

IRVINE CAMPUS HOUSING AUTHORITY
Board of Directors Meeting
February 14, 2018

BOARD MEMBERS PRESENT: Jennifer Aaron, Yong Chen, Sandra Irani, Kenneth Janda, Greg Jue, Diane O’Dowd, Heike Rau.

OTHERS PRESENT: Jenifer Barb, Bryce Bunker, Karlie George, Richard Haier, Andrew Herndon, Hobart Taylor, Ron Reid, Elaine Vatakis, Victor Van Zandt, LouAnn Zellner, Randy Hanson, Marty Troup.

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

APPROVAL OF MINUTES:

President Victor Van Zandt noted a correction to the January 10, 2018 minutes that Director Karlie George had reported that 70% of Area 11-1 closing had been completed, with 100% completion projected for March. The Board then approved the Minutes of the January 10, 2018 meeting as corrected.

REPORT ON OPERATIONS:

- President Van Zandt announced management staff changes:
 - Bryce Bunker, new employee, Manager of Planning & Construction
 - Jennifer Barb, promoted to Director of Finance
 - Karlie George, promoted to Director of Sales & Marketing
 - Ron Reid, promoted to newly created position of Asset Manager
 - Elaine Vatakis, promoted to Vice President of Rentals

President Van Zandt then asked all managers to present reports for their respective departments:

- Asset Manager Reid reported that Jose Perez has been hired as a Community Maintenance Technician. This will provide the Community Management department the ability to respond more quickly to issues relating to the facilities and to eliminate the need for outside vendor contracting.
- Filling in for Director of Communications Barbara Correa, President Van Zandt noted that ICHA is in the process of developing a “Home Maintenance Guide” for the website that would provide homeowners with a checklist and calendar of some of the regular maintenance tasks that need to be addressed by owners to keep property in good operating condition.
- Vice President Herndon reported that significant work has been completed on the Dispute Resolution Policy. Once completed, a copy of the draft will be emailed to all board members and will be included as an Agenda topic for the March, 2018 Board Meeting.

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- Director Barb gave a financial update as follows:
 - With the closing of new homes, the 11-1 construction loan was paid in full as of January 23.
 - All 11-2 related CalPac construction expenses are currently funded by the new HCC loan.
 - As discussed in 2017, reserve funding of approximately \$1.2 million dollars for budget year 2017/18 will be made after the final closing of the new homes in March, 2018. This delay in funding helped provide operational cushion last fall before the Area 11-1 homes closed.

- Manager Bunker provided construction updates as follows:
 - Final construction wrap-up work in Area 11-1 is being completed.
 - Foundations are expected to be poured the week of February 19 for the 42 homes in Area 11-2 with anticipated completion in September, 2018.
 - Digging for the retention facility for Area 11-4 has been completed.
 - The Dirt Haul project is approximately one-third complete for Area 11-5, which will contain 124 new apartments. It is anticipated that grading will be completed by mid-March.

- Vice President Vatakis presented updates that included:
 - Annual appraisals were completed to ensure that ICHA rental rate structures comply with IRS Safe Harbor guidelines. All three ICHA-owned properties (Santiago, Alturas, and Gabrielino Apartments) are in compliance.
 - The Las Lomas Apartments 2018/19 budget was presented by Vice President Vatakis and Director Barb to the University Budget Committee on February 9, 2018. The Operating budget was approved at that meeting and it is anticipated that the Capital and Major Maintenance budget will be approved by the end of March.
 - A complimentary resident email about the ICHA maintenance staff was shared and it expressed gratitude for their professionalism and upbeat interactions with residents.

- Director George presented updates including:
 - Three resale homes have come up for sale in the last couple of weeks and we are anticipate a few more as residents think about moving in the Spring and Summer. We have had an influx of smaller, three-bedroom single family homes this fiscal year. Of the 19 single family homes that sold or are for sale, 14 of them were 3 bedrooms or less. There were 7 condos or townhomes.
 - We have two remaining closings for Area 11-1. One closing tomorrow and the final resident will move in on March 23.
 - We are working on data concerning the number of recruits and how many were housed in University Hills, as requested by the Board. We will report back to the Board at the next meeting.

NUTS AND BOLTS

- Director Correa was unable to attend the board meeting, so President Van Zandt made the presentation on her behalf regarding ICHA Digital Infrastructure:
 - Over 1.5 miles of ICHA-owned fiber optic cable delivers internet to the ICHA office, University Hills apartment communities, and the Wi-Fi access points at the Community Center and Coltrane Pool.
 - A diagram was presented that showed the complete ICHA digital infrastructure. Back-up occurs every two hours so that in a worst-case scenario, business continuity is assured. Two remote Cloud locations in the Midwest and on the East Coast are a further safeguard against loss of data in the event of a disaster.
 - Representatives from Technology's Edge (Randy Hanson and Marty Troup), the vendor that provides IT assistance to ICHA, were in attendance. They assured the Board that, in the event of a catastrophic event, they have the capability of retrieving ICHA data and rebuilding the network potentially within one day. The Network Operations Center (NOC) is also able to remotely detect potential problems with bandwidth, servers, etc. that may compromise ICHA's ability to function on a daily basis. The NOC monitors ICHA servers and devices and notifies Tech Edge immediately of any problems so that they can respond, in many cases, without ICHA staff even being affected by the issues.
 - The current ICHA phone system uses Voice Over Internet Protocol phones (VoIP) which deliver service over the internet. For emergency back-up, ICHA offices have installed two landlines which currently function as fax lines but can be used as traditional phone lines at any time.

OLD BUSINESS

Report on Area 11-2 Full GMAX Contract Budget

Manager Bunker presented the Area 11-2 G-Max Budget (Guaranteed Maximum Price) and pointed out that the Preliminary G-Max budget total of \$15,818,492 was reduced by approximately \$629,000 to \$15,189,404 at time of execution of final contract on January 25, 2018. Several components contributed to this change, including cost savings at contracting.

NEW BUSINESS

Area 11-2 Drawing

- Director Karlie George reported on Sales Activity as follows:
 - A timeline was presented to the Board for Area 11-2 which consists of 18 traditional single-family homes and 24 courtyard-style homes. Currently, the drawing is set for May 30. The Sales Department is in the process of verifying that all potential new recruits

have officially accepted a job offer. Projected closing of these 42 homes is slated for September-December, 2018.

- There will be two more drawings for the 34 homes slated to be completed in Fall of 2019 along with another drawing for the 28 homes scheduled for completion in Fall of 2020.

EXECUTIVE SESSION

The Board went into Executive Session.

ADJOURNMENT

The meeting adjourned at 5 p.m.