



Minutes of the Educational Housing Corporation

Regular Board Meeting

November 1, 2023

In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)

and ZOOM Webinar

Attendees:	Other Attendees:
Michael Pierce, President	David McLain, SMCCCD
Richard Holober, Vice President	Bernata Slater, SMCCCD
Brittney Sneed	Peter Fitzsimmons, SMCCCD
Grace Beltran	Carina Warne, SMCCCD
Absent:	
Michael Guingona, Treasurer	Yaakov Strauss, BLVD Residential
	Sabrina Cosentino, BLVD Residential
	Stephanie Montenegro, BLVD Residential

Call to Order and Roll Call

The meeting was called to order at 3:50 p.m. Members in attendance are listed above.

Introduction of New Directors and New District Staff

Mr. McLain introduced himself as the Interim Executive Director of Government and Community Relations for the District. Mr. McLain announced that he will begin oversight of the District Faculty & Staff Housing Program.

Mr. McLain also introduced and welcomed new Director, Grace Beltran, Business & Marketing Faculty from Skyline College. He said Director Beltran will complete the unexpired four (4) year term that was previously held by Director Jessica Marshall.

Mr. McLain also acknowledged the Board of Trustees appointment of Treasurer Guingona for a new four (4) year term.

Ms. Slater announced her retirement and introduced Mr. Peter Fitzsimmons. Mr. Fitzsimmons is the District Budget Officer and will work alongside BLVD Residential to oversee the financials of the Faculty & Staff Housing Program.

BLVD Residential Updates

Ms. Cosentino provided a project and operations update. She said BLVD Residential has completed parking lot seal and stripe, and speed bump installation at Cañada Vista and College Vista. She also said BLVD Residential has started “winter prep” at all three properties which includes roof checks and repairs, gutter and down spout cleaning, dryer vent cleaning, and smoke alarm testing. She said 5 Year Sprinkler Testing will be completed at Cañada Vista and College Vista next week.

In regards to vacancies, Ms. Cosentino said there are 4 vacancies at Cañada Vista, 3 vacancies at College Vista, and 8 vacancies at College Ridge. She said filling vacancies at College Ridge has been challenging for various reasons, but one of the most significant reasons is because the price of rent at College Ridge is considerably more expensive (~ \$500) than Cañada Vista and College Vista.

Public Comments on Non-Agenda Items

Ms. Warne read an emailed public comment statement from Mandy Lucas regarding concern about the District’s eligibility requirements and the definition of a First Time Home Buyer.

INFORMATION ITEMS

Revised Budget for 2023-2024

(No audio on meeting recording 12:54 – 14:18)

Ms. Slater presented the Revised Budget for 2023-2024. She said there have been no changes to the actuals or the budget from the Budget for 2022-2023 for any of the three properties.

Review Quarter 1 Financial Statements for 2023-2024

Mr. Strauss presented the Quarter 1 Financial Statements for 2023-2024 for College Vista. He said that most of the variances are due to higher vacancies than expected. He also discussed club house income, maintenance repairs and turnover expenses, and utility expenses. He also mentioned an upcoming roof replacement project at College Vista.

Mr. Strauss talked about the marketing expenses line item and website creation. He said BLVD Residential has secured a vendor to begin the process of taking photos of vacant units, creating a virtual 360 degree tour, and developing a website as a marketing tool. He said the current resident portal will be integrated into the website. Ms. Beltran asked if a marketing tool is necessary when there are so many employees on the waitlist. Mr. Pierce said the website may help to fill vacancies because it is a self-service component for potential residents.

Mr. Pierce asked about the maintenance reserves. Ms. Slater said the Housing Corporation has sufficient reserves for both Cañada Vista and College Vista, and has already begun setting

aside funds for the College Ridge maintenance reserve as well. Mr. Holober asked what the capital reserve is used for. Ms. Slater said the Board of Trustees can approve the use of capital reserve funds to be used on a variety of things, for example, funds were recently used for the Promise Scholars Program. Mr. Fitzsimmons said the maintenance reserve is tied to the reserve study. Ms. Slater said, as of June 30, 2023, the College Vista maintenance reserve balance was \$838,000, the Cañada Vista maintenance reserve balance was \$972,000, and the College Ridge maintenance reserve balance was \$144,000. The Cañada Vista capital reserve was \$1.2M and the College Vista capital reserve was \$5.5M.

Mr. Strauss presented the Quarter 1 Financial Statements for 2023-2024 for Cañada Vista. He discussed club house income, landscaping expenses, maintenance repairs and turnover expenses, utility expenses, and insurance.

Mr. Pierce said he is seeing an increase in insurance premiums throughout the industry and asked if the District has been affected by that. Ms. Slater said the insurance rates for 2023-2024 are locked in, but we may see an increase in the next fiscal year.

Ms. Sneed asked how often the Cañada Vista Club House is rented for events. Ms. Warne said the Cañada Vista Club House is used an average of 3 times a week. She said District related meetings and events are free of charge, but personal events are \$50 for every four hours plus a standard insurance fee. She said the College Vista Club House is a smaller space and is not used as frequently. Mr. Holober asked if external groups are aware of the club houses and if they can use them. Ms. Warne said commercial businesses and non-profit organizations can use the club house. She said the San Mateo County Board of Supervisors used the club house recently for a retreat as well as the City of Redwood City.

Mr. Strauss presented the Quarter 1 Financial Statements for 2023-2024 for College Ridge. He said this is the first full year that the property has been occupied and there have been higher vacancies than expected. He discussed estimated utility expenses, HOA expenses, and higher than expected fire alarm system expenses.

Ms. Sneed asked why the price of rent at College Ridge is more expensive than Cañada Vista and College Vista. Mr. Strauss said the Housing Board determined the rental fees for College Ridge in 2023 by evaluating the San Mateo County rental market rates. He said Cañada Vista and College Vista have not had rental increases in several years, so they are considerably lower.

Mr. Holober said Cañada Vista and College Vista are way behind because there was a freeze on rent increases for several years. He also said there is a state tenant law that limits the amount that rent can be increased each year. He said the Housing Board has discussed the idea of rental increases for new residents, but there was some concern about neighbors in the same property paying higher or lower rent. Mr. Pierce said it is standard practice in today's rental market to increase rent for new residents. Mr. Pierce also noted that the Housing Board used San Mateo County's very low income rate in their Below Market Rate (BMR) formula as an external marker when determining rental prices.

Ms. Sneed asked why College Ridge does not have a club house. Mr. Pierce said the lot size at College Ridge is smaller than Cañada Vista and College Vista, so a club house was not prioritized in the plans. Mr. Strauss said there is an outdoor BBQ and ping pong area available for the community to use.

ACTION ITEMS

Consideration of Educational Housing Corporation Board of Directors Applications

Mr. Pierce said staff has received two applications for individuals interested in serving on the Housing Board. The applications are from Peggy Berlese and Meta Townsley. Mr. Pierce said he knows both applicants and both have experience in the housing industry. He said the Housing Board can recommend Directors to serve, but the final approval comes from the Board of Trustees.

Mr. Holober said he is happy to see that new members will be joining the Housing Board. He asked if there will be continuing efforts to find additional members. Mr. Pierce said staff will leave the online application open on the website and continue to periodically run advertisements in the newspaper.

It was moved by Mr. Holober and seconded by Ms. Sneed to recommend the Educational Housing Corporation Board of Directors Applications. The motion carried unanimously, with all members voting aye.

Consideration of Draft Amendments to the Educational Housing Corporation Board Bylaws

Mr. McLain presented the Draft Amendments to the Educational Housing Corporation Board Bylaws. After reviewing the amendments, Ms. Sneed asked about staggering Housing Board Director appointments, so that several members are not terming out in the same year. Mr. McLain agreed with the concern and noted that as another important reason to have a nine member Board.

It was moved by Mr. Holober and seconded by Ms. Beltran to approve the Draft Amendments to the Educational Housing Corporation Board Bylaws. The motion carried unanimously, with all members voting aye.

Review of Resident Petition for Extension of Lease

Mr. Pierce said the Housing Board has received a resident petition for extension of lease.

Cañada Vista resident, Mr. Hugo Enciso, addressed the Housing Board and asked for a one year extension of lease until July 2024.

It was moved by Mr. Holober to approve the Resident Petition for Extension of Lease until December 31, 2023. Motion not seconded; motion failed.

It was moved by Ms. Sneed and seconded by Ms. Beltran to approve the Resident Petition for Extension of Lease until May 1, 2024. Ms. Sneed and Ms. Beltran voted Aye. Mr. Holober and Mr. Pierce voted No. Motion failed.

It was moved by Mr. Holober and seconded by Ms. Beltran to approve the Resident Petition for Extension of Lease until January 31, 2024. Mr. Holober and Ms. Beltran voted Aye. Mr. Pierce voted No. Ms. Sneed abstained. The motion carried.

Mr. Holober suggested that future resident petitions be addressed more promptly so that residents are not in limbo waiting for approval. He also suggested that future resident requests provide documentation as back up.

Approval of Minutes of July 13, 2023 Meeting

It was moved by Mr. Holober and seconded by Ms. Sneed to approve the Minutes of July 13, 2023. Mr. Pierce, Mr. Holober and Ms. Sneed voting Aye. Ms. Beltran abstained. The motion carried.

Set Meeting Dates for 2024

It was moved by Mr. Holober and seconded by Ms. Beltran to approve the Meeting Dates for 2024. The motion carried unanimously, with all members voting aye.

Statements from Directors and/or Requests for Future Agenda Items

Mr. Pierce requested an agenda item at the next meeting to discuss eligibility requirements and the District's definition of a First Time Home Buyer.

Ms. Sneed asked if current residents can be provided housing resources on the website, so that they can plan for the future.

Ms. Sneed also said some District employees have an income level that is too high for San Mateo County Below Market Rate (BMR) housing and too low to afford market rate housing. She asked if the District can enter into conversations with San Mateo County about housing options for employees.

CLOSED SESSION

Announcement of Closed Session Items for Discussion

Mr. Pierce announced that the item for discussion during closed session is the property management contract with BLVD Residential.

Mr. Strauss said BLVD Residential has been honored to work with the District for the past two years. He said BLVD Residential received feedback early on and took appropriate steps to improve and make sure the needs of the residents were met. He said BLVD Residential is committed to continuing to build relationships with residents and maintain an excellent level of customer service. Mr. Strauss reviewed all of the projects completed by BLVD Residential in the past two years. He also said BLVD Residential intends to keep the same rates for the contract.

Public Comment on Closed Session Items Only

None

Recess to Closed Session

It was moved by Mr. Pierce and seconded by Ms. Beltran to recess to closed session. The motion carried unanimously, with all members voting aye.

Reconvene to Open Session / Call to Order

The meeting reconvened to open session and called to order at 6:03pm.

OPEN SESSION

Announcement of Reportable Action Taken in Closed Session

No reportable action was taken in closed session.

Ms. Sneed asked if staff can collect data on historical length of tenancy for residents in Faculty & Staff Housing. Mr. McLain said he and Ms. Warne are working on some ideas with automation tools for the waitlist and current resident list that can help with collecting data points.

Adjourn

The meeting was adjourned at 6:06 p.m.