

**IRVINE CAMPUS HOUSING AUTHORITY**

Board of Directors' Meeting

March 11, 2021

*(via video conference)*

**BOARD MEMBERS PRESENT:** Jennifer Aaron, Sandra Irani, Greg Jue, Tyrus Miller, Diane O'Dowd, Heike Rau, Suzanne Sandmeyer, Barbara Sarnecka, Christy Teague

**OTHERS PRESENT:** Jennifer Barb, Bryce Bunker, Barbara Correa, Karlie George, Andrew Herndon, Chrissy McCormick, Ron Reid, Hobart Taylor, Victor Van Zandt, Elaine Vatakis, Kelvin Watson

**CALL TO ORDER:** Greg Jue called the meeting to order.

**APPROVAL OF MINUTES:** The Board approved the minutes of February 11, 2021.

**REPORT ON OPERATIONS:**

Chair Jue invited ICHA department heads to provide reports on operations:

- Director Correa shared that UCI's Office of IT has begun requiring two-factor authentication for users of the web-based Outlook app. ICHA staff are increasingly using the web version while working remotely.
- Vice President Herndon discussed the management services ICHA provides to the Whitman and Schubert Condo communities, including insurance, lighting, landscaping and more.
- HRB Chair Taylor said a survey about renter representation is set to be distributed via email to all renters soon. He added that following the HRB election last month, Zach Nelson has decided to retire from the HRB, He introduced newly-elected board member Chrissy McCormick.
- Director Barb reported that ICHA is projecting a second quarter net income of \$1.7 million. She said that March kicks off ICHA's annual budgeting season for 2021-2022, and that that there are discussions about restarting reserve funding. A draft of the 2021-22 budget will be sent to the board by May 24, with approval scheduled for the June meeting.
- Manager Bunker announced that, with the slurry seal and striping finished, the Area 11-4 project is officially completed.

- Vice President Vatakis said that the COVID Prevention Plan has been updated to reflect new labor legislation regarding written notification in the event of a possible exposure. The California Dept. of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) has new procedures related to COVID that will be integrated into ICHA's training materials.
- Director George announced that ICHA has hired a new Sales Coordinator, Nurcys Grimes. Ms. Grimes carries a broker's license, has 20 years' experience and is fluent in Spanish. She starts at the end of March.

#### **NUTS & BOLTS:**

- **Apartment Rental Process**

Rental Community Manager Kelvin Watson gave a presentation about the Apartment Rental Process:

- Moving Out
- Apartment Offers
- The Rental Timeline
- Contract Signing
- Q&A: Faculty demand for apartments, wait time and waitlists.

#### **OLD BUSINESS**

- **Update on Area 12**

Manager Bunker presented an update on the Area 12 project. He showed the site plan from last April compared to the new site plan and elevations of the detached and attached homes. The 146 attached and detached homes in the new plan were designed to meet the greater density the Regents requested. Manager Bunker also discussed slides ICHA prepared at the request of CFO Ron Cortez that shows the housing preferences expressed by prospective University Hills buyers from the 2020 Zonda 2020 UCI Faculty Housing Consumer and Product Report. The Area 12 plan is on the agenda of the next Regents' meeting on March 17. After discussion, Manager Bunker said he would update the board as new information becomes available.

#### **NEW BUSINESS**

- **Los Trancos Park & Pool Survey**

Director Correa announced that the Los Trancos Park & Pool Renewal survey will be sent electronically to all University Hills residents in April and May. The survey is two parts, modelled on the Area 11 Parks survey. Part 1 invites residents to send in all requests and ideas for preferred amenities in a reimagined Los Trancos Park area. Part 2 will categorize all the amenities and ask respondents to rank them in order of preference. As many amenities as possible and feasible will be included in the final design. Additional information about the project is available at [icha.uci.edu/area12](http://icha.uci.edu/area12).

- **COVID & ICHA Operations Update**

CEO Van Zandt said he expects that ICHA staff will begin planning a return to the office. The return plan will consider receiving residents in the office by appointment. All COVID safety protocols, such as masking, will remain in place.

The Board then went into executive session.

**EXECUTIVE SESSION**

- Board Member Replacement Discussion
- Governance

**ADJOURNMENT**

The meeting adjourned at 3:30 pm.