



**Minutes of the Educational Housing Corporation**  
**Regular Board Meeting**  
**November 7, 2024**  
**In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)**  
**and ZOOM Webinar**

| Directors:                      | Other Attendees:                       |
|---------------------------------|--|
| Vice President, Richard Holober | Melissa Moreno, SMCCCD                 |
| Treasurer, Grace Beltran        | David McLain, SMCCCD                   |
| Director, Peggy Berlese         | Peter Fitzsimmons, SMCCCD              |
| Director, Brittney Sneed        | Carina Warne, SMCCCD                   |
| Director, Meta Townsley         | Bob Talbott, BLVD Residential          |
| <b>Absent:</b>                  | Sabrina Cosentino, BLVD Residential    |
| President, Michael Pierce       | Yaakov Strauss, BLVD Residential       |
| Director, Michael Guingona      | Stephanie Montenegro, BLVD Residential |

**OPEN SESSION**

**Call to Order and Roll Call**

Vice President, Richard Holober, called the meeting to order at 3:05 p.m. Members in attendance are listed above.

**Review and Approve the Order of the Agenda**

Mr. McLain asked to remove the Closed Session Item due to unavailability of legal counsel.

Mr. McLain also asked to move agenda item 7.4 Amenity Fees before item 7.1 Review of Q1 Financial Statements for FY 2024-25.

**Public Comments on Non-Agenda Items**

None

**Approval of Minutes**

It was moved by Ms. Townsley and seconded by Ms. Berlese to approve the Minutes of August 1, 2024. The motion carried unanimously, with all members voting aye.

**District Staff Updates**

Mr. McLain said staff have been actively recruiting additional Directors to serve on the Housing Board through newspaper ads and social media posts. He also asked current Directors to spread the word.

Mr. McLain also said the Board of Trustees recently agreed to sunset the District's Employee Second Home Loan Program.

Mr. McLain provided an update on the status of the Faculty & Staff Housing Waitlist. He said, as of November 1, 2024, the waitlist has a total of 272 employees (41 FT Faculty, 160 FT Staff, 65 Adjunct Faculty and 6 Other). Mr. McLain said 17 employees have been removed since August 1, 2024 either by being dropped or housed.

### **BLVD Residential Updates**

Ms. Cosentino provided an occupancy update. She said Cañada Vista is 100% occupied with 0 vacancies, College Vista is 97.7% occupied with 2 vacancies, and College Ridge is 93.3% occupied with 2 vacancies.

Ms. Townsley expressed concern for the vacancies at College Ridge. For the next meeting, Ms. Townsley asked staff to present a waitlist breakdown of which unit each employee household is eligible for. Mr. McLain said filling the units is often a multi week or month process because staff are confirming interest, household sizes and lease end dates. Mr. Talbott said employees on the waitlist often already have housing and it's not a typical rental market scenario.

## **DISCUSSION ITEMS**

### **Amenity Fees**

Mr. McLain said amenity fees have been in effect since the opening of College Vista in 2005. Amenity fees have been added to the base rent for items such as garage, den, view, corner townhouse, etc. He said sometimes amenity fees can add \$50 - \$200 to the base rent. Mr. McLain said it's important to bring this to the Housing Board's attention because these are additional charges above the base rent, which is aligned with the "very low" income category of the annual San Mateo County Maximum Affordable Rent Payments Index.

Ms. Cosentino provided more detail about the available amenities. She said the additional income from amenities at full occupancy per month is \$4,200 for College Vista, \$7,150 for Cañada Vista, and \$2,900 for College Ridge. Ms. Sneed suggested that amenity fees are reevaluated or removed entirely now that the rental rates are aligned with the "very low" income category of the annual San Mateo County Maximum Affordable Rent Payments Index. Ms. Townsley said she believes the addition of the amenity fees should not make the rent higher than the "very low" income category. Chancellor Moreno suggested including legal counsel in the conversation about amenities and she said it's important to be transparent with potential residents about the cost of rent. Mr. Holober agreed with Chancellor Moreno on all accounts but also noted that the Housing Board approved rental increases with full knowledge that amenity fees would be included. Mr. McLain suggested that staff confer with legal counsel and bring a thorough report to the next meeting for a more robust conversation.

### **Review of Q1 Financial Statements for FY 2024-25**

Ms. Cosentino presented the Quarter 1 Financial Statements for 2024-2025 for College Vista. Ms. Townsley asked for further explanation in the notes regarding variances between budgeted and actual expenses. In regards to the insurance line-item variance, Mr. Fitzsimmons noted that the District has not billed BLVD Residential for insurance yet and that item will appear in the Quarter 2 Financial Statements.

Ms. Cosentino presented the Quarter 1 Financial Statements for 2024-2025 for Cañada Vista. Ms. Townsley asked for further explanation regarding the contract services line item. Ms. Cosentino said this item is in regards to a water heater leak and damages associated with that.

Ms. Cosentino presented the Quarter 1 Financial Statements for 2024-2025 for College Ridge. Ms. Townsley asked for further explanation regarding the routine maintenance line item. Ms. Cosentino said this item is over budget because of defective sprinkler repairs and a plumbing leak with extensive dry wall repairs. Ms. Berlese noted that College Ridge is a fairly new building and asked why so many repairs were needed. Mr. Talbott said the warranty period for most construction and appliances is usually one year. He also said the building was not fully occupied in the first year, so it's unfortunate that some of the repairs are happening now after the warranty has expired.

Ms. Beltran asked to add a column in future quarterly budgets that indicates what percentage of the annual budget has already been used. Mr. Talbott said that will be incorporated in future quarterly budget reports.

Mr. Holober asked if residents are required to have renter's insurance. Mr. Talbott said residents are required to have proof of renter's insurance. He said BLVD Residential has a system in place where residents upload their insurance documents and both parties are sent notifications when the expiration is approaching.

Mr. Holober also asked what occupancy is assumed during budget planning. Ms. Cosentino said there is generally a 3% – 5% vacancy factored in.

### **Presentation of Current Lease Documents**

Mr. McLain presented a redacted BLVD Residential lease to the Housing Board for review. He said the lease includes all the amendments as well.

Ms. Townsley asked how security deposits are calculated. Ms. Cosentino said the security deposit is the same as the base rent.

Ms. Townsley also asked about the Homebody Rent Reporting program. Mr. Talbott said California State Law requires that this program is offered to residents and it allows residents to build positive credit.

### **Accessibility Discussion**

Mr. McLain introduced the accessibility discussion item. He said Director Sneed originally requested this item at the housing board meeting on February 1, 2024.

To provide some background, Mr. McLain said College Ridge at Skyline College is the first of the three housing properties to offer two accessible units. The accessible units are first floor units and provide lower countertops, light switches and cabinets, as well as a combination washing machine and dryer.

Ms. Cosentino said the District and BLVD Residential have always done their best to accommodate special requests for accessibility. She said BLVD Residential has a Request for Accommodation form that residents can fill out if they require changes to the unit. Mr. Talbott

said this request form can also be used for service animals and it keeps BLVD Residential in compliance.

Ms. Sneed asked about temporary options for residents on crutches, for instance, living on the third floor. Ms. Cosentino said if a ground floor unit is vacant, it could possibly be used by a resident on an emergency temporary basis.

Ms. Sneed also asked about exterior lighting at Cañada Vista. She said Cañada Vista is very dark at night and in need of directional lighting. Ms. Beltran noted that Cañada Vista has lost power several times in the past month and she asked about the possibility of emergency generators. Mr. Talbott said it's a great suggestion to look into emergency lighting and generators for all three properties.

Ms. Sneed discussed keeping an accessible unit vacant for an employee on the waitlist who has accessibility needs. Mr. McLain said there is a question on the waitlist form asking employees if they have accessibility needs and so far, no one has indicated a need. Ms. Cosentino said BLVD Residential has not received any direct requests for an accessible unit.

## **ACTION ITEMS**

### **Setting of Meeting Dates for 2025**

The Housing Board approved the Setting of Meeting Dates for 2025 by consensus.

### **Statements from Corporation Directors**

Ms. Sneed thanked BLVD Residential for the community meetings and for receiving resident feedback. She looks forward to more community meetings and more participation from residents.

Ms. Beltran asked when the Housing Board will discuss amenity fees again. The Board discussed and agreed to revisit the item at the next meeting on February 6, 2025.

Ms. Sneed asked about the status of the BLVD Residential property management contract. Mr. McLain said the contract term ends in 2025 and will be discussed at a future meeting.

### **Adjournment**

The meeting was adjourned at 4:42 p.m.