



Minutes of the Educational Housing Corporation
Regular Board Meeting
August 1, 2024
In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)
and ZOOM Webinar

Directors:	Other Attendees:
President, Michael Pierce	David McLain, SMCCCD
Vice President, Richard Holober	Peter Fitzsimmons, SMCCCD
Treasurer, Grace Beltran	Carina Warne, SMCCCD
Director, Peggy Berlese	Bob Talbott, BLVD Residential
Director, Meta Townsley	Sabrina Cosentino, BLVD Residential
	Yaakov Strauss, BLVD Residential
Absent:	Stephanie Montenegro, BLVD Residential
Director, Mike Guingona	John Nibbelin, County Counsel
Director, Brittney Sneed	

OPEN SESSION

Call to Order and Roll Call

The meeting was called to order at 3:06 p.m. Members in attendance are listed above.

John Nibbelin joined the meeting at 3:34 p.m.

Review and Approve the Order of the Agenda

No changes to the order of the agenda.

Public Comments on Non-Agenda Items

None

Approval of Minutes

It was moved by Ms. Berlese and seconded by Mr. Holober to approve the Minutes of May 2, 2024. The motion carried unanimously, with all members voting aye.

District Staff Updates

Mr. McLain provided an update on the status of the Faculty & Staff Housing Waitlist. He said, as of July 26, 2024, the waitlist has a total of 268 employees (45 FT Faculty, 159 FT Staff, and 64 Adjunct Faculty). In an attempt to “clean up” the waitlist, Mr. McLain said 54 employees have been removed since April 22, 2024 either by being dropped or housed. Employees are dropped from the waitlist because they no longer work for the District or because they have voluntarily removed themselves. Mr. Holober asked if employees on the waitlist receive communication about their position on the waitlist. Mr. McLain said employees on the waitlist receive an automated email from SmartSheet asking them to update their information. Employees on the waitlist are welcome to inquire with staff about their position at any time.

Mr. McLain also introduced BoardDocs, the new software tool that will be used to manage the Housing Board agendas and packets. He said the Board of Trustees, Bond Oversight Committee and Foundation Board all use this platform and it works very well.

Mr. McLain thanked the Housing Board for their service and asked if they know of any potential new Board members to serve on the Board. Board membership is ongoing and staff are always looking for recommendations. He said there is a preference toward individuals who have real estate management or real estate law experience.

BLVD Residential Updates

Ms. Cosentino provided an occupancy update. She said Cañada Vista is 98.3% occupied with 1 vacancy, College Vista is 97.7% occupied with 1 vacancy, and College Ridge is 90% occupied with 3 vacancies. The vacancy at Canada Vista is a 1-bedroom unit, the vacancy at College Vista is a 1-bedroom unit and the vacancies at College Ridge are two 2-bedroom units and 1 ADA 1-bedroom unit. Ms. Berlese asked about the process of filling units and conducting tours. Mr. Talbott said there is quite a bit of back and forth with potential residents on the waitlist. Mr. Holober asked if the lease has been updated since the last Housing Board Meeting and Ms. Cosentino confirmed that it has.

Mr. McLain said he works closely with Ms. Warne to identify employees on the waitlist to offer units to. He said a group of five Faculty from the waitlist have been notified recently and due to Summer break, there is often a delay in receiving responses. He said the process is determining the individual need and matching it with the vacancies that are available.

DISCUSSION ITEMS

Review of Q4 Year-to-Date Financial Statements for FY 2023-2024

Ms. Cosentino presented the Quarter 4 Financial Statements for 2023-2024 for College Vista. Ms. Townsley asked what percentage occupancy is used in forecasting the budget. Mr. Strauss said a 3-5% vacancy is typically used. Mr. Talbott said there were several vacancies at College Vista during the cabinet and countertop remodel project and that affected the budget planning and vacancy forecasting.

Ms. Townsley asked about turnover costs. Mr. Talbott said turnover costs are standard cleaning, painting, and carpet replacement. Ms. Cosentino said the budget for turnovers is estimated for the worst-case scenario, but it depends on the condition of the unit. Mr. Talbott said the cabinet and countertop remodel project is under the “non-routine” line item and each remodel cost about \$17K.

Ms. Cosentino presented the Quarter 4 Financial Statements for 2023-2024 for Cañada Vista. Ms. Townsley noted an increase in the club house rental income line item. Ms. Berlese asked what the rental fee is for the club house. Ms. Warne said the rental fee for the club house for residents and District employees is \$50 for every four hours. Mr. Talbott said the club house is a wonderful space and a great amenity for residents.

Ms. Berlese asked about deposit forfeitures. Ms. Cosentino said there are charge backs for cleaning and/or excessive damage.

Ms. Cosentino presented the Quarter 4 Financial Statements for 2023-2024 for College Ridge. Mr. Holober asked about the income from EV charging stations. Mr. Strauss said College Ridge is the only property with EV charging stations. He said they are available for residents and public use. Ms. Cosentino said the neighboring homes in the HOA sometimes use the EV charging stations as well. Mr. Talbott said the EV charging stations are run by ChargePoint and they act as the transaction manager.

Mr. Holober and Mr. Talbott also discussed utilities at College Ridge. Mr. Talbott said garbage and sewer utilities are included in the rent.

ACTION ITEMS

Affirm New Rental Rates Based on 2024 San Mateo County Maximum Affordable Rent Payments

Mr. McLain said, at its meeting on May 2, 2024, the Housing Board approved aligning monthly rental rates for new residents at Cañada Vista and College Vista to those charged at College Ridge. These rates would be adjusted annually for new residents based on the "Very Low" income category of the Maximum Affordable Rent Payment table within the annual San Mateo County Department of Housing Income & Rent Limits. He said the Housing Board also approved implementing an exemption process for new Cañada Vista and College Vista residents to ensure their monthly rent does not exceed 33% of their combined household income.

Mr. McLain said San Mateo County has recently released the new 2024 Maximum Affordable Rent Payments. According to the updated information, rental rates tied to the "Very Low" income category for future residents at all three properties will increase slightly over 7%, as shown in the table below:

	2023/24		2024/25		% Change
	Base	Actual Range	Base	Actual Range	
1 bedroom	\$1,713	\$1,713–1,863	\$1,836	\$1,836–1,986	+7.18%
2 bedrooms	\$2,056	\$2,056–2,206	\$2,203	\$2,203–2,353	+7.15%
3 bedrooms	\$2,375	\$2,375–2,475	\$2,545	\$2,545–2,695	+7.16%

It was moved by Mr. Holober and seconded by Ms. Berlese to approve the New Rental Rates Based on 2024 San Mateo County Maximum Affordable Rent Payments. The motion carried unanimously, with all members voting aye.

Adoption of Budgets for FY 24/25

Mr. Fitzsimmons presented the Adoption of Budgets for FY24/25. He said in May 2024 the Housing Board approved the Tentative Budget, so the budget presented today is the Final Budget for all three properties.

For College Vista, Mr. Fitzsimmons explained that the operating expenses are more than the gross income, so staff is requesting adoption of a budget that is in deficit. He said the reason the expenses exceed the revenues is due to the planned roofing project. Mr. Strauss said the estimated cost of the roofing project is \$370K with prevailing wage.

Mr. Fitzsimmons noted that additional notes have been included in the budget line items to provide more detailed information. Mr. Pierce asked if the format of the budget can change to separate the capital from operations. He also suggested including the number of units per property, so the Housing Board can understand the budget on a per unit basis.

Ms. Townsley noted that insurance expenses have increased. Mr. Fitzsimmons said insurance is increasing naturally and is based upon the assessed valuation of the property. He said the District recently initiated an exercise of appraising all facilities including the housing complexes. Mr. Fitzsimmons said all three properties are covered by a District insurance policy. Mr. Holober asked if it is the insurers responsibility to appraise the facilities. Mr. Fitzsimmons said that it is the District's responsibility to have an appraisal completed. He said the District has not done an appraisal in several years, so a process has now been put in place to have the properties appraised more frequently.

Mr. Fitzsimmons presented the budget for Cañada Vista for FY24/25. Mr. Pierce asked for the maintenance and capital reserve balances. Mr. Fitzsimmons said the balance of the maintenance and capital reserve is about \$7M for all three properties, so it is in a good financial position.

Mr. Holober asked for more information about the Resident Manager at each property. Mr. Talbott said there is a Resident Manager at each property that lives onsite. He said California Law requires that any property with more than 16 units have an onsite representative. Mr. Talbott said the Resident Manager is paid a stipend and assists with after-hours calls, service issues, and club house access among other responsibilities.

Mr. Fitzsimmons presented the budget for College Ridge for FY24/25.

It was moved by Ms. Townsley and seconded by Ms. Berlese to approve the Adoption of Budgets for FY 24/25. The motion carried unanimously, with all members voting aye.

Statements from Corporation Directors

None

Public Comments on Closed Session Items Only

None

Closed Session Item for Discussion

The Housing Board recessed to Closed Session at 4:14 p.m.

President Pierce recused himself from Closed Session.

CLOSED SESSION

Reconvene to Open Session

The Housing Board reconvened to Open Session at 5:17 p.m.

Vice President Holober reported that no reportable action was taken in Closed Session.

Adjourn

The meeting was adjourned at 5:20 p.m.