

**San Mateo County Community Colleges Educational Housing Corporation**  
**Board of Directors | Regular Meeting**  
**November 1, 2023 | 3:45 p.m.**

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet in-person at the San Mateo County Community College District Office (3401 CSM Drive, San Mateo, CA 94402) on November 1, 2023.

**Observing the Meeting**

Members of the public who wish to observe the meeting may attend in-person or by accessing the following link or calling the following telephone number at the beginning of the meeting:

**Zoom Meeting ID:** <https://smccd.zoom.us/j/81302741835>

**Dial-In:** 1 669 900 9128 | **Webinar ID:** 81302741835

**Providing Public Comment on NON-AGENDA Items**

To make a comment regarding a non-agenda item, members of the public:

1. If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
2. If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.
3. Members of the public making comment are reminded of the 3-minute time limit for comment.

Members of the public may also submit written comments on non-agenda items via email to [housing@smccd.edu](mailto:housing@smccd.edu). The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 300 words. Emails received by 12:00 p.m. on November 1, 2023 will be provided to Housing Board members.

**Accommodations**

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carina Warne, Senior Executive Assistant, by 5:00 p.m. on October 31, 2023 at (650) 358-6877 or via email at [warnec@smccd.edu](mailto:warnec@smccd.edu).

**San Mateo County Community Colleges Educational Housing Corporation  
Board of Directors | Regular Meeting  
November 1, 2023 | 3:45 p.m.**

**In Person at 3401 CSM Drive, San Mateo, CA 94402  
Members of the Public may also participate via Zoom.**

**Zoom Meeting ID: <https://smccd.zoom.us/j/81302741835>**

**Dial-In: 1 669 900 9128 | Webinar ID: 81302741835**

**AGENDA**

**OPEN SESSION**

- I. Call to Order and Roll Call**
- II. Introduction of New Directors and New District Staff**
- III. BLVD Residential Updates**
- IV. Public Comments on Non-Agenda Items**
- V. Information Reports**
  - a. Revised Budget for 2023-2024
  - b. Review Quarter 1 Financial Statements for 2023-2024
- VI. Action Items**
  - a. Consideration of Educational Housing Corporation Board of Directors Applications
  - b. Consideration of Draft Amendments to the Educational Housing Corporation Board Bylaws
  - c. Review of Resident Petition for Extension of Lease
  - d. Approval of Minutes of July 13, 2023 Meeting
  - e. Set Meeting Dates for 2024
- VII. Statements from Directors and/or Requests for Future Agenda Items**

**CLOSED SESSION**

- I. Announcement of Closed Session Items for Discussion**

- a. Discussion of Property Management Contract
- II. Public Comment on Closed Session Items Only**
- III. Recess to Closed Session**
- IV. Reconvene to Open Session / Call to Order**

**OPEN SESSION**

- V. Announcement of Reportable Action Taken in Closed Session**
- VI. Adjourn**

# **HOUSING BOARD REPORT**

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Review Revised Budget for 2023-2024**

---

Attached for the Housing Board's review are the Revised Budgets for 2023-2024:

- College Vista
- Cañada Vista
- College Ridge (Skyline College)

Educational Housing Corporation  
**College Vista**  
 Budget Proposal: FY 2023-2024 (as of June 30,2023)

	Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
<b>Rental Income</b>		\$ 712,111.03	\$ 510,524.91	\$ 679,464.83
<b>Other Income</b>		\$ 810.00	\$ 927.00	\$ 1,530.00
<b>Miscellaneous Income</b>	Club House Income, Deposit Forfeiture	\$ 1,400.00	\$ (2,496.00)	\$ 4,750.00
<b>Total GROSS INCOME</b>		<b>\$ 714,321.03</b>	<b>\$ 508,955.91</b>	<b>\$ 685,744.83</b>
Staff Costs	Resident Manager salary	\$ 10,270.23	\$ 9,583.87	\$ 10,718.49
Contract Services	Landscaping, Pest Control, Cable & Alarm	\$ 32,355.00	\$ 39,557.37	\$ 30,872.00
Utilities	PG&E, Water, Sewer & Trash	\$ 73,132.00	\$ 65,322.14	\$ 71,585.80
Routine Repairs & Maintenance	Materials, Electrical, Plumbing	\$ 24,600.00	\$ 21,752.99	\$ 23,753.00
Turnover Repairs & Maintenance	Painting, Cleaning	\$ 32,175.00	\$ 69,885.51	\$ 51,100.00
Marketing		\$ 5,700.00	\$ 169.79	\$ 6,300.00
Administrative Fees		\$ 11,297.75	\$ 19,926.48	\$ 17,940.79
Management Fees	BLVD Residential Fees	\$ 50,160.00	\$ 50,160.00	\$ 50,160.00
Insurance Expense		\$ 19,500.00	\$ 36,634.97	\$ 19,333.12
Non routine expenses		\$ 371,150.00	\$ 456,422.49	\$ 539,205.94
Owner/partnership Accounting fees			\$ 2,614.00	
<b>Total OPERATING EXPENSE</b>		<b>\$ 630,339.98</b>	<b>\$ 772,029.61</b>	<b>\$ 820,969.14</b>
<b>NET OPERATING INCOME</b>		<b>\$ 83,981.05</b>	<b>\$ (263,073.70)</b>	<b>\$ (135,224.31)</b>
Transfer to Maintenance Reserve		\$ 125,000.00	\$ 125,000.00	\$ 130,000.00
<b>NET CASH FLOW</b>	<b>excess in expense funded from capital reserve</b>	<b>\$ (41,018.95)</b>	<b>\$ (388,073.70)</b>	<b>\$ (265,224.31)</b>

Educational Housing Corporation  
**Cañada Vista**  
 Budget Proposal: FY 2023-2024 (as of June 30,2023)

	Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
<b>Rental Income</b>		\$ 1,010,122.05	\$ 848,611.23	\$ 1,011,015.50
<b>Other Income</b>	Application Fees	\$ -	\$ 1,542.00	\$ 630.00
<b>Utility Income</b>	Rebates	\$ -	\$ 965.14	\$ -
<b>Miscellaneous Income</b>	Club House Income, Deposit Forfeiture	\$ 1,200.00	\$ 2,637.50	\$ 4,150.00
<b>Total GROSS INCOME</b>		<b>\$ 1,011,322.05</b>	<b>\$ 853,755.87</b>	<b>\$ 1,015,795.50</b>
<b>Staff Costs</b>	Resident Manager Salary	\$ 10,514.14	\$ 9,546.71	\$ 11,318.49
<b>Contract Services</b>	Landscaping, Pest Control, Cable & Alarm	\$ 41,556.00	\$ 49,842.48	\$ 47,538.00
<b>Utilities</b>	PG&E, Water, Sewer & Trash	\$ 108,100.00	\$ 103,049.77	\$ 106,236.73
<b>Routine Repairs &amp; Maintenance</b>	Materials, Electric, Plumbing, Appliances	\$ 39,775.00	\$ 45,167.12	\$ 38,700.00
<b>Turnover Repairs &amp; Maintenance</b>	Painting, cleaning	\$ 73,460.00	\$ 64,976.72	\$ 32,720.00
<b>Marketing</b>		\$ 1,400.00	\$ -	\$ 6,300.00
<b>Administrative Expenses</b>		\$ 9,741.50	\$ 16,784.43	\$ 19,603.95
<b>Management Fees</b>	BLVD Residential Fees	\$ 68,400.00	\$ 68,400.00	\$ 68,400.00
<b>Insurance Expense</b>		\$ 22,500.00	\$ 42,258.64	\$ 23,358.87
<b>Non routine expenses</b>		\$ 233,850.00	\$ 127,578.52	\$ 104,516.65
<b>Total OPERATING EXPENSE</b>		<b>\$ 609,296.64</b>	<b>\$ 527,604.39</b>	<b>\$ 458,692.69</b>
<b>NET OPERATING INCOME</b>		<b>\$ 402,025.41</b>	<b>\$ 326,151.48</b>	<b>\$ 557,102.81</b>
<b>Transfer to Capital Reserve</b>			\$ 178,551.48	\$ 403,598.81
<b>Transfer to Maintenance Reserve</b>	Murray Study	\$ 147,600.00	\$ 147,600.00	\$ 153,504.00
<b>NET CASH FLOW</b>		<b>\$ 254,425.41</b>	<b>\$ -</b>	<b>\$ 0.00</b>

Educational Housing Corporation  
**College Ridge (Skyline)**  
 Budget Proposal: FY 2023-2024 (as of June 30,2023)

	Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
Rental Income		\$ 477,638.17	\$ 263,869.70	\$ 665,186.00
Other Income	Application Fees	\$ 2,610.00	\$ 2,158.00	\$ 450.00
Utility Income		\$ -	\$ 320.08	\$ -
Miscellaneous Income		\$ -	\$ 418.12	\$ 1,250.00
<b>Total GROSS INCOME</b>		<b>\$ 480,248.17</b>	<b>\$ 266,765.90</b>	<b>\$ 666,886.00</b>
Staff Costs	Resident Manager salary	\$ 4,089.11	\$ 6,357.68	\$ 10,718.49
Contract Services	Landscaping, Pest Control, Alarm	\$ 53,375.00	\$ 31,372.00	\$ 57,420.00
Utilities	PG&E, Water, Sewer & Trash	\$ 53,800.00	\$ 62,129.55	\$ 70,597.92
Routine Repairs & Maintenance	Materials, Electrical	\$ 12,800.00	\$ 2,230.00	\$ 18,600.00
Turnover Repairs & Maintenance	Cleaning	\$ 9,000.00	\$ 1,775.00	\$ 10,275.00
Marketing		\$ 9,500.00	\$ 3,100.00	\$ 5,800.00
Administrative Expenses	HOA dues	\$ 7,590.75	\$ 7,086.12	\$ 9,021.25
Management Fees	BLVD Residential Fees	\$ 32,400.00	\$ 34,200.00	\$ 34,200.00
Insurance Expense		\$ -	\$ -	\$ -
Non-routing Expenses			\$ 6,703.51	\$ 8,934.00
<b>Total OPERATING EXPENSE</b>		<b>\$ 182,554.86</b>	<b>\$ 154,953.86</b>	<b>\$ 225,566.66</b>
<b>NET OPERATING INCOME</b>		<b>\$ 297,693.31</b>	<b>\$ 111,812.04</b>	<b>\$ 441,319.34</b>
Transfer to Capital Reserve		\$ -		\$ 441,319.34
Transfer to Maintenance Reserve	transfer in 2023-24 pending Murray study.	\$ -	\$ 111,812.04	
<b>NET CASH FLOW</b>		<b>\$ 297,693.31</b>	<b>\$ -</b>	<b>\$ 0.00</b>

# **HOUSING BOARD REPORT**

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Review Quarter 1 Financial Statements for 2023-2024**

---

Attached for the Housing Board's review are the Quarter 1 Financial Statements for 2023-2024:

- College Vista
- Cañada Vista
- College Ridge (Skyline College)



Educational Housing Corporation  
**College Vista (CSM)**  
FY 2023-2024 (as of September 30,2023)

	Description	2023-2024 Budget	2023-24 Q1 Budget	2023-24 Q1 Actuals	2023-24 Q1 \$ VARIANCE	Notes
<b>Rental Income</b>		\$ 679,464.83	\$ 137,578.00	\$ 128,628.17	\$ 8,949.83	More vacancies due to additional work completed on units
<b>Other Income</b>	Application Fees	\$ 1,530.00	\$ 450.00	\$ 316.78	\$ 133.22	Less app fees than expected
		\$ -	\$ -	\$ -	\$ -	
<b>Miscellaneous Income</b>	Club House Income, Deposit Forfeiture	\$ 4,750.00	\$ 1,350.00	\$ 3,252.00	\$ (1,902.00)	Club house rentals from 2022 forward
<b>Total GROSS INCOME</b>		<b>\$ 685,744.83</b>	<b>\$ 139,378.00</b>	<b>\$ 132,196.95</b>	<b>\$ 7,181.05</b>	
Staff Costs	Resident Manager Salary	\$ 10,718.49	\$ 2,679.00	\$ 2,709.44	\$ (30.44)	
Contract Services	Landscaping, Pest Control, Cable and Alarm	\$ 30,872.00	\$ 10,091.00	\$ 13,028.97	\$ (2,937.97)	Heavy turnovers requiring contract maintenance
Utilities	PG&E, Water, Sewer and Trash	\$ 71,585.80	\$ 18,092.00	\$ 22,176.98	\$ (4,084.98)	Water and Cable more than budgeted
Routine Repairs & Maintenance	Materials, Electrical and Plumbing	\$ 23,753.00	\$ 4,377.00	\$ 31,110.52	\$ (26,733.52)	Fire Protection, Roof Repairs and Lighting over budget
Turnover Repairs & Maintenance	Painting and Cleaning	\$ 51,100.00	\$ 13,400.00	\$ 17,919.40	\$ (4,519.40)	Heavy turnovers
Marketing		\$ 6,300.00	\$ 5,700.00	\$ -	\$ 5,700.00	
Administrative Fees		\$ 17,940.79	\$ 4,644.00	\$ 4,080.24	\$ 563.76	
Management Fees	BLVD Residential Fees	\$ 50,160.00	\$ 12,540.00	\$ 12,540.00	\$ -	
Insurance Expense		\$ 19,333.12	\$ -	\$ -	\$ -	
Non-routine expenses		\$ 539,205.94	\$ 453,827.00	\$ 223,329.30	\$ 230,497.70	Roof Replacement postponed until Spring 2024
Owner/partnership Accounting fees						
<b>Total OPERATING EXPENSE</b>		<b>\$ 820,969.14</b>	<b>\$ 525,350.00</b>	<b>\$ 326,894.85</b>	<b>\$ 198,455.15</b>	
<b>NET OPERATING INCOME</b>		<b>\$ (135,224.31)</b>	<b>\$ (385,972.00)</b>	<b>\$ (194,697.90)</b>	<b>\$ 191,274.10</b>	
Transfer to Capital Reserve						
Transfer to Maintenance Reserve	Murray Study	\$ 130,000.00				
<b>NET CASH FLOW</b>	<b>Excess in expense funded from capital reserve</b>	<b>\$ (265,224.31)</b>	<b>\$ (385,972.00)</b>	<b>\$ (194,697.90)</b>	<b>\$ 191,274.10</b>	

Educational Housing Corporation  
**Cañada Vista**  
FY 2023-2024 (as of September 30,2023)

Description		2023-2024 Budget	2023-24 Q1 Budget	2023-24 Q1 Actuals	2023-24 Q1 \$ VARIANCE	Notes
<b>Rental Income</b>		\$ 1,011,015.50	\$ 252,524.00	\$ 229,610.19	\$ 22,913.81	More vacancies than anticipated in Q1
<b>Other Income</b>	Application Fees	\$ 630.00	\$ 90.00	\$ 631.78	\$ (541.78)	More app fees that expected
<b>Utility Income</b>	Rebates	\$ -	\$ -	\$ 534.91	\$ (534.91)	PG&E
<b>Miscellaneous Income</b>	Club House Income, Deposit Forfeiture	\$ 4,150.00	\$ 850.00	\$ 14,519.75	\$ (13,669.75)	Club house rentals from 2022 forward
<b>Total GROSS INCOME</b>		<b>\$ 1,015,795.50</b>	<b>\$ 253,464.00</b>	<b>\$ 245,296.63</b>	<b>\$ 8,167.37</b>	
Staff Costs	Resident Manager Salary	\$ 11,318.49	\$ 2,679.00	\$ 2,709.44	\$ (30.44)	
Contract Services	Landscaping, Pest Control, Cable and Alarm	\$ 47,538.00	\$ 13,745.00	\$ 16,659.70	\$ (2,914.70)	Heavy turnovers requiring contract maintenance
Utilities	PG&E, Water, Sewer and Trash	\$ 106,236.73	\$ 31,671.00	\$ 21,112.87	\$ 10,558.13	Sewer less than budgeted
Routine Repairs & Maintenance	Materials, Electric, Plumbing and Appliances	\$ 38,700.00	\$ 10,250.00	\$ 21,801.17	\$ (11,551.17)	Fire Protection, Hardware Supplies and Lighting
Turnover Repairs & Maintenance	Painting and Cleaning	\$ 32,720.00	\$ 6,360.00	\$ 28,198.85	\$ (21,838.85)	Turnover painting, Cleaning and Repairs
Marketing		\$ 6,300.00	\$ 2,200.00	\$ -	\$ 2,200.00	
Administrative Expenses		\$ 19,603.95	\$ 4,560.00	\$ 4,421.86	\$ 138.14	
Management Fees	BLVD Residential Fees	\$ 68,400.00	\$ 17,100.00	\$ 17,100.00	\$ -	
Insurance Expense		\$ 23,358.87	\$ 19,910.00	\$ -	\$ 19,910.00	
Non-routine Expenses		\$ 104,516.65	\$ 23,047.00	\$ 28,668.12	\$ (5,621.12)	
<b>Total OPERATING EXPENSE</b>		<b>\$ 458,692.69</b>	<b>\$ 131,522.00</b>	<b>\$ 140,672.01</b>	<b>\$ (9,150.01)</b>	
<b>NET OPERATING INCOME</b>		<b>\$ 557,102.81</b>	<b>\$ 121,942.00</b>	<b>\$ 104,624.62</b>	<b>\$ 17,317.38</b>	
Transfer to Capital Reserve		\$ 403,598.81				
Transfer to Maintenance Reserve	Murray Study	\$ 153,504.00				
<b>NET CASH FLOW</b>		<b>\$ 0.00</b>	<b>\$ 121,942.00</b>	<b>\$ 104,624.62</b>	<b>\$ 17,317.38</b>	

Educational Housing Corporation  
**College Ridge (Skyline)**  
 FY 2023-2024 (as of September 30,2023)

	Description	2023-2024 Budget	2023-24 Q1 Budget	2023-24 Q1 Actuals	2023-24 Q1 \$ VARIANCE	Notes
Rental Income		\$ 665,186.00	\$ 159,535.00	\$ 162,020.05	\$ (2,485.05)	Fewer vacancies than anticipated in Q1
Other Income	Application Fees	\$ 450.00	\$ 90.00	\$ 184.00	\$ (94.00)	More app fees than expected
Utility Income		\$ -	\$ -	\$ 2,676.63	\$ (2,676.63)	Tenants' reimbursement for water
Miscellaneous Income	EV Charger Income	\$ 1,250.00	\$ 250.00	\$ 662.30	\$ (412.30)	
<b>Total GROSS INCOME</b>		<b>\$ 666,886.00</b>	<b>\$ 159,875.00</b>	<b>\$ 165,542.98</b>	<b>\$ (5,667.98)</b>	
Staff Costs	Resident Manager Salary	\$ 10,718.49	\$ 2,679.00	\$ 2,709.44	\$ (30.44)	
Contract Services	Landscaping, Pest Control, & Alarm	\$ 57,420.00	\$ 13,725.00	\$ 13,625.07	\$ 99.93	
Utilities	PG&E, Water, Sewer, & Trash	\$ 70,597.92	\$ 20,331.00	\$ 16,990.02	\$ 3,340.98	Water and Sewer less than budgeted
Routine Repairs & Maintenance	Materials, Electric, Plumbing, & Appliances	\$ 18,600.00	\$ 1,650.00	\$ 10,549.97	\$ (8,899.97)	Unbudgeted \$10K Fire Protection Service and Repairs
Turnover Repairs & Maintenance	Painting & Cleaning	\$ 10,275.00	\$ 2,475.00	\$ -	\$ 2,475.00	No Turnovers in first year
Marketing		\$ 5,800.00	\$ 100.00	\$ -	\$ 100.00	
Administrative Expenses	HOA Dues	\$ 9,021.25	\$ 2,283.00	\$ 2,072.29	\$ 210.71	
Management Fees	BLVD Residential Fees	\$ 34,200.00	\$ 8,550.00	\$ 8,550.00	\$ -	
Insurance Expense		\$ -	\$ -	\$ -	\$ -	
Non-routine Expenses		\$ 8,934.00	\$ 2,400.00	\$ 1,149.58	\$ 1,250.42	
<b>Total OPERATING EXPENSE</b>		<b>\$ 225,566.66</b>	<b>\$ 54,193.00</b>	<b>\$ 55,646.37</b>	<b>\$ (1,453.37)</b>	
<b>NET OPERATING INCOME</b>		<b>\$ 441,319.34</b>	<b>\$ 105,682.00</b>	<b>\$ 109,896.61</b>	<b>\$ (4,214.61)</b>	
Transfer to Capital Reserve		\$ 441,319.34				
Transfer to Maintenance Reserve	Murray Study					
<b>NET CASH FLOW</b>		<b>\$ 0.00</b>	<b>\$ 105,682.00</b>	<b>\$ 109,896.61</b>	<b>\$ (4,214.61)</b>	

# HOUSING BOARD REPORT

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Consideration of Educational Housing Corporation Board of Directors Applications**

---

The Educational Housing Corporation is governed by an appointed Board of Directors. The By-Laws of the Educational Housing Corporation prescribes the general composition of the Board of Directors of the Corporation:

The Board shall consist of at least seven (7) but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. One Director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended by the CSEA chapter. The qualifications for Directors shall be as established as needed by the San Mateo County Community College District Board of Trustees from time to time.

The Housing Board currently consists of five (5) members as follows:

Director	Representing	Term Expiration	Eligible for Re-Appointment
Michael Guingona	Board of Trustees	12/31/2027	YES
Richard Holoher	Board of Trustees	12/31/2025	YES
Grace Beltran	Faculty	3/31/2026	YES
Brittney Sneed	Classified Staff	1/25/2027	YES
Michael Pierce	Property Manager	12/31/2025	NO

Typically, the Board has consisted of two (2) Trustees of the San Mateo County Community College District, a faculty representative, a classified staff representative, a real estate attorney, an accountant, one or two property managers and/or a member of the community.

In an effort to fill the Housing Board vacancies, staff has established an online application process and advertised the vacant positions in local newspapers, social media and on the SMCCCD homepage. Staff has received two (2) applications for the Housing Board to review:

- Peggy Berlese
- Meta Townsley

## **RECOMMENDATION**

Staff recommends the Educational Housing Corporation Board recommend Peggy Berlese and Meta Townsley to the San Mateo County Community College District Board of Trustees for approval to serve as Directors on the Educational Housing Corporation Board for four (4) year terms.



**Formstack Submission For: [Housing Corp Director Application](#)**

Submitted at 09/15/23 11:55 AM

Name: peggy berlese

Address:

[REDACTED]

Primary Phone:

[REDACTED]

Email:

[REDACTED]

Why do you want to serve on the SMCCCD Educational Housing Corporation Board?:

I previously served on the Board for 8 years. I don't think I ever missed a Board meeting. I thoroughly enjoyed serving on the Board and working on the construction of housing projects at Canada and Skyline Colleges. I also aided in dealing with the difficult issues concerning the construction defects at Canada and the difficulties facing staff who lived at Canada. In addition, I aided in various landlord/tenant issues and the preparation of contracts and other documents.

There still is a waiting list of staff who wish to live in college housing and I would love to be a member of the Board and work to make that happen.

Thanks for considering me to serve on the Board once again.

Peggy

<p><b>Brief Statement of Qualifications::</b></p>	<p>I have been an attorney licensed to practice law in the state of California since 1977. I have some landlord/tenant law experience, some construction law experience and extensive experience in various housing issues and laws in California.</p> <p>I served on the Housing Board for 8 years and was required to leave the Board about two years ago at the end of my second term. I am familiar with all three of our housing projects and various issues pertaining to the projects over the years.</p>
<p><b>List three professional references, including name, position, and contact information::</b></p>	<p>Barbara Christensen, former employee of the San Mateo Community College District, [REDACTED]  Michael Pierce, Housing Board member, [REDACTED] and  Dennis McBride, former Housing Board president, [REDACTED]</p>
<p><b>Are you a former or current resident of SMCCCD Faculty and Staff Housing?:</b></p>	<p>No</p>
<p><b>Are you an employee, vendor, contractor, or consultant to the District?:</b></p>	<p>No</p>
<p><b>Do you have conflicts that would preclude your attending quarterly meetings?:</b></p>	<p>No</p>
<p><b>Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Educational Housing Corporation Board?:</b></p>	<p>No</p>

**Additional Documentation:**

**How did you learn about this opportunity?:**

**District/College Employee  
Current Housing Board Director**

**I certify, by my signature, that I am 18 years of age or older and the information contained within this application and all supporting documents (i.e., resume, recommendation letters, etc.) is true, accurate, and complete to the best of my knowledge. An electronic signature is accepted.:**

[View Signature](#)





**Formstack Submission For: [Housing Corp Director Application](#)**

Submitted at 09/25/23 6:22 PM

Name: Meta Townsley

Address: [Redacted]

Primary Phone: [Redacted]

Email: [Redacted]

Why do you want to serve on the SMCCCD Educational Housing Corporation Board?:

I have dedicated most of my career to multifamily property management and nonprofit work. Through these experiences, I've developed a strong desire to support housing initiatives in our community and promote education. I'm driven to align myself with organizations whose missions resonate with me, where I can contribute value, and give back to my community.

I am currently in a position in life where I can make a personal commitment and allocate time to support causes where I believe I can make a meaningful impact. I am eager for the opportunity to join the SMCCCD Educational Housing Corporation Board, adding my voice to the cause and gaining valuable insights into the Community College sector.

Brief Statement of Qualifications::

I bring a 17-year career in multifamily property management with Oakwood Corporate Housing, where I managed properties across numerous markets, including Southern California, Chicago, Maryland, Virginia, North Carolina, Georgia, and the Bay Area. In my role as the regional manager for the Bay Area, I oversaw properties in multiple

cities, demonstrating my adaptability in diverse economic conditions and honing exceptional customer service and decision-making skills.

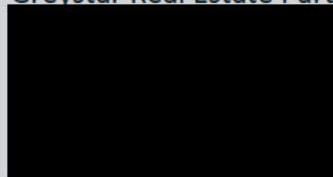
In addition to my property management background, I have a strong history of community involvement. I've held leadership positions on the Tri-County Apartment Association and Housing Industry Foundation Boards, and participated on several other nonprofit boards, gaining valuable insights into board dynamics, finance, governance, and impact. As the Executive Director of the Housing Industry Foundation, I leveraged my property management expertise to double annual donations over a four-year period. Working in the nonprofit sector gave me a unique perspective of Bay Area housing compared to being an owner/operator.

Currently, I'm actively engaged in supporting education within the Cabrillo Unified School District, serving as a substitute teacher, and developing a volunteer program for middle school math classes. I also hold the position of President on the Kings Mountain Volunteer Fire Brigade Board, where I lead strategic planning efforts.

My diverse experiences and commitment to community engagement make me a well-rounded candidate who is excited to make a positive contribution to the SMCCCD Educational Housing Corporation Board.

List three professional references, including name, position, and contact information::

Patsy Anderson  
Senior Director  
Grevstar Real Estate Partners



[REDACTED]

Sean McPhetridge, Ed.D.  
Superintendent  
Cabrillo Unified School District

[REDACTED]

Michael Pierce  
President  
Prodesse Property Group  
Prodesse Investments, Inc.

[REDACTED]

Are you a former or current resident of SMCCCD Faculty and Staff Housing?:

No

Are you an employee, vendor, contractor, or consultant to the District?:

No

Do you have conflicts that would preclude your attending quarterly meetings?:

No

Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Educational Housing Corporation Board?:

No

**Additional Documentation:**

[View File](#)

**How did you learn about this opportunity?:**

Current Housing Board Director

**I certify, by my signature, that I am 18 years of age or older and the information contained within this application and all supporting documents (i.e., resume, recommendation letters, etc.) is true, accurate, and complete to the best of my knowledge. An electronic signature is accepted.:**

[View Signature](#)

Copyright © 2023 Formstack, LLC. All rights reserved. This is a customer service email.

Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

**EXECUTIVE PROFILE:** Proven track record of delivering results through strategic problem-solving and team leadership. Experienced in situational analysis, creative problem-solving, and successful project management. Committed to fostering productive relationships and leveraging an extensive network to drive initiatives. Recognized for high energy, self-motivation, and effective collaboration, both independently and within teams. Known for an organized and goal-oriented approach that inspires team members to excel and achieve their highest potential.

**PROFESSIONAL EXPERIENCE:**

**SELF-EMPLOYMENT - *Project Contractor and Substitute Teacher* August 2017-current**

- **CUSD Substitute Teacher:** Provide substitute teaching services across all age groups within the district, including a nine-month long-term assignment instructing three classes in Algebra I.
- **Vista Center (*non-profit*):** Recruited to spearhead and manage an annual accessible technology conference for individuals with visual impairments. Successfully boosted the conference's profile among tech companies, leading to increased visibility and secured funds to bolster Vista Center's client resources and services. Continued to contribute to the organization through ongoing support in renovation projects, strategic consulting services, and efficient event management.
- **BellaVista Landscape Services:** Contracted for six months with a family-owned landscape business valued at over \$6 million. Implemented standardized communication protocols and introduced technological enhancements to the website and email systems. Conducted a comprehensive analysis of operational inefficiencies, resulting in strategic recommendations to boost staff productivity and implement cost-effective systems for payroll processing, expense reconciliation, and operational procedures.

**DOWNTOWN STREETS TEAM (DST) (*non-profit*)**

***Chief Development Officer* September 2016-August 2017**

- Researched and successfully implemented a new online donor platform, encompassing a donor management system, streamlining, and improving organization-wide donor engagement.
- Launched annual two-day fundraising event called 'Downtown Drop Down,' which encouraged individuals to secure personal donations in exchange for rappelling off a high-rise office tower. The initiative significantly enhanced public awareness of DST and expanded its donor base.

**HOUSING INDUSTRY FOUNDATION (HIF) (*non-profit*)**

***Executive Director* January 2012-September 2016**

- Developed multifamily donor outreach strategies and fostered local community awareness, resulting in a remarkable 100+% revenue increase over four years.
- Transformed the primary fundraising Summit Dinner into the Bay Area's largest multi-family industry networking event, elevating attendance from 600 to nearly 900 industry leaders and achieving record-breaking donations. Enhanced event sponsorships and donations by an impressive 153%, while managing expenses with a minimal 8.6% increase.
- Revitalized HIF's leadership by recruiting new board members and mobilized a team of dedicated volunteers to diversify skills and contributions.
- Attracted, hired, and nurtured an outstanding team of program and marketing professionals.

***Development Director* January 2009-December 2011**

- Accepted a two-year conditional position, funded from organizational reserves, with mandate to enhance HIF's visibility and boost contributions. In first year, surpassed expectations, achieving a remarkable 22% revenue increase, effectively covering annual salary for two employees.

**CALIFORNIA APARTMENT ASSOCIATION**

***Membership Development Director, Tri-County* October 2007-January 2009**

- Formulated a comprehensive Membership Development Plan in 2008, implementing a dynamic renewal process and initiating a welcoming program for new members.

- Conducted in-depth research on prospective members, leading to the creation of tailored marketing collateral, outreach strategies, and informational awareness presentations that resulted in immediate new member acquisitions.

**LYON MANAGEMENT GROUP**

**Regional Vice President, Northern California**

**April 2006–March 2007**

- Held direct oversight of renovations, facilities, accounting, asset management, and daily property management for 13 properties, a regional office, and a workforce of 90 employees.
- Recruited, hired, trained, and advanced a dynamic management team, as well as a creative sales group. Set high performance standards by motivating employees to excel as business professionals.
- Cultivated and sustained positive asset-management relationships with four distinct ownership groups through strategic foresight and sound decision-making.

**R&B REALTY GROUP, OAKWOOD WORLDWIDE**

**Regional Manager, Northern California, Portland & Seattle**

**November 1997–April 2006**

- Managed a diverse 2,941-unit apartment portfolio comprising garden-style and high-rise buildings with varying ages and market conditions. Achieved an annualized NOI budget exceeding \$21.5 million.
- Balanced the unique requirements of fee-managed building owners in the conventional portfolio with the demands of Oakwood's Corporate Housing division and equity-held properties.
- Mentored and trained property managers, fostering their self-confidence and cultivating their leadership skills. This resulted in improved resource allocation and enhanced financial performance for the company.
- Oversaw \$13 million renovation projects, effectively managing operational and marketing budgets, and providing guidance and training to staff to deliver exceptional customer service.

**Regional Manager, Virginia, Chicago, Charlotte & Atlanta**

**January 1997–November 1997**

- Promoted to Regional Manager in Virginia and later transferred to Atlanta to establish a new regional office, where I oversaw the portfolio of 6 properties comprising 2,537 units.
- Transformed a previously adversarial relationship into a constructive partnership between two competing corporate divisions by implementing proactive strategies, fostering team accountability, and facilitating open communication.

**Oakwood Property Manager**

**June 1990–January 1997**

Alexandria, VA - 1524 units/Gaithersburg, MD - 784 units/Chicago, IL - 304 units/Long Beach, CA - 318 units/Huntington Beach, CA - 304 units

**Leasing Manager:** Corona del Mar/Seal Beach/Newport Beach

**December 1989-June 1990**

**THE HERTZ CORPORATION**

**December 1984-August 1989**

**EDUCATION:** Bachelor of Science, Business Administration at SUNY Oswego

**August 1984**

**PROFESSIONAL AND COMMUNITY SERVICE AFFILIATIONS:**

- Board President, Kings Mountain Volunteer Fire Brigade – community 2021-current
- Development Ambassador, Abundant Grace – homelessness 2019-2020
- Volunteer, Peninsula Humane Society – animals 2016-current
- Volunteer, Kings Mountain Art Fair - community 2014-current
- Site Council President, Kings Mountain Elementary School - education 2014-2016
- Member, Association of Professional Fundraisers Silicon Valley – non-profit 2009-2015
- Board of Director Positions, Housing Industry Foundation – homeless prevention 2001–2009
- Board of Director Positions, Tri-County California Apartment Association – multi-family 1998-2007
- Mentor Program, Bill Wilson Center – homeless teen 1999-2002
- Volunteer Tutor, Emergency Housing Consortium – homeless children 1998–2006
- Vice President, Northern Virginia Apartment Association – multi-family 1996-1997
- Orange County Big Sister, Big Brother Organization – single teen mother 1990–1992

# HOUSING BOARD REPORT

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Approval of Amendments to the Educational Housing Corporation Board Bylaws**

---

At its meetings on April 20, 2023 and July 13, 2023, the Housing Board discussed various amendments to the Educational Housing Board Corporation Bylaws. The edits discussed are noted below.

The Bylaws of the San Mateo Colleges Educational Housing Corporation were originally approved by the Board of Trustees of the College District in January 2004, and subsequently amended and approved in 2011. Those Bylaws delegate to the Housing Corporation Board the responsibility of reviewing and amending the Bylaws as needed, subject to the approval of the Board of Trustees.

## **Article V, Section 3: Authorized Number and Qualifications**

The Board shall consist of at least seven (7), but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. ~~If possible, the majority of the Directors shall be external to the San Mateo County Community College District.~~ One Director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended for membership by the CSEA chapter. ~~Directors recommended by the Academic Senate and CSEA shall be qualified members of that classification and/or bargaining unit and currently employed by the San Mateo County Community College District.~~ The qualification for Directors shall be established as needed by the San Mateo County Community College District Board of Trustees from time to time.

## **Article V, Section 5: Appointment and Term of Office**

The Directors shall be ~~recommended by the Educational Housing Corporation Board, with final approval~~ ~~appointed~~ by the San Mateo County Community College District Board of Trustees. ~~Director vacancies shall be filled within three (3) months of an event causing a vacancy, as per Article V, Section 6, subject to identification of qualified candidates.~~ Directors shall serve for

staggered four (4) year terms, with approximately one-third of the Directors being appointed each year. A Director may serve a maximum of two consecutive four (4) year terms, but may serve again after taking a one (1) year hiatus. Each Director, including a Director appointed to fill a vacancy, shall hold office until expiration of the term for which appointed. ~~and until a successor has been appointed and qualified.~~

#### **Article V, Section 6: Events Causing Vacancy**

A vacancy or vacancies on the Board shall exist on the occurrence of the following:

- a) The death or resignation of any Director;
- b) The declaration by action of the Board or the San Mateo County Community College District Board of Trustees of a vacancy in the office of a Director who has been declared of unsound mind by an order of any court, convicted of a felony, or found by final order or judgement of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law;
- c) The removal of a Director in accordance with Article V, Section 8, below; or
- d) An increase in the authorized number of Directors
- e) **A Director recommended by the Academic Senate or CSEA shall be disqualified if a change in job classification results in the Director no longer being a part of the constituency group they were nominated to represent, or is no longer employed by the District.**

#### **RECOMMENDATION**

Staff recommends that the Housing Board approve the amendments to the Educational Housing Board Corporation Bylaws.



# HOUSING BOARD REPORT

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Review of Resident Petition for Extension of Lease**

---

Staff has received a request from a resident seeking an extension of their resident eligibility due to an extenuating circumstance. The resident is requesting a 1-year extension of eligibility and has requested to address the Housing Board in-person.

The Housing Board has given staff limited authority to extend resident maximum term eligibility. Currently, staff is authorized to exercise administrative discretion with a couple of months timeframe. As such, staff offered the resident an extension until this matter could be presented to the Housing Board for consideration. The resident's current lease was set to expire in July 2023.

The Housing Board does have criteria for processing lease extension requests. At its meeting on June 14, 2022, the Educational Housing Board determined criteria for processing requests from residents seeking lease extensions.

The criteria is as follows:

- Death of a household member (within three months of the end of resident eligibility)
- Catastrophic medical issue of the resident or a household member, whereby an extension will provide for health stabilization to allow for a move (within six months of the end of resident eligibility)
- Immediate physical health or physical safety of the resident (e.g. domestic violence) (within three months of the end of resident eligibility)
- Purchase of a home, whereby an extension will provide for occupancy of the home (within two months of the end of resident eligibility)

The Housing Board further decided that:

- (1) The Housing Board will make the determination as to extensions due to extenuating circumstances, and
- (2) Any extensions granted may be for up to six months in length.

**RECOMMENDATION**

Staff recommends that the Housing Board review the resident petition for extension of lease.

# **HOUSING BOARD REPORT**

**PREPARED FOR:** Educational Housing Corporation Board of Directors

**PREPARED BY:** David McLain, Interim Executive Director of Community & Government Relations

**MEETING DATE:** November 1, 2023

**REPORT SUBJECT: Setting of Meeting Dates for 2024**

---

The Educational Housing Corporation Board of Directors (Housing Board) holds regular meetings on a quarterly basis each calendar year and other special meetings as needed.

For calendar year 2024, staff proposes the following regular meeting dates for the Housing Board's consideration:

- Thursday, February 1st 3PM
- Thursday, May 2nd 3PM
- Thursday, August 1st 3PM
- Thursday, November 7th 3PM

## **RECOMMENDATION**

Staff recommends the Housing Board adopt a meeting schedule for regular meetings for calendar year 2024.



**Minutes of the Educational Housing Corporation**

**Regular Board Meeting**

**July 13, 2023**

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

**and ZOOM Webinar**

<b>Attendees:</b>	<b>Other Attendees:</b>
Michael Pierce, President	Melissa Moreno, SMCCCD
Richard Holober, Vice President	Richard Storti, SMCCCD
Brittney Sneed	Bernata Slater, SMCCCD
Jessica Marshall	Bob Talbott, BLVD Residential
<b>Absent:</b>	Yaakov Strauss, BLVD Residential
Michael Guingona, Treasurer	Sabrina Cosentino, BLVD Residential
	Stephanie Montenegro, BLVD Residential
	Jan Phemester, SMCCCD

**Call to Order and Roll Call**

The meeting was called to order at 3:02 p.m. Members in attendance are listed above.

**Public Comments on Non-Agenda Items**

Alex Claxton commented about vacancies at Cañada Vista.

**BLVD Residential Updates**

Mr. Yaakov Strauss introduced and welcomed Ms. Sabrina Cosentino as the new Regional Manager for BLVD Residential. He said Ms. Cosentino will take over all the responsibilities previously held by Jonathan Garcia.

Mr. Strauss gave an update on current vacancies. He said there are three (3) vacancies at College Vista, eight (8) vacancies at Cañada Vista, and eight (8) vacancies at College Ridge. Two of the vacancies at College Ridge are ADA units.

Mr. Strauss also gave an update regarding the cabinet and countertop replacement project at College Vista. He said there are seven units that are included in the project and possibly one or two more will be added depending on their condition when they are vacated.

He also mentioned the upcoming parking lot seal coat and striping project at College Vista and Cañada Vista. The Cañada Vista project will also include installation of speed bumps. This project will take place in September.

Mr. Pierce asked what can be done to fill vacancies quicker. He asked if updating the waitlist annually would help. Mr. Storti said employees on the waitlist are currently being surveyed to update their information. Ms. Moreno said it's important for this process to be more transparent so employees are aware of their standing on the waitlist. Mr. Pierce suggested an employee housing waitlist that employees can update and edit themselves. Mr. Storti said the current process is manual and takes a lot of time for staff. He said it would be beneficial to find a system to help manage the process.

Mr. Holober asked about ADA units. Mr. Strauss said there are two ADA units and one ADA adaptable unit at College Ridge at Skyline College. Mr. Storti said the District's intent is to leave the two ADA units vacant until an employee expresses need or qualifies for the unit or until all other vacancies are filled.

## **ACTION ITEMS**

### **Adoption of Budgets for College Vista, Canada Vista, and College Ridge for FY 23/24**

#### College Vista

Ms. Slater presented the budgets for College Vista for FY 23/24 first.

(No audio on meeting recording 20:04-23:40)

Mr. Pierce and Ms. Slater discussed the College Vista maintenance and capital reserves. Mr. Pierce said overall it looks as though College Vista is generating positive cash flow.

Ms. Slater said that any excess revenue generated is deposited in the capital reserves, which fund large repairs and projects. Mr. Strauss added that the most recent project at College Vista was the exterior painting project. The next large project at College Vista is replacing the roofs.

It was moved by Ms. Marshall and seconded by Mr. Holober to approve the budgets for College Vista for FY 23/24. The motion carried unanimously, with all members voting aye.

#### Cañada Vista

Ms. Slater presented the budgets for Cañada Vista for FY 23/24. She said revenues for this property are slightly lower and expenses are slightly higher than expected. Ms. Slater also pointed out that the insurance expenses for Cañada Vista represent two years instead of one year, so that expense is higher. Mr. Strauss said maintenance expenses are higher than expected due to an increase in flooring and appliance replacements. Mr. Strauss said there are no major projects planned for Cañada Vista in the near future.

Mr. Pierce noted a calculation error in the budget spreadsheet for Cañada Vista. Ms. Slater noted the typo and said the correction will be made and documents will be updated.

Ms. Sneed asked about the frequency of appliance replacement. Mr. Strauss said appliances are replaced on an as needed basis, but most appliances are expected to have a useful life of ten years. Mr. Talbott said appliance replacement tends to happen in waves every seven to ten years, depending on the appliance, but the Reserve Study helps to plan for this.

It was moved by Mr. Holober and seconded by Ms. Sneed to approve the budgets for Cañada Vista for FY23/24 subject to the corrections stated. The motion carried unanimously, with all members voting aye.

### College Ridge

Ms. Slater presented the budgets for College Ridge for FY 23/24. She said revenues for this property are slightly lower than expected due to the property just opening and continuing to fill vacancies. Ms. Slater also mentioned that the insurance fees are not included in the budget yet, but will be included in the final budget presented at the next meeting.

Mr. Strauss said there are some expenses at College Ridge that the other two properties do not have. He said College Ridge pays park cost sharing expenses with the Skyline Ridge Homeowner's Association (HOA). He also said College Ridge units have instant hot water dispensers in the kitchens. The water tanks for the instant hot water require annual plumbing maintenance and servicing which is an additional expense.

Mr. Holober asked about the College Ridge Reserve Study and how much funding would be allocated to the reserve. Mr. Strauss said the Reserve Study for College Ridge should be ready in September.

It was moved by Ms. Marshall and seconded by Mr. Holober to approve the budgets for College Ridge for FY23/24. The motion carried unanimously, with all members voting aye.

### **Consideration of Draft Amendments to the Educational Housing Corporation Board Bylaws**

Mr. Storti presented the draft amendments to the Educational Housing Corporation Board Bylaws. He said during the last meeting, the Housing Board discussed amending the bylaws and made suggestions for amendments. Based on discussion and input from the Housing Board, the draft amendments are included for the Housing Board's review and consideration.

Mr. Holober said the amendments need wordsmithing. In Article V, Section 3, he said the first suggested amendment is practically impossible noting that there are two Board of Trustees members and two District employees on the Housing Board and having a majority of the Directors external from the District would mean a full Board of nine members.

For the second suggested amendment in Article V, Section 3, Mr. Holober suggested adding language that the recommendations from Academic Senate and CSEA are qualified for membership and employed from those specific classifications and/or bargaining units. The Board discussed several options for revision and asked staff to make amendments.

In Article V, Section 5, Ms. Sneed asked to clarify the wording “shall be filled in 3 months” with more detail.

In Article V, Section 6, Mr. Holober suggested adding the word “disqualifying” in terms of classification change.

Ms. Sneed asked if there are qualifications for community members applying to serve on the Housing Board. Mr. Pierce said it would be ideal to have community members who have experience with accounting, law, real estate, and/or property management.

In regards to community members serving on the Housing Board, Mr. Storti said the Housing Board has several community member vacancies. Mr. Storti thanked Mr. Pierce for being proactive and providing community member recommendations to serve on the Housing Board. Mr. Storti said a process will be established to advertise the vacancies and solicit applications from the public. He said the Housing Board will have an opportunity to review applications and make a formal recommendation to the Board of Trustees for approval.

### **Consideration of Reduction of Maximum Resident Lease Terms**

Mr. Storti said the Housing Board has discussed, at a previous meeting, the suggestion of reducing the maximum resident lease terms from seven years to five years for new residents. He said a five year resident lease term would help to provide the opportunity for more employees on the wait list to utilize the housing benefit. He said this change would impact new residents and would not impact current residents.

Ms. Sneed said she discussed this item with classified staff and the general consensus was a preference for a seven-year lease term. She said five years is not sufficient time for a resident lease term, even if it would result in accelerating the waitlist process. Ms. Marshall said she also discussed this item with faculty and she received the same feedback. Ms. Marshall asked the Housing Board to consider the purpose of faculty and staff housing. She said if the true purpose is to assist employees in saving for a down payment on a home, then five years is not enough time.

Mr. Pierce suggested analyzing turnover rates for a seven-year term and determining how many units can be filled per year. He said this data will help staff plan for filling vacancies and help employees on the waitlist plan for the future. Mr. Pierce also mentioned the faculty and staff housing is a great recruiting tool for new employees, especially those moving from out of the area.

Mr. Holober said faculty and staff housing is an extremely generous program. He said it's a balancing act between the employees experiencing the benefit and those that are not. He said a shorter resident lease term of five years would help to balance it out.

Ms. Marshall suggested surveying employees on the waitlist to see what length of lease term they prefer. Mr. Holober said a survey will not change his opinion, but it would be an interesting data point. Ms. Sneed noted that living in faculty and staff housing is not just about paying a lower rent. She said it also provides employees with housing stability.

Ms. Moreno suggested the possibility of a five-year rental lease term with a two-year option to extend due to significant life events. Ms. Marshall said the Housing Board has already

determined criteria for processing requests from residents seeking lease extensions, so that criteria would need to be changed if this option was considered.

Mr. Pierce said, from a market rate housing perspective, housing exceptions sometimes give a perception of a lack of fairness and distrust.

Mr. Holober suggested waiting to discuss this item further until the full Housing Board is present. The Board agreed to bring this agenda item back at a future meeting.

### **Approval of Minutes of April 20, 2023 Meeting**

It was moved by Mr. Pierce and seconded by Ms. Marshall to approve the Minutes of April 20, 2023. The motion carried unanimously, with all members voting aye.

### **Statements from Directors**

Ms. Sneed encouraged the Board to remember that we are serving people and not numbers.

### **Adjourn**

The meeting was adjourned at 4:22 p.m.