



**Minutes of the
Educational Housing Corporation Board of Directors Regular Board Meeting
September 25, 2025 4:00 p.m.**

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

DIRECTORS	OTHER ATTENDEES
Michael Pierce, President	David McLain, SMCCCD
Richard Holober, Vice President	Peter Fitzsimmons, SMCCCD
Grace Beltran, Treasurer	Carina Warne, SMCCCD
Wayne Lee	Sabrina Cosentino, BLVD Residential
Brittney Sneed	Selena Gillette, BLVD Residential
Meta Townsley	Stephanie Montenegro, BLVD Residential
ABSENT	
Peggy Berlese	

OPEN SESSION

Call to Order and Roll Call

President Pierce called the meeting to order at 4:02 p.m. Members in attendance are listed above.

Review and Approve the Order of the Agenda

The order of the agenda was approved unanimously with all members voting aye.

Public Comments on Non-Agenda Items

None

Approval of Minutes

It was moved by Director Holober and seconded by Director Townsley to approve the Minutes of May 1, 2025. President Pierce abstained. The motion was approved.

District Staff Updates

Mr. McLain provided an update on the status of the Faculty & Staff Housing Waitlist. He said the waitlist currently has a total of 285 employees (48 Full Time Faculty, 169 Full Time Staff, and 68 Adjunct Faculty). Mr. McLain said there has been an increase of 29 employees to the Faculty & Staff Housing Waitlist since the last meeting. In terms of absolute unit demand, Mr. McLain said one-bedroom units are the most in demand.

Mr. McLain said there is an upcoming temporary Storm Water Redirection Project planned at Cañada Vista behind the club house. He said this project will address hillside erosion and allow redirection of storm water. The project includes rerouting down spouts and drainage pipes, as well as installing erosion control blankets and temporary seeding to stabilize the slope. Mr.

McLain said this item will appear in the Cañada Vista 2025-26 Final Budget as a line item for \$85,000.

Mr. McLain also said he has been in discussion with Monterra Credit Union to bring back financial planning and home ownership information sessions to employees and residents. These sessions will likely be scheduled for the Fall.

BLVD Residential Updates

Ms. Cosentino provided an occupancy update. She said Cañada Vista is 95% occupied with 3 vacancies, College Vista is 100% occupied, and College Ridge is 97% occupied with 1 vacancy.

Mr. Pierce asked how long the vacancy at College Ridge has been available. Ms. Warne said the vacancy at College Ridge is a 2 bedroom / 2 bath unit and has been vacant since June despite being toured seven times during that period. Mr. Pierce suggested reaching out to the next three or four employees on the waitlist to make the process quicker. Ms. Warne said the waitlist is sorted by those interested in the College Ridge location and eligible for a 2-bedroom unit. Director Sneed said in the traditional, market rate rental environment most people looking for housing are ready immediately, which differs here because employees on the waitlist are likely in a lease. Director Holober inquired whether staff proactively tracks upcoming lease expirations and maintains a list of lease terms set to end within the next year. Ms. Warne said BLVD Residential has provided staff with a list of lease terms set to end in 2025, 2026 and 2027.

Ms. Cosentino reported that 19 out of 44 units at College Vista have undergone kitchen and bathroom remodels. Ms. Cosentino also shared that the roofing project at College Vista, which began in July and concluded in September, is now complete. Ms. Cosentino shared before-and-after photos of the project.

Ms. Cosentino provided an update on the Resident Town Halls that BLVD Residential held in late April and early May. She said Town Halls provide residents an opportunity to meet with BLVD Residential staff to report concerns, share feedback, and ask questions.

INFORMATION ITEMS

2025 San Mateo County Income & Rent Limits

Mr. McLain presented the 2025 San Mateo County Income & Rent Limits agenda item. To provide background, he said the Housing Board has taken steps in the past to align rental rates at College Vista and Cañada Vista with the San Mateo County Index using the Very Low-Income category. He said the key takeaway for 2025 is that San Mateo County's limits did not change in that category, so no new rent adjustments will be implemented this year.

2025 Resident Satisfaction Survey – BLVD Residential Property Management

Mr. McLain presented the 2025 Resident Satisfaction Survey for BLVD Residential Property Management. He said this item provides results for the feedback survey along with a year-over-year comparison. The survey asked for feedback regarding responsiveness, communication,

maintenance, and overall performance. The survey was distributed in early September and received 50 responses in total. The majority of responses across all rating categories reported BLVD Residential to be “Excellent” or “Good” which highlights the overall quality of service being delivered. In comparison to 2024, the ratings for 2025 showed clear improvement. Mr. McLain said there were also some “Poor” and “Very Poor” ratings and staff will be working with BLVD Residential to look further into those. Mr. Pierce asked if there is an opportunity on the survey for respondents to provide written feedback. Mr. McLain noted that the survey does include a comments section where respondents can provide qualitative feedback and, if they wish, request a follow-up conversation with the Housing Administrator.

Cañada Vista FY 2024-25 Year-to-Date Budget vs. Actual Financial Review

Ms. Cosentino presented the Cañada Vista FY 2024-25 Year-to-Date Budget vs. Actual Financial Review. She said additional expenses were incurred due to plumbing repairs and turnovers.

College Ridge FY 2024-25 Year-to-Date Budget vs. Actual Financial Review

Ms. Cosentino presented the College Ridge FY 2024-25 Year-to-Date Budget vs. Actual Financial Review. She said additional expenses were incurred due to plumbing emergencies and increased utilities including trash. Mr. Pierce suggested adding a note on each budget indicating how many units for each property. Director Beltran noted that not all units are equal and some have different costs associated with them.

College Vista FY 2024-25 Year-to-Date Budget vs. Actual Financial Review

Ms. Cosentino presented the College Vista FY 2024-25 Year-to-Date Budget vs. Actual Financial Review. Director Townsley asked about the increase in utilities costs. Ms. Cosentino said the property was fully occupied at this time and the trash service was increased. Director Townsley asked about the telephone line. Ms. Cosentino said a telephone line is setup for fire and life safety systems. Director Holober asked about non-routine expenses. Ms. Cosentino said non-routine expenses are unexpected repairs such as plumbing repairs, water damage and dry wall repair.

Clubhouse Rental and Usage Report

Mr. McLain presented the Clubhouse Rental and Usage Report summaries for College Vista and Cañada Vista for calendar years 2023 and 2024. The report breaks down rentals by event type and includes revenue totals. The Cañada Vista Club House continues to bring in the most revenue likely due to its larger size and amenities. The Board expressed interested in receiving this report on an annual basis and asked staff to bring another report for 2025 after the calendar year is complete.

Director Beltran asked if anyone has ever considered replacing the furniture in the clubhouse. She noted that the furniture appears to be original, and since the clubhouse has been open for over 10 years, the furniture is starting to get worn, outdated, and even broken. Mr. McLain said it's a great idea to discuss furniture replacement and definitely something to be considered further.

ACTION ITEMS

Cañada Vista: Adoption of FY 2025-26 Final Budget

Ms. Cosentino presented the Cañada Vista: Adoption of FY2025-26 Final Budget. Total gross income is projected at \$1,139,243, reflecting a 3% increase over the prior year. Growth is driven by rental income, application fees and miscellaneous income. Operating expenses are budgeted at \$482,616 with notable increases in contract services, utilities, turnover costs, and administrative costs.

Director Holober asked about the surplus funds that are transferred to the reserve. Mr. Fitzsimmons said each property has a Maintenance Reserve fund and a Capital Reserve fund. He said the day-to-day operations are paid from the Maintenance Reserve fund and after the annual reconciliation, any excess goes to the Capital Reserve fund. The Board of Trustees has authority over the Capital Reserve fund and may use it in the District's unrestricted general fund or for student programs.

It was moved by Director Holober and seconded by Director Lee to approve the Cañada Vista: Adoption of FY 2025-26 Final Budget. The motion was approved unanimously with all members voting aye.

College Ridge: Adoption of FY 2025-26 Final Budget

Ms. Cosentino presented the College Ridge: Adoption of FY 2025-26 Final Budget. Total gross income is projected at \$767,231, reflecting a 3% increase over the prior year. Growth is driven by rental and miscellaneous income. Operating expenses are budgeted at \$310,690 with notable increases in contract services, utilities, and administrative costs.

Mr. Pierce recommended that the Housing Board review the Trower Study and ensure there is sufficient long-term funding to meet the needs of all three properties. He said that building systems deteriorate over time, and major repairs will require funding.

It was moved by Director Holober and seconded by Director Lee to approve the College Ridge: Adoption of FY 2025-26 Final Budget. The motion was approved unanimously with all members voting aye.

College Vista: Adoption of FY 2025-26 Final Budget

Ms. Cosentino presented the College Vista: Adoption of FY 2025-26 Final Budget. Total gross income is projected at \$796,922, reflecting a 4% increase over the prior year. Growth is driven by rental income, application fees and credit reporting. Operating expenses are budgeted at \$364,344 with notable increases in contract services, utilities, repairs and maintenance, and turnover costs.

Mr. Pierce said the utilities expenses seem high and there might be some savings in replacing the shower heads and toilets. He said water usage can be decreased by up to 200% by installing water efficient, low flow shower heads and toilets. Director Lee said there might be opportunities to partner with San Mateo County for utility rebate programs.

Director Holober asked for more detail about the Capital Reserve. Mr. Fitzsimmons said the Capital Reserve is in the County Treasury along with all the other District resources and the return is about 4% in interest revenue.

It was moved by Director Holober and seconded by Director Lee to approve the College Ridge: Adoption of FY 2025-26 Final Budget. The motion was approved unanimously with all members voting aye.

Consideration and Recommendation of Director Applications – Marco Durazo

Mr. McLain presented the Director applications for Marco Durazo, Layla Barnes, and Sheena Collins for the Housing Board's consideration. He noted that each application should be reviewed individually, and if approved, would be forwarded to the Board of Trustees for final approval. He also mentioned that the new Director terms would begin in January 2026 or later, following the expiration of President Pierce's term in December 2025.

Director Holober said he recently learned that Housing Board Directors are not required to reside in San Mateo County. He shared that he personally believes this should be a requirement. He added that he plans to ask for this topic to be added to a future Board of Trustees meeting agenda so the District can consider establishing such a rule. With that in mind, he recommended reviewing the two applicants who are San Mateo County residents and defer any action on the applicant that is not a San Mateo County resident.

Director Beltran suggested reviewing all three applicants first to see if they meet the minimum qualifications. Mr. Pierce also suggested reviewing all three applicants and letting the process take its course.

Director Lee said of all the applicants, Sheena Collins would be the only one he recommends because she has residential property management experience.

Director Lee left the meeting at 5:22 p.m.

Director Holober noted that Marco Durazo serves on the San Bruno Planning Commission and asked whether this might be a conflict of interest, given that College Ridge is located within the City of San Bruno. Mr. Pierce said there are conflicts of interest serving on any Board, but it is the duty of the Director to recuse themselves from voting when such conflicts exist. Director Sneed gave her support for Marco Durazo's application due to his experience and knowledge.

Director Holober noted that the applications do not ask for current occupation and suggested that be added for the future.

It was moved by Director Beltran and seconded by Director Sneed to approve the Director Application for Marco Durazo. The vote concluded with two in favor (Director Beltran and Director Sneed), two abstentions (Director Holober and Director Townsley), and one opposed (President Pierce). The motion failed.

After further discussion, it was moved by President Pierce and seconded by Director Beltran to reopen discussion of the Director Application for Marco Durazo. President Pierce, Director Beltran, Director Sneed and Director Townsley voted Aye. Director Holober opposed. The motion carried.

It was moved by Director Beltran to invite Marco Durazo to the next Housing Board Meeting for further discussion. Director Holober proposed an amendment to the motion to table this matter until the next Housing Board meeting and invite Marco Durazo to attend for further discussion.

The amended motion was seconded by Director Sneed. The motion, as amended, was approved unanimously.

Consideration and Recommendation of Director Applications – Layla Barnes

In reviewing the application for Layla Barnes, the Board discussed concerns that the applicant does not reside in San Mateo County.

It was moved by Director Holober and seconded by Director Townsley to deny approval of the Director Application for Layla Barnes. Director Holober, Director Townsley, Director Sneed, and President Pierce voted Aye. Director Beltran abstained. The motion carried.

Consideration and Recommendation of Director Applications – Sheena Collins

In reviewing the application for Sheena Collins, Director Holober mentioned that the applicant is affiliated with JobTrain which is an organization that partners with the District.

Director Townsley asked if references have been checked for all of the applicants. Ms. Warne said all applicants received positive references.

It was moved by Director Holober and seconded by Director Townsley to table this matter until the next Housing Board meeting and invite Sheena Collins to attend for further discussion. The motion was approved unanimously with all members voting Aye.

Director Beltran suggested changing the process so that all applicants are invited to attend a Housing Board Meeting from the beginning.

Statements from Corporation Directors

None

Public Comment on Closed Session Items Only

None

Recess to Closed Session

President Pierce announced the Closed Session item for discussion is Pursuant to Gov. Code 54956.9 (d) (4): Conference with Legal Counsel – Anticipated Litigation: Initiation of Litigation – Number of Potential Cases: 1

Reconvene to Open Session

President Pierce announced there was no reportable action taken during Closed Session.

Adjournment

The meeting was adjourned at 6:37 p.m.