IRVINE CAMPUS HOUSING AUTHORITY
Board of Directors’ Meeting
May 12, 2022

BOARD MEMBERS PRESENT: Jennifer Aaron, Yong Chen, Sandra Irani, Samara Larson, Tyrus Miller, Diane O’Dowd, Heike Rau, Suzanne Sandmeyer, Barbara Sarnecka.

OTHERS PRESENT: Jennifer Barb, Joanna Chang, Barbara Correa, Andrew Herndon, Cami Patel, Ron Reid, Hobart Taylor, Victor Van Zandt, Elaine Vatakis and Kelvin Watson.

CALL TO ORDER: Victor Van Zandt called the meeting to order.

APPROVAL OF MINUTES The Board approved the minutes of April 10, 2022.

REPORT ON OPERATIONS

• Manager Reid reported that University Hills’ three tennis courts have been striped for pickleball play at the request of residents. There was one noise complaint, but many more happy pickleball players.

• Director Correa shared preliminary results of the 2022 University Hills Community Survey. The survey was launched March 29 and closed on April 24. She provided details on overall satisfaction results and said a more thorough presentation will be made to the Board at the June meeting. Results will be analyzed in collaboration with our resident demographer Ken Chew and shared with the community in forthcoming newsletters, emails and on the ICHA website.

• Vice President Herndon announced that the Earth Day event held on April 30 was a huge success, attracting about 500 people. He showed photos of the event, including the drum circle, recycling activities, beekeeper and Repair Café.

• Director Barb reported details about the corporation’s positive change in net assets of $1.5 million. Shared appreciation is coming in at more than $100,000 this year, over budget projections. She said she would send Board members the draft of the FY 22-23 budget by the end of May to review ahead of the annual Board meeting on June 9.

• On the Human Resources front, Vice President Vatakis reported that ICHA’s workers’ comp policy renewed with a 1% increase attributed to state and federal fees. ICHA has an excellent loss history; zero accidents over the past 12 years. An accident occurred on June 8, however. One of the maintenance employees went to urgent care and received treatment. Additionally, the Rental Department is hiring a new maintenance employee. Edgar Bautista starts next week.
For the **Rental Department**, VP Vatakis said annual unit maintenance to the communities is underway. Annual maintenance tasks were postponed in 2020 and 2021 due to Covid restrictions. The maintenance team is now working through a backlog of routine maintenance repair work that had been delayed during the pandemic peak. Finally, VP Vatakis reported under **Risk Management** that the developers’ policy renewed for 8.27% less than the expiring policy after a new comparable carrier provided a lower quote. And that is the last renewal until December.

- Director Chang shared details about the Area-12 street naming process. She explained the criteria for naming streets in University Hills and encouraged Board members to submit additional street names. Submissions will be shortlisted and presented to the Board members for final approval.

- HRB chairman Taylor updated the ICHA Board on the mural being painted at Playground Park and invited ICHA Board members to attend a ribbon cutting on June 10. The Black Lives Matter mural depicts 10 important African-Americans who have made extraordinary contributions to history and culture. For more: [https://uhills.org/mural/](https://uhills.org/mural/). He went on to report that Vice President George gave a presentation to the HRB at the May meeting regarding ICHA’s enforcement of Ground Sublease terms and conditions.

**NEW BUSINESS**

CEO Van Zandt announced that the Board has received its first-ever formal dispute resolution request regarding a mailbox post. He reviewed the dispute resolution process and options for dispute resolution committee members Barbara Sarneka and Dianne O’Dowd. The committee members said they would meet regarding the dispute resolution.

- **Preparation for Budget Review**

Director Barb explained that the next step in adopting the FY 22-23 budget is that Board members will receive via email a summary budget along with a narrative by May 27. The summary budget will include the proposed maintenance assessment changes. At the annual meeting on June 9, the Board will have the opportunity to approve increases to the maintenance and landscaping assessments and the overall reserve funding. The ICHA team then will apply the approved rates on all resident-facing communication and information on July 1. She asked Board members to review the summary budget and approach her with questions in order to be prepared for the June meeting action.
• Rental Rates Recommendation for FYE 2022

Vice President Vatakis gave a presentation reviewing proposed rental rates for FY 2022-23. She explained the various factors that determine rate changes and discussed new rate structures which include pet rent, amenity rent and water. The new amenity pricing, which will be phased in, is based on specific charges for amenities such as attached garage, detached garage, views and building floor. VP Vatakis also provided an analysis of financial impact of the water, amenity rent and pet rent charges and rental property expenses. Rental Community Manager Kelvin Watson presented the rental increases and new rates. After discussion, and upon motion duly made and seconded, the Board unanimously adopted the following resolutions, which are attached to these minutes:

RESOLVED: the rental rates for the Gabrielino Apartments will increase by 5.7 - 6.9%, effective July 1, 2022.

FURTHER RESOLVED: that rental rates for the Santiago Apartments will increase by 4.6 - 6.3%, effective July 1, 2022.

FURTHER RESOLVED: the rental rates for Alturas Rental Townhomes will increase by 5.2 - 6.7%, effective July 1, 2022.

FURTHER RESOLVED: that rental rates for Miramonte Rental Townhomes will increase by 3.8 - 5.1%, effective July 1, 2022.

• Reserve Funding Review and Recommendations

CEO Van Zandt showed slides from the Conference on Academic Workforce Housing (May 4-6) at UC Santa Barbara. He then gave a presentation on the recommendation to reduce reserve funding by 25% this year (from a 75% funding level to a 68% level, still healthy by industry definitions). He explained that reducing reserve funding in the near term allows the corporation to maintain the level of liquid funding required to manage campus projects such as Area-12. He presented a model achieving 100% reserve funding within 30 years even with the near term reductions. CEO Van Zandt said there is no action required by the Board at this time, other than to forward any questions to him. The Board will be asked to pass a formal resolution on the matter at annual Board meeting in June.

ADJOURNMENT

The meeting adjourned at 3:30pm.
Resolution May 12, 2022

RESOLVED: The rental rates will increase, as presented to the board on May 12, 2022, and as shown on the attached matrix for the four ICHA owned rental properties, including the Gabrielino Apartments, Santiago Apartments, Alturas Rental Townhomes and Miramonte Rental Townhomes.

FURTHER RESOLVED: Amenity pricing, as shown on the attached matrix, is approved and will apply to new move-ins at the rental properties for the following unit types: first floor, garden view, courtyard view, park view, city view, end unit, direct garage access, and assigned garages effective July 1, 2022.

FURTHER RESOLVED: That resident water billing is approved for all new move-ins at the rental properties effective July 1, 2022.

FURTHER RESOLVED: That pet rent of $25 and $50 for cats and dogs respectively, as shown on the attached matrix, is approved for all new move-ins, at applicable properties effective July 1, 2022.