

Housing Improvement Area Application

Page 1 of 5

Pursuant to Minnesota Statutes § 428A.11 to 428A.21, the City of Golden Valley (City) may establish a Housing Improvement Area (HIA) in which common area improvements for a condominium or townhome association are made and the costs of the improvements are paid in whole or in part from fees imposed within that area. Eligible improvements may include roofing, siding, landscaping, and roadways, among other items. Before completing this application, interested entities should contact the City.

ASSOCIATION INFORMATION

Legal name	Date
Mailing address	
Primary contact	Phone
Email	
Name of management company	
Management company contact	Phone
Email	

PROJECT INFORMATION

Provide a summary of the proposed project, including a timeline with significant project dates (attached separate word document if needed).

→ continued



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



PROJECT COSTS

Indicate the amount of financing request, and list all activities and improvements to be funded by the HIA. Attach additional information, as needed.

What is the total amount of HIA financing requested?

Describe any other financial resources the Association plans to commit to the proposed improvements (eg, cash, grants, donations).

Explain why HIA financing would be necessary to accomplish the proposed improvements.

HOUSING IMPROVEMENT AREA FINANCING

What City goals will be addressed by the proposed improvements? (check all that apply)

<input type="checkbox"/> Revitalize or stabilize neighborhood	<input type="checkbox"/> Correct building code violations
<input type="checkbox"/> Upgrade existing housing stock	<input type="checkbox"/> Improve livability of housing stock
<input type="checkbox"/> Prevent loss to City tax base	<input type="checkbox"/> Stabilize/increase owner occupied units
<input type="checkbox"/> Maintain/obtain FHA mortgage eligibility	

Describe the outreach efforts made to date to explain HIA financing to Association members as well as their desire generally to undertake this process.

What is the proposed term of the HIA financing? _____ years. (Please note that 20 years would be the maximum).

How does the Association propose the fee associated with the HIA financing be charged to the affected property owners?

<input type="checkbox"/> Equally among all properties	<input type="checkbox"/> Other (eg, based on unit size, valuation)
---	--

→ continued

Are there any properties within the HIA that should be exempt from the fee? Yes No

If yes, please explain:

Describe how HIA funding will resolve current funding issues and the measures taken by the association to address potential future funding issues.

Explain why HIA financing is necessary to undertake the project (attach any documentation regarding efforts to secure private financing).

OTHER

Provide any other or comments or information about the proposed improvements.

REQUIRED DOCUMENTATION

In order for your application to be reviewed, please provide the following:

- Petition with signatures from at least 60 percent of the property owners
- Letters or other documentation showing efforts to secure private financing
- Association bylaws
- Information provided to Association members on HIA financing
- Audited financial statements for past two years
- Certificate of Good Standing from the Secretary of State
- Adopted financial plan, verified for accuracy by a third party acceptable to the City, identifying how maintenance and operation of the common elements will be funded and a long-range plan/reserve study to conduct and finance future capital improvements
- Project cost estimates and concept plans as prepared by a qualified firm
- Legal description(s) of the property subject to the HIA
- \$5,000 non-refundable application fee

REQUIREMENTS FOR HOUSING IMPROVEMENT AREA FINANCING

By applying for HIA financing, the owners within the Association agree to:

- use the City's choice of Bond Counsel, Financial Advisor, and any other applicable consultants or vendors.
- disbursements of bond/loan proceeds through an escrow agent to be approved by the City
- pay non-refundable \$5,000 application fee
- pay an administrative fee to the City, equal to one percent of the loan/bond amount, upon successful closing
- City review of the performance and level of outstanding debt of previous HIAs and impact on City's ability to issue debt prior to recommending approval of additional HIA debt
- issuing a bond for not less than \$250,000, and use of other City sources at the discretion of the City

By signing this application, the Association hereby agrees to the following:

- I have read and will abide by all the requirements of the City for taxable bond financing. I will also commit all contractors, subcontractors, and any other major contributors to the project to all segments applicable to them.
- All information submitted in this application, including all addenda, is true and correct, and subject to the Minnesota Government Data Practices Act.
- The Association will pay all costs involved in the review of the project. These costs include the Bond Counsel, Financial Advisor, City Attorney(s), consulting architects and engineers, and all costs involved with the issuance of the bonds to finance the project.
- The City reserves the right to deny final approval, regardless of any preliminary approval or acceptance of this application.
- The undersigned individual represents and warrants that they are authorized to execute this application on behalf of the association described above.

SIGNATURE

Signature

X

Date

Printed name

Title