

**IRVINE CAMPUS HOUSING AUTHORITY**  
**Board of Directors Meeting**  
**March 14, 2018**

**BOARD MEMBERS PRESENT:** Jennifer Aaron, Alan Barbour (via phone), Yong Chen, Sandra Irani, Kenneth Janda, Greg Jue, Heike Rau, Barbara Sarnecka, Christy Teague.

**OTHERS PRESENT:** Jennifer Barb, Bryce Bunker, Barbara Correa, Karlie George, Andrew Herndon, Gerald Parham, Ron Reid, Robyn Stelk, Hobart Taylor, Elaine Vatakis, Victor Van Zandt.

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

**APPROVAL OF MINUTES:**

The Board then approved the Minutes of the February 14, 2018 meeting.

**REPORT ON OPERATIONS:**

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

- Vice President Herndon announced the results of the HRB Election 2018: Brad Conley, Michelle Guindani, and Stephane Mueller will serve 2-year terms and Gerald Parham will serve a one-year term. The new members will be seated at the April meeting of the HRB. Votes totaled 143, or 13% of eligible voters, the largest participation recorded in recent years, thanks to the efforts by HRB Co-Chairman Hobart Taylor to increase participation.
- Director Barb explained the Tax Form 990 process with accounting firm Haskell White. A draft of the informational tax return will be provided to the Audit Committee before it is filed in May, 2018.
- Manager Bunker provided construction updates as follows:
  - The dirt haul project for Area 11-5 is 97% completed.
  - The traffic signal at Los Trancos Drive and East Peltason Drive, a campus construction project, will prompt lane closures at the intersection through May. Residents have been notified of upcoming temporary closures on E. Peltason
- Manager Reid reported that the Gabrielino Pool building and fence was repainted and that replacement of the pool furniture will be delivered by the end of March.
- Director George presented updates as follows:
  - There were six resale homes offered and accepted this month. There are seven homes in escrow.
  - There is one remaining Area 11-1 home closing scheduled for March 23.
- Vice President Vatakis presented updates as follows:
  - An updated rental contract and addendums to reflect changes in California rental legislation was sent to all Las Lomas residents, via 30-day change of terms. Santiago and Gabrielino residents will receive their new contract and addendums during the months of March and April. The updated contract and addendums are already in use at Alturas.
  - The annual fire sprinkler inspections were completed at Gabrielino Apartments.

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- Director Correa presented updates as follows:
  - UHills.org 2.0 launched on March 1 with emailed invitations to create new accounts sent to all University Hills residents.
  - Over 150 residents have already registered on the new site; over 450 facilities reservations have been input into the new reservations system.
  - The site features contractor listings, an exchange sales process page, home maintenance guide and pages for HRB committees and other groups.
  - Thank you to the HRB and community residents for their assistance with this project.

**NUTS AND BOLTS:**

- Vice President Vatakis gave a presentation explaining the rental unit turnover process:
  - A resident submits a 30-day notice to vacate. Prior to a resident vacating:
    - Office schedules an initial inspection to assess any damage/resident charges
    - Resident is provided with an account balance
    - The unit-turn is scheduled with the appropriate vendor(s), and supplies are ordered
  - After the resident vacates:
    - The maintenance team re-programs or re-keys the locks
    - A final apartment inspection is conducted to verify no additional damages
    - Statement of Deposit Account (SODA) is prepared by the rental department to close out the resident's account. The SODA includes a detail of any charges along with corresponding vendor and/or ICHA invoices. The SODA and deposit refund must be mailed within 21 days of the move-out date.
  - In University Hills, apartments are turned over in 3 days, including painting, cleaning, general maintenance, appliance repairs/replacements, carpet cleaning/flooring replacements, electrical and plumbing.
  - Maintenance completes a "rent ready" checklist
  - The average turnover cost across Alturas, Gabrielino, Las Lomas and Santiago is \$3,536 per unit.

**OLD BUSINESS:**

- Review and Adopt Dispute Resolution Process

Vice President Herndon presented the Dispute Resolution Process Policy. The policy provides a formal process with which to resolve disputes in University Hills. After discussion, the Board moved to postpone adoption of the resolution policy. It requested clarification of the policy by developing a version of it in graphic form, to be presented at the April Board meeting. The Board will also consider appointing a subcommittee for dispute resolution and will report its decision on the subcommittee at the June Board meeting.

**NEW BUSINESS:**

- Area 11-2 Drawing
  - New Home Option Policy Discussion and Affirmation

Director George recommended leaving the Options and Upgrades Policy, which caps the amount a buyer can include in the purchase price at 7% of the base price of the home, as is. After discussion, the Board concurred with management's recommendation.

- New Home Pricing Recommendation

Director George gave a digital presentation on pricing recommendations for Area 11-2. She listed the criteria used to determine the pricing recommendations: [1] price parity with resale comparables, so that the new units will successfully appraise for mortgages; [2] affordability; and [3] sufficient project revenue to cover the cost of construction. Director George distributed pricing recommendations, with and without options, for both the standard lot and courtyard homes. The handout showed a recommended average base price per-square-foot of \$235. Using the recommended base price per-square-foot, Area 11-2 homes will be affordable to even the lowest-paid new faculty recruits. After discussion, the Board concurred with Management's base pricing recommendations

- New Home Eligibility Date Range Recommendation

Director George recommended moving the eligibility date range for the new home drawing to July 2, 2017 through July 1, 2018 for Incoming Senate Faculty recruits. After discussion, the Board concurred with management's recommendation for the New Home Drawing eligibility date range. This recommendation will be forwarded to the campus for concurrence.

- Housing Sales Recruit Class

Director George reported data summarizing the number of recruits and how many have been historically housed in University Hills, as requested by the Board.

- Area 11 Rental Project

President Van Zandt gave a presentation about the planned Area 11 Rental Project. The project is scheduled to begin construction in 2019 and be completed in 2020. In April, a group of ICHA managers will travel to the University of California Office of the President to reintroduce ICHA and present the Area 11 Rental Project and the project schedule to UCOP staff. According to the Articles of Incorporation, the University Of California Board Of Regents must approve of debt obligations for capital projects obtained by ICHA. The meeting with the UCOP staff will be the first step in securing the approval to move forward with the project.

**ADJOURNMENT**

The meeting adjourned at 5:20 p.m.