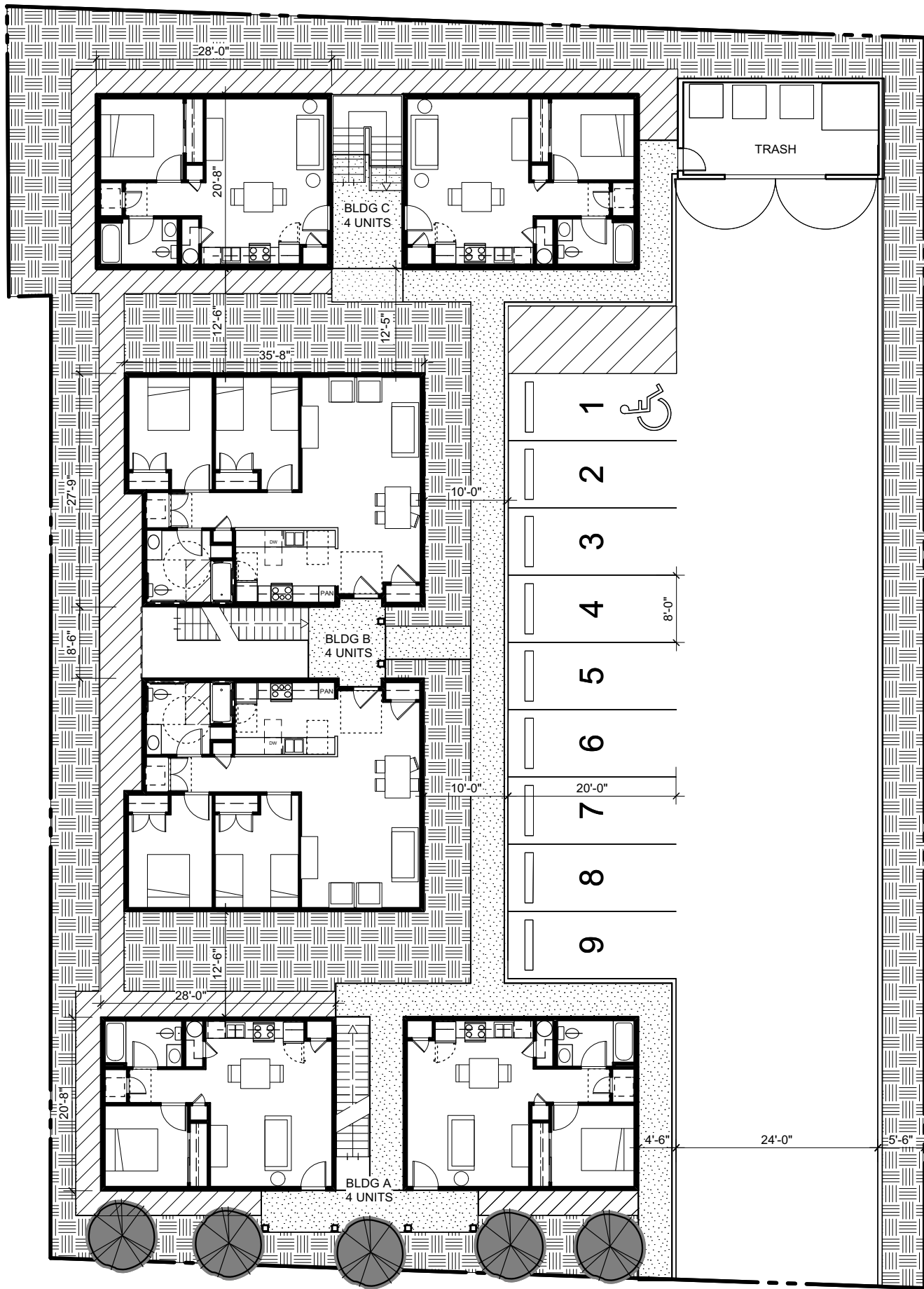
By: \_\_\_\_\_

Name: Heather Blough

Title: Executive Director

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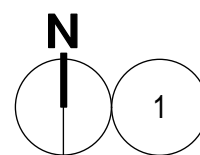
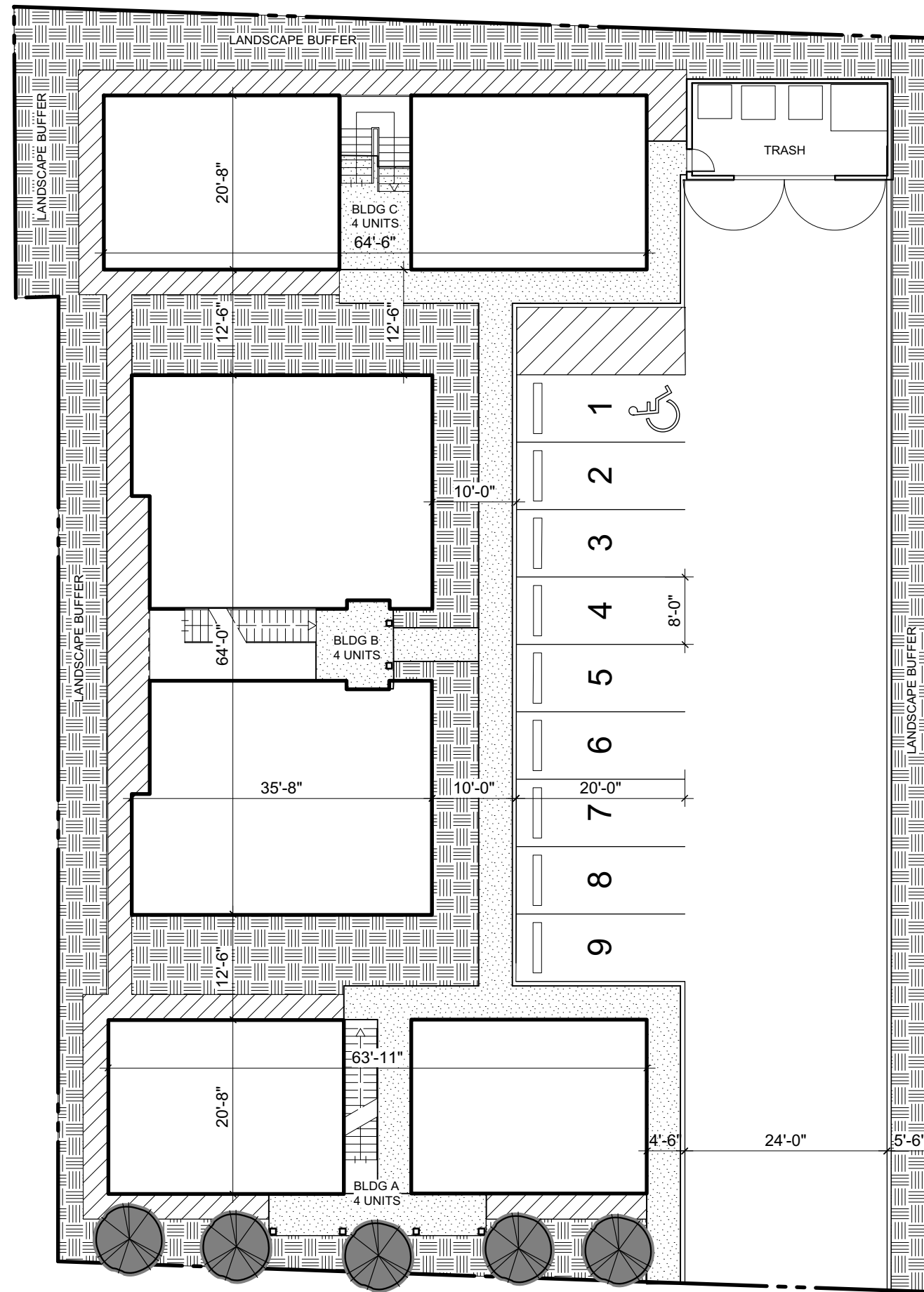
<sup>2</sup> Note to Buyer: Please explain why the Deposit would not be released to Seller if the Agreement is terminated and the Seller is owed the Deposit.



1st Floor Plan  
Scale: 1/16" = 1'-0"

12 Units

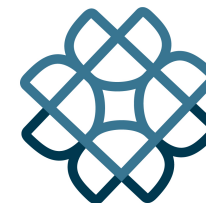
First Floor - 4 - 1 Bedroom, 2- 2 bedroom Flats  
Second Floor - 4 - 1 Bedroom, 2- 2 bedroom Flats



Site Plan  
Scale: 1/16" = 1'-0"

12 Units

First Floor - 4 - 1 Bedroom, 2- 2 bedroom Flats  
Second Floor - 4 - 1 Bedroom, 2- 2 bedroom Flats



Environmental Works  
COMMUNITY DESIGN CENTER

402 15th Avenue East  
Seattle, Washington 98112  
206.329.8300  
206.329.5494 fax

SITE PLAN/  
FLOOR PLAN  
(12) units

**Howerton Place**

11002 NE Oregon Street.  
Kingston, WA

April 3rd, 2026  
Proj. No. 26-013

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

**RESOLUTION 2026-14**

**RESOLUTION AUTHORIZING THE PURCHASE OF HOWERTON PLACE,  
11002 NE OREGON STREET, KINGSTON, WASHINGTON**

**WHEREAS**, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), is authorized under Washington State law to acquire, own, and develop real estate for the purpose of expanding affordable housing opportunities; and

**WHEREAS**, Housing Kitsap has conducted due diligence on the property known as Howerton Place, located at 11002 NE Oregon Street, Kingston, Washington, and has determined the site to be suitable for the development of approximately twelve (12) affordable housing units; and

**WHEREAS**, the proposed development will include a mix of one- and two-bedroom units and will be subject to a fifty-year (50-year) affordability covenant restricting occupancy to households earning no more than eighty percent (80%) of Area Median Income (AMI); and

**WHEREAS**, Housing Kitsap has completed a pre-application meeting with Kitsap County Department of Community Development and has identified the necessary steps to obtain permit entitlements for the project; and

**WHEREAS**, under the negotiated Purchase and Sale Agreement, the total purchase price for the property is Ten Thousand Dollars (\$10,000), and title to the property will transfer to Housing Kitsap once the agency has secured permit entitlements and the funding necessary to construct the new affordable housing units;

**NOW, AND THEREFORE, BE IT RESOLVED** that the Housing Kitsap Board of Commissioners authorizes the Executive Director to execute the Purchase and Sale Agreement for Howerton Place in the amount of \$10,000, along with all related documents necessary to complete the transaction under the terms described above.

**ADOPTED** by the Housing Kitsap Board of Commissioners at an open public meeting this 28<sup>th</sup> day of April 2026.

**HOUSING KITSAP BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Clarence Moriwaki, Chair

ATTEST:  
\_\_\_\_\_  
Heather Blough, Executive Director



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Executive Director/Committee Update

**AGENDA ITEM:** 7. A.

**SUBMITTED BY:** Heather Blough

**TITLE:** Executive Director

### 1. Executive Committee/General:

- Continuing Kitsap Mental Health Services Board, including one committee.
- Attending bi-weekly “Housing Updates from Washington” National Association of Housing and Redevelopment Officials call, and one thing in the President’s budget is term limits for HCV and work requirements for non-elderly non-disabled households.
- Norm Dicks Government Center – beginning to work on this again
- Development Consultant – Site tour scheduled for April 27, 2026. Beginning to identify options for entire portfolio.
- Leadership team worked together to paint the conference room and on the entire re-do. Special thanks to Dean, painter extraordinaire, and the entire team for the hard work.
- Attended City of Poulsbo presentation regarding their Ad-Hoc committee on affordable housing.
- Negotiating lease for the Cave Avenue property to lease until we are ready to build.

### 2. Finance:

- Experienced a major issue while processing payments, in that funds were withdrawn from resident accounts. Once identified, the Director of Finance, Regional Director of Property Management, and their teams immediately began to troubleshoot and communicate with residents. Worked with the bank to cancel the electronic funds transfer so funds will go back to the resident account they initiated from. Accounting staff delivered refunded erroneous payments that had not hit the account to the site.
- Draft Budget for FYE 6/30/2027 to be presented at this meeting. Planned approval in May.
- Meeting weekly with Finance Director.
- Attending, when possible, bi-weekly meetings between property management and property accounting.
- Movement with The Office of the Washington State Auditor for FYE 2024 audit. Plan to have the exit conference with the Executive Committee at the May Executive Committee meeting.
- First process for Housing Assistance Payments electronic funds transfer completed in Yardi, though not all the way through. Troubleshooting with Finance Director. This will create much needed efficiency.
- Continual discussions regarding processes and timelines in the finance department.

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

- Training for “Yardi Compliance Manager” held for the Housing Choice Voucher team.
- Determining if we will still utilize HUD Technical Assistance provider for “Restore Rebuild” assistance now that we have hired a Development Consultant.
- Reasonable Accommodation Policy update under separate action item.
- Requested extensions on the Capital Fund expenditures and obligation dates. One successful and one still pending, though have received and answered questions regarding same.

4. Administration/Procurement:

- Requesting Summer Hours Policy again this year. Intent, if again successful, to request as a permanent policy.
- Procurement Calendar beginning to take shape. Many, many items for the developments planned.
- Hiring is a continual process between vacant positions and newly authorized positions.
- Conference room update.

5. Development/Single Family

- Howerton Place – Kingston Cares – Purchase and Sale agreement under separate action item.
- Southern Cross – one more communication with City Attorney, nothing to report.
- Vikings Crest working with City of Poulsbo on remaining land, proposed sale for less than fair market value.
- Riverstone group 4 is not expected to be funded until June.
- Beginning to work with Department of Commerce on grant requirements for the Stoneridge development.
- In discussions with a developer for Poulsbo site for Self Help.

# City of Poulsbo

Office of Mayor Edward (Ed) Stern



April 6, 2026

## Board of Directors

Leadership Kitsap

Dear Members of the Board,

I am writing to formally recognize and commend the outstanding contributions of the 2026 Leadership Kitsap team—Katie Baker, Richard Barley, William Bruce, Dean Nail, and Jacquelynne Rase—for their meaningful impact on the quality of life in Poulsbo.

The team's work to establish the "Rest Park" is a remarkable achievement. By creating a safe and dignified place for individuals living in their vehicles to rest, this initiative addresses a critical need in our community and provides much-needed stability for residents working to improve their circumstances. Their ability to identify this need, collaborate effectively with City staff and private partners, and bring the project from concept to implementation reflects the very best of civic leadership.

It is always a privilege to recognize the exceptional work fostered through Leadership Kitsap. Please extend my sincere congratulations to the team for their dedication, innovation, and service to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Stern", is written over a horizontal line. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Edward R. Stern, Mayor



# Housing Kitsap Board of Commissioners Department Update

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Finance Update

**AGENDA ITEM:** 7. B.

**SUBMITTED BY:** Roan Blacker

**TITLE:** Finance Director

## 1. General

- Processed property-based grant subsidy payments from HUD and USDA, and grant reimbursements and expenditures from: Rural Development 523 Technical Assistance Grant; Rural Development 502 loans; and Kitsap County Block Grant (CDBG REHAB).
- Received and processed HUD’s March 2026 Housing Assistance Payments (HAP) grant funds for HK’s Housing Choice Voucher program:

	March 2026
HAP – Rent and utilities	\$ 474,648
HAP - FSS (Family Self Sufficiency)	1,514
Administrative Fee	<u>46,724</u>
TOTAL	\$ 522,886

- Submitted the March 2026 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.
- Completed and submitted HK’s FY 2025 Audit prepared by our accountant Novogradac and received the “exit conference” request to complete our WA State Auditor Office FY 2024 Accountability Audit.
- Presented the draft FY 2027 budget and Reserve Policy to the Commissioners for review.

## 2. Financial Statements, Tenant Charges, and Receivables:

- Attached are the draft Balance Sheet for March 2026, YTD actual to budget through March 2026, and the Cash Flow Projection through the remaining fiscal year.
- Also attached are the monthly trailing tenant charges, collections, and aged account receivables for the most recent eight months.

**Kitsap Consolidated Housing Authority**  
 Unaudited - Statement of Net Position - For Management Purposes Only  
 March 31, 2026  
*HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)*

**Assets and Deferred Outflow of Resources**

Current Assets	
Cash & Cash Equivalents	\$ 7,719,257
Tenant Security Deposits	563,049
Accounts Receivable, Net	1,646,633
Notes Receivable, Current	(111,558)
Government Grants Receivable	38,533
Prepaid Expense & Other Assets	304,016
Construction in Progress	3,180,553
Total Current Assets	13,340,483
Non-Current Assets	
Restricted Cash	6,112,971
Notes Receivable, Non-Current	29,207,729
Net Pension Asset	629,745
Capital Assets, Net	42,592,941
Investment In Limited Partnerships	2,473,750
Total Non-Current Assets	81,017,137
Deferred Outflows of Resources (PERS - Pension)	1,176,184
<b>Total Assets and Deferred Outflow of Resources</b>	<b>\$ 95,533,804</b>

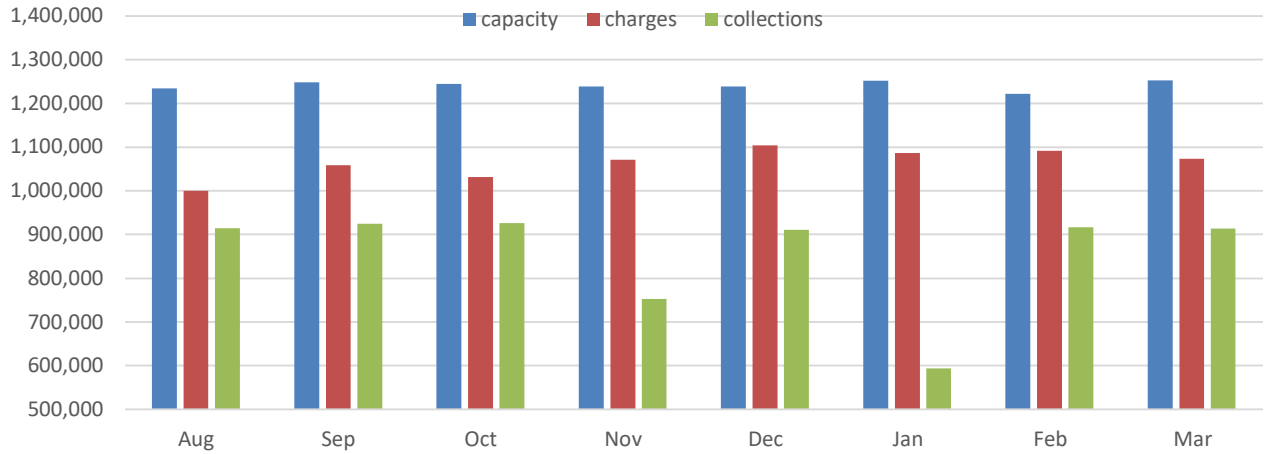
**Liabilities, Deferred Inflows of Resources and Net Position**

Current Liabilities	
Accounts Payable	\$ 266,820
Accrued Expenses	354,079
Tenant Security Deposits Payable	568,547
Unearned Revenue	363,627
Accrued Compensated Absences, Current	237,173
Notes Payable, Current	821,564
Accrued Interest Payable	423,224
Total Current Liabilities	3,035,034
Non-Current Liabilities	
Accrued Compensated Absences, Non-Current	79,057
Accrued Pension Liabilities	260,325
Notes Payable, Non-Current	39,799,923
Accrued Interest Payable, Non-Current	6,404,181
Other Non-Current Liabilities	87,854
Total Non-Current Liabilities	46,631,339
Deferred Inflows of Resources (PERS-Pension)	307,834
Net Position	
Restricted	1,599,016
Unrestricted	43,960,581
Total Net Position	45,559,597
<b>Total Liabilities, Deferred Inflows of Resources and Net Position</b>	<b>\$ 95,533,804</b>

**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 3/31/2026**  
*HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)*

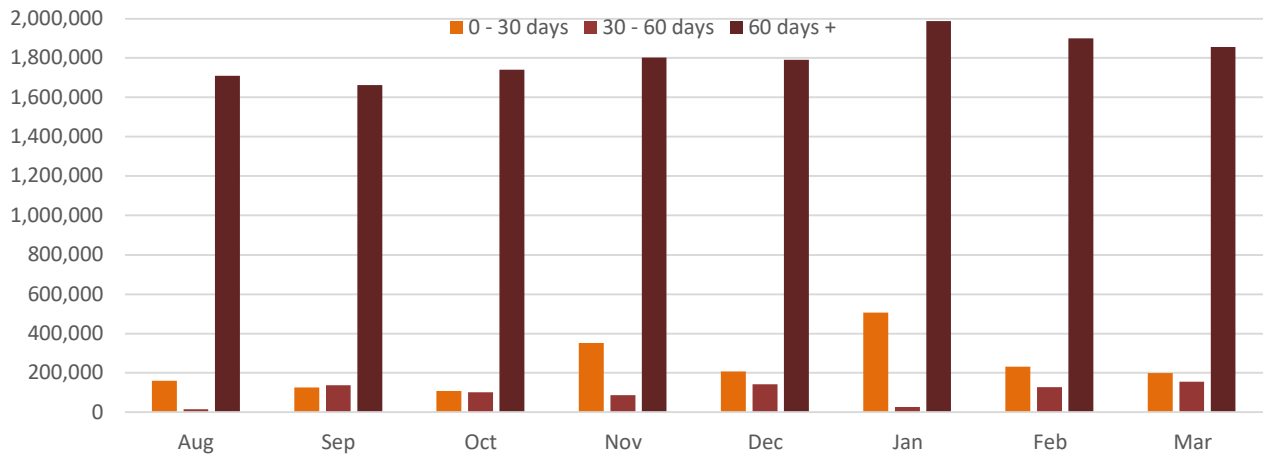
	Current Month				Year to Date			
	Mar-2026 <u>Actual</u>	Mar-2026 <u>Budget</u>	<u>Variance</u>	<u>var %</u>	9 months <u>Actual</u>	9 months <u>Budget</u>	<u>Variance</u>	<u>var %</u>
<b>Income</b>								
Rent and Other Tenant Related Income	\$ 1,311,505	\$ 1,366,568	\$ (55,063)	-4.0%	\$ 11,373,409	\$ 12,299,111	\$ (925,703)	-7.5%
Self Help Sales and Other Income	-	95,000	(95,000)	-100.0%	115,990	855,000	(739,010)	-86.4%
Grant Income	647,886	803,500	(155,614)	-19.4%	6,817,580	7,231,497	(413,917)	-5.7%
Interest Income	39,281	53,244	(13,963)	-26.2%	367,382	479,196	(111,814)	-23.3%
Total Income	<u>1,998,672</u>	<u>2,318,312</u>	<u>(319,640)</u>	<u>-13.8%</u>	<u>18,674,362</u>	<u>20,864,804</u>	<u>(2,190,443)</u>	<u>-10.5%</u>
<b>Expense</b>								
Payroll/Labor Expense	410,765	508,129	(97,363)	-19.2%	3,683,888	4,573,158	(889,270)	-19.4%
Property Expense	268,283	189,000	79,284	41.9%	1,626,903	1,700,998	(74,095)	-4.4%
Utilities	241,185	139,180	102,005	73.3%	1,461,866	1,252,616	209,249	16.7%
Marketing/Advertising Expense	1,438	2,344	(906)	-38.6%	17,036	21,096	(4,060)	-19.2%
Office Expense	21,741	32,513	(10,772)	-33.1%	269,788	292,613	(22,825)	-7.8%
Operational/Professional	234,764	238,907	(4,144)	-1.7%	1,605,519	2,150,167	(544,648)	-25.3%
Grant Expense	702,013	718,319	(16,305)	-2.3%	6,319,330	6,464,867	(145,536)	-2.3%
Self Help Lot Sales & Other Costs	-	79,167	(79,167)	-100.0%	106,363	712,503	(606,140)	-85.1%
Insurance/Tax Expense	55,913	53,458	2,455	4.6%	492,012	481,125	10,887	2.3%
Depreciation & Amortization	121,403	117,701	3,702	3.1%	1,128,327	1,059,307	69,020	6.5%
Interest on Debt	85,953	97,433	(11,480)	-11.8%	885,719	876,893	8,826	1.0%
Total Expense	<u>2,143,458</u>	<u>2,176,149</u>	<u>(32,691)</u>	<u>-1.5%</u>	<u>17,596,750</u>	<u>19,585,343</u>	<u>(1,988,593)</u>	<u>-10.2%</u>
<b>Net Income (Loss)</b>	<u><u>\$ (144,787)</u></u>	<u><u>\$ 142,162</u></u>	<u><u>\$ (286,949)</u></u>	<u><u>-202%</u></u>	<u><u>\$ 1,077,611</u></u>	<u><u>\$ 1,279,461</u></u>	<u><u>\$ (201,850)</u></u>	<u><u>-16%</u></u>

### Housing Kitsap rental charges and collections



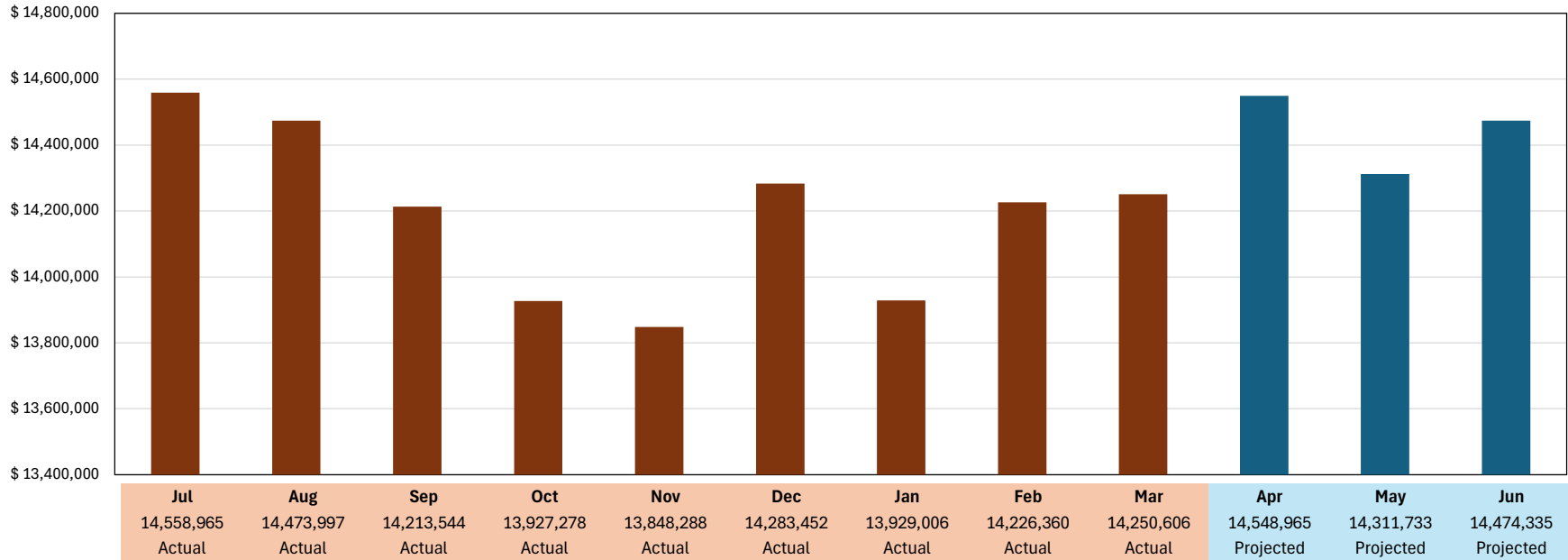
capacity	1,234,250	1,247,977	1,244,703	1,238,506	1,238,506	1,251,456	1,222,116	1,252,191
charges	1,000,430	1,058,757	1,031,444	1,071,142	1,103,875	1,086,323	1,091,412	1,072,997
collections	914,575	924,835	926,381	752,444	911,112	593,707	916,180	913,355

### Housing Kitsap tenant account receivables



0 - 30 days	158,965	125,158	107,549	350,480	207,349	505,876	231,140	197,898
30 - 60 days	15,938	137,610	100,523	85,822	141,992	26,002	128,087	153,880
60 days +	1,710,122	1,662,865	1,741,226	1,801,631	1,790,235	1,988,137	1,900,816	1,857,050

## Housing Kitsap Cash Flow Projection



**Expected Cash Inflow and Outflow include the following:**

**April 2026:**

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$102,000
- b. Reimbursement for Southern Cross Project - \$45,000
- c. Golden Tides II Solar PSE Funding - \$150,000
- d. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns - \$12,000
- b. Heritage Revenue Bond Interest Payment - \$ 24,553
- c. Viewmont Revenue Bond Loan Interest Payment - \$344,160
- d. Windsong First Security Bank Loan Payment - \$6,163
- e. Heritage Exterior Stairs Project - \$50,809
- f. Kingston Roof Replacement Project - \$117,800
- g. Orchard Bluff Department of Commerce Loan - \$15,000
- h. Madrona Manor Repaved Road - \$55,000
- i. Golden tides II Solar - \$91,000

**May 2026:**

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$89,000
- b. Riverstone Group 4 Land Sales ( 9 lots) - \$810,000
- c. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns - \$12,000
- b. Windsong First Security Bank Loan Payment - \$6,163
- c. Finch Place HOME Loan Payment - \$6,534
- d. Heritage Exterior Stairs Project - \$50,809
- e. Rhododendron Exterior Decks - \$75,000

**June 2026:**

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$135,000
- b. SHOP Loan Forgiveness - \$200,000
- c. Reimbursement for Heritage Stairs Project - \$101,617
- d. Reimbursement for Kingston Roof Project - \$234,175
- e. Rents and Subsidies
- a. Kitsap Apartments Bond Payment - \$626,680
- b. Golden Tides II HOME Loan Payment - \$53,659
- c. Orchard Bluff HTF Loan - \$15,016
- d. Windsong First Security Bank Loan Payment - \$6,163
- e. Heritage Exterior Stairs Project - \$50,809
- f. Kingston Roof Replacement Project - \$118,750
- g. Fjord Manor Exterior Siding Repair - \$50,000
- h. Golden Tides II Exterior Siding Repair - \$50,000
- i. Fjord Vista Tree Removal and Sidewalk Repair - \$50,000



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 10 minutes

**AGENDA TITLE:** Property Management Update

**AGENDA ITEM:** 7. C.

**SUBMITTED BY:** Jennifer Di Vitto and Maria Stitzel, Regional Directors of Property Management

- Staffing Updates:
  - Currently recruiting for Lead Maintenance Technician
  - Currently recruiting for Maintenance Technicians
- As previously reported, a private, agency-owned road, Village Lane, runs alongside Madrona Manor and had developed a significant pothole that was impacting travel through the area. Housing Kitsap partnered with the owner of a new apartment community under construction to the north to share the cost of repaving. The work has now been completed, improving overall access and safety. Housing Kitsap's portion of the cost was covered through the reallocation of existing operating funds. A photo of the completed work is attached.



- As previously reported, there was significant damage to Housing Kitsap – Liberty Bay Petersville units rear building from bird intrusion. This issue was further exacerbated by weather conditions and has been repaired. A before and after photo is included.



- HK Homes units struggle with outdated windows – many of which are single pane aluminum which lends to excess condensation, high utility bills, and building damage. Housing Kitsap has identified an extreme case in our Munson Street community and has taken action by replacing all windows in 2 homes. The residents have provided extremely positive feedback. Photo of one such replacement are included.



- The portfolio of properties in the North End continue to focus of Health, Safety, and addressing outstanding maintenance issues to positively impact our units.
- On Thursday, April 30, 2026, the Regional Directors of Property Management will be meeting with the Property Management team to attend an online Nelrod Consortium Class - Maintenance Documentation & Tenant Communication followed by a team building activity and a refresher of the receipt process. Current communication scenarios will be asked of the team to support consistent messaging and communication across the portfolio.
- 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	On Notice	Eviction	Applications In Process	Number of Waitlist Applicants per Bedroom Size				Portfolio
						1	2	3	4	
						Conifer Woods Apartments	72	8	-	
Finch Place Apartments	29	3	-	-	2	104	-	-	-	North End
Fjord Manor Apartments	38	-	-	-	-	222	15	-	-	North End
Fjord Vista II Apartments	16	-	-	-	-	-	300	100	-	North End
Golden Tides II	45	3	1	-	2	141	15	-	-	North End
Golden Tides III	18	1	-	-	-	142	-	-	-	North End
Heritage Apartments	56	5	-	-	3	37	45	31	-	South End
HK Homes	136	18	2	-	9	99	168	150	67	North End
Kingston Ridge Apartments	43	-	-	-	-	143	0	21	-	North End
Liberty Bay	16	-	-	-	-	-	-	-	-	North End
Madrona Manor	40	-	1	-	-	296	6	-	-	South End
Nordic Cottages	8	-	-	-	-	50	-	-	-	North End
Orchard Bluff Mobile Home Park	89	-	2	-	1	-	-	-	-	South End
Park Place Apartments	86	13	-	3	4	-	80	4	-	South End
Port Orchard Vista	42	1	1	-	-	254	1	-	-	South End
Rhododendron Apartments	50	6	1	-	1	64	22	-	-	North End
Time Square Apartments	16	1	-	-	-	37	19	-	-	North End
Viewmont East Apartments	76	6	-	-	2	33	50	40	-	South End
Windsong Apartments	36	1	-	-	1	227	213	-	-	North End
<b>Totals</b>	<b>904</b>	<b>66</b>	<b>8</b>	<b>3</b>	<b>30</b>	indicates bedroom size not available at this property				

## 12 Month Occupancy April 2025 - March 2026

Property	Units	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Conifer Woods Apartments	72	83.33%	83.94%	85.22%	84.86%	90.68%	92.27%	95.83%	97.22%	98.12%	97.85%	93.95%
Finch Place Apartments	29	86.21%	86.21%	86.21%	86.09%	78.86%	79.31%	79.31%	79.31%	79.31%	79.31%	79.31%
Fjord Manor	38	100.00%	99.91%	97.37%	97.19%	94.73%	97.20%	97.20%	98.33%	93.29%	92.28%	97.46%
Fjord Vista II	16	93.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Golden Tides II	45	76.56%	78.81%	77.78%	77.78%	80.32%	82.22%	82.22%	82.22%	82.22%	82.22%	83.22%
Golden Tides III	18	87.63%	88.89%	88.89%	93.70%	100.00%	100.00%	100.00%	100.00%	100.00%	94.44%	94.44%
Heritage Apartments	56	92.51%	92.86%	92.86%	92.86%	91.07%	87.50%	87.50%	88.93%	88.65%	88.48%	91.48%
HK Homes	136	80.72%	79.75%	78.36%	78.87%	79.41%	79.71%	79.76%	79.83%	82.19%	83.40%	82.59%
Kingston Ridge Apartments	43	83.42%	89.46%	86.57%	86.05%	90.92%	95.35%	95.20%	95.35%	95.35%	95.35%	95.35%
Liberty Bay Apartments	16	100.00%	100.00%	100.00%	100.00%	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%
Madrona Manor	40	95.24%	95.00%	95.00%	97.17%	98.06%	98.87%	100.00%	96.55%	98.23%	97.50%	96.88%
Nordic Cottages	8	-	-	-	-	-	-	0.00%	50.00%	72.18%	89.52%	100.00%
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%
Park Place Apartments	86	84.92%	85.89%	84.96%	84.84%	90.06%	94.60%	92.95%	95.43%	94.56%	89.08%	88.21%
Port Orchard Vista	42	95.93%	98.73%	93.40%	95.16%	97.23%	96.31%	96.07%	92.79%	96.16%	96.16%	94.27%
Rhododendron Apartments	51	84.32%	84.53%	86.65%	86.93%	88.17%	88.24%	88.24%	88.24%	88.24%	88.24%	88.24%
Time Square Apartments	16	-	93.75%	93.75%	93.75%	93.75%	93.75%	93.54%	93.75%	93.75%	93.75%	94.64%
Viewmont East	76	90.20%	89.87%	86.64%	91.98%	90.78%	90.75%	89.88%	92.85%	92.70%	91.91%	91.48%
Windsong Apartments	36	89.43%	94.26%	94.44%	97.04%	100.00%	100.00%	100.00%	97.22%	97.22%	97.22%	95.24%
<b>Housing Kitsap Average</b>	<b>913</b>	<b>89.66%</b>	<b>91.21%</b>	<b>90.45%</b>	<b>91.35%</b>	<b>92.10%</b>	<b>92.77%</b>	<b>87.97%</b>	<b>90.62%</b>	<b>91.89%</b>	<b>92.13%</b>	<b>92.66%</b>

## Resident Activity July 1, 2025 - March 31, 2026

Property	Units	Move In	Move Out	Notice	Cancel Notice	Rented	Canceled Application	Denied	Re-Apply	On Site Transfer	Eviction	Cancel Eviction
Conifer Woods Apartments	72	13	9	7	2	11	6	4	2	0	3	2
Finch Place Apartments	29	1	2	1	0	3	0	0	0	1	0	0
Fjord Manor	38	7	3	4	1	7	1	0	1	0	0	0
Fjord Vista II	16	0	0	0	0	0	0	0	0	0	0	0
Golden Tides II	45	7	1	1	0	8	5	11	3	0	0	0
Golden Tides III	18	1	1	1	0	0	0	0	0	0	0	0
Heritage Apartments	56	6	7	5	0	6	4	2	1	0	1	0
HK Homes	136	19	12	11	2	28	11	28	7	1	2	0
Kingston Ridge Apartments	43	9	2	1	0	6	6	3	2	0	0	0
Liberty Bay Apartments	16	0	1	1	0	0	0	0	0	0	0	0
Madrona Manor	40	4	5	5	0	4	0	0	0	0	0	0
Nordic Cottage	8	8	0	0	0	9	2	3	0	0	0	0
Orchard Bluff	89	3	3	5	0	3	0	0	0	0	0	0
Park Place Apartments	86	16	14	9	1	10	9	9	2	2	14	9
Port Orchard Vista	42	9	7	5	0	7	1	0	1	1	0	0
Rhododendron Apartments	51	4	2	0	0	1	1	1	0	1	1	0
Time Square Apartments	16	3	3	0	0	0	0	0	0	3	0	0
Viewmont East	76	7	7	2	0	3	2	5	3	3	4	3
Windsong Apartments	36	1	2	4	2	1	0	0	0	0	0	0
<b>Totals</b>	<b>913</b>	<b>118</b>	<b>81</b>	<b>62</b>	<b>8</b>	<b>107</b>	<b>48</b>	<b>66</b>	<b>22</b>	<b>12</b>	<b>25</b>	<b>14</b>
<b>Total Overall Percentage</b>		<b>13%</b>	<b>9%</b>	<b>7%</b>	<b>1%</b>	<b>12%</b>	<b>5%</b>	<b>7%</b>	<b>2%</b>	<b>1%</b>	<b>3%</b>	<b>2%</b>



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** April 28, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Compliance Update

**AGENDA ITEM:** 7. D.

**SUBMITTED BY:** Freddy Linares

**TITLE:** Director of Compliance

- Processed Viewmont and Heritage May 2026 Housing Assistance Payments request through the Tenant Rental Assistance Certification System. Both properties are currently at a 100% reporting rate.
- 16 new Reasonable Accommodation Requests were received/reviewed.
- 26 New Admission/move in files were received/reviewed.
- 78 HCV certifications were submitted to HUD via PIC.
- 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.
- Yardi Compliance Manager set up complete. On site training with Yardi staff was completed on April 7-9, 2026.
- Ongoing communication with HUD regarding our shortfall funding. This has been an issue HK has been following up on repeatedly. We received notification that we have been assigned a new Shortfall Program Analyst.
- Received confirmation of 5 new HUD Veteran Affairs Supportive Housing (VASH) vouchers being awarded to Housing Kitsap, bringing our total count to 10 VASH vouchers.
- Began the process to graduate the one remaining Family Self Sufficiency (FSS) household for successful completion of the program.
- Finalized the OCAF increase request for Viewmont and Heritage with our Contract Administrator CMS.

HCV program update:

<b>Total Vouchers leased as of April 17, 2026</b>	<b>460</b>
<b>Vouchers per agency ACC</b>	<b>553</b>



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** April 28, 2026

**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 with USDA National for approval.
  - b. USDA 502 direct funding is available again after several changes to the program. These changes have affected but not stopped program funding and looking to close the next group this spring/summer.
- Riverstone Plat
  - a. Group 1 – Closed out
  - b. Group 2 – Closed out
  - c. Group 3 – We made a supervisory change, since then the group has reenergized and working hard as the weather is changing for the better.
  - d. Group 4 – 9 files for are at USDA for a group of 9. This is the next group in line to fund.
  - e. Working with legal to establish the HOA Board members.
- Lakeland Property (Allyn 2)
  - a. Working on final plat approval steps, construction is complete.
- Ives Mill
  - a. Preliminary Plat was approved and working on Site Development Activity Permit (SDAP) application with our engineering firm.
- Stoneridge
  - a. First townhomes will be delivered in October of 2026, working with our funders and Kitsap Bank to meet our expectations.

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

- Projects are back under way with delays around environmental approvals. One project was approved and now under construction.

### 3. Other Affordable Housing

- Southern Cross Rental Homes
  - a. Back under construction, we are moving forward setting up foundation footings.

### 4. Viking's Crest Phase 2 Sale

- Met with the City of Poulsbo who agreed to purchase the remaining Vikings Crest parcel as city park space along with 2 other legacy lots in Poulsbo. No progress on sale.

### 5. Sally's Place

- HK has procured an architectural firm and created a scope of work. Environmental Works is providing test fit scope with a few options. Met with the city to discuss options and have settled on 10 units. We intend to lease the space to a day care facility while we fund and permit project.

### 6. Howerton Place

- Please see PSA and Action Item



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** April 28, 2026

**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:
  - Rhododendron Decks: Request for Proposals (RFP) solicitation in progress; bid evaluation set for May 5, 2026
  - Kingston Roof Replacement: Awarded to A-1 Roofing; Work expected to begin May 1, 2026 (CDBG Grant)
  - Heritage Exterior Stair: Awarded to Breteys Construction; Work expected to begin May 1, 2026 (CDBG Grant)
  - Contracted Qualified Energy Manager to guide HK in meeting Energy Star compliance requirements: U.S. Canada Mechatronics Solutions (Lead by Katie Loehrs)
  - Contracted new legal firm (SH/Development): Gordon Thomas Honeywell
  - New Landscaping Maintenance Service provider: Elyon Maintenance to begin May 1, 2026
- Organization: Creating a new procurement plan and calendar based on property needs, cash flow, and budget authorization by date for remaining FYE 2026 and FYE 2027 Q1 & Q2.
- Support: Assisting property management with sourcing of vendors and attaining estimates for upcoming projects.

### 2. Records:

- 18 boxes of records that have met their retention period were destroyed
- 8 Public Records Requests were fulfilled and closed

### 3. Information Services:

- Revising IT policies including Mobile Device policy
- Completing replacement and upgrading of monitors and Surfaces due to end-of-life status
- Met with Microsoft Copilot representatives to discuss possible adoption

### 4. Human Resources:

- Staff Ambassadors: Door decoration contest underway; Summer Event venue finalized
- Retention Committee: Proposing continuation of Summer Hours for Memorial Day-Labor Day

- Vacant Positions:
  - Maintenance Tech – Fjord Manor, Fjord Vista, Nordic
  - Maintenance Lead – Central Region
  - Construction Supervisors (2) – Self Help
  
- New Hires:
  - Property Manager Finch/Rhody – Kimberlie Crosby
  - Maintenance Technician North End Team – Duncan Price
  - Maintenance Lead South End – Ross Madden
  
- Employee Exits:
  - Jory Vanwyck – Maintenance Lead – South
  - Josh Hazama – Maintenance Technician Heritage
  - Paul Pelligrino – Maintenance Technician Finch Place/ Rhody
  - Robert Gahley – Construction Supervisor – Single Family

**Housing Kitsap Properties**

<b>Property Name</b>	<b>Number of Units</b>	<b>Location</b>	<b>Bedroom Sizes</b>	<b>Subsidy Types</b>
<b>Bainbridge Island</b>	<b>79</b>			
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
<b>Kingston</b>	<b>59</b>			
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
<b>Poulsbo</b>	<b>108</b>			
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
Nordic Cottagea	8	609 NE Lincoln Rd, Poulsbo, WA 98370	1	Project Based Vouchers
Windsong Apartments	36	19880 3rd Avenue NW, Poulsbo, WA 98370	1, 2	USDA - RD, HOME State, Housing Choice Vouchers
<b>Silverdale</b>	<b>83</b>			
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
<b>Bremerton</b>	<b>200</b>			
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
<b>Port Orchard</b>	<b>383</b>			
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

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

## Glossary of Acronyms

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