

IRVINE CAMPUS HOUSING AUTHORITY
Board of Directors' Meeting
April 11, 2018

BOARD MEMBERS PRESENT: Jennifer Aaron, Alan Barbour, Sandra Irani, Ken Janda, Greg Jue, Heike Rau.

OTHERS PRESENT: Jennifer Barb, Bryce Bunker, Barbara Correa, Karlie George, Andrew Herndon, Stephane Muller, 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 approved the minutes of March 14, 2018.

REPORT ON OPERATIONS

The Chair opened the Operations Report for questions and comments. President Victor Van Zandt updated the Board on several matters:

- President Van Zandt introduced newly-elected HRB Member Stephane Muller to the Board, which graciously welcomed him.
- The ICHA staff is now meeting once per month, alternating between safety meetings, staff recreation, and trainings. On April 11, the ICHA staff attended a Fair Housing training session led by two attorneys specializing in real estate and landlord-tenant issues.

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

- Manager Reid announced the repair and replacement of 1/2 mile of sidewalks in University Hills. The project is expected to be completed by mid-May.
- Vice President Herndon reported that 68 townhomes are being painted after some substantial repairs to trellises.
- Director Barb reported that a draft of the Tax Form 990 will be provided to the Audit Committee before it is filed in May, 2018. In addition, the annual

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audit beginning in June will include significant activity with the completion of the 56 homes in Area 11-1.

- Vice President Vatakis noted that the \$1.2 million Las Lomas Roof Replacement is the largest rehabilitation project in ICHA history. She said the team management approach used for the project will serve as a template for future asset projects.
- Manager Bunker Bryce reported that work on Las Lomas building 2014 is nearing completion.
- Director Correa reported that seven construction notices have been emailed to Las Lomas residents to date, and that ICHA has received minimal comment on the project from residents.
- Director George reported that 42 applications have been sent out to department-verified Incoming Senate Recruits for the New Home Drawing of Area 11-2. To date, six completed applications have been received. Fifty-eight recruits are pending department verification and will be sent the New Home Drawing application upon confirmation. The application deadline is May 25.

NUTS AND BOLTS:

Vice President Herndon gave a presentation explaining the landscaping process in University Hills:

- ICHA is responsible for maintaining over 100 acres of landscaping
- Reclaimed water is purchased from Campus and used for landscaping (University Hills uses the equivalent of 28 Coltrane Pool fills of reclaimed water per year.)
- Approximately 1,125 trees were trimmed this season.
- University Hills has transitioned to using more organic, nontoxic herbicides. In addition, the purchase of new equipment has reduced the amount of product required for landscaping.
- Community Management is considering purchasing zero-emission electric mowers, leaf blowers and edger's.

OLD BUSINESS

- **Housing Sales by Recruit Class**

The Sales Department is unable to provide specific sales numbers to hiring Deans. Board members agreed that historically, all recruits have been offered a home within two years of accepting their offer. After discussion, management agreed to draft a brief statement about sales for recruits and will present it to the Board for review before forwarding it to university Deans and Chairs.

- **Area 11 Rental Update**

President Van Zandt reported to the Board that management's meetings with UCOP staff on Tuesday 4/10/2018 were a success. 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 was the first step in securing the approval to move forward with the project. UCOP staff understand ICHA's mission and offered their support. ICHA offered UCOP its assistance with faculty housing planning. The UCOP staff expressed an interest in the upcoming CAWH conference and they were sent invitations to attend (invitations were sent to the ICHA Board as well.)

- **Review and Adopt Dispute Resolution Process**

President Van Zandt presented the draft Dispute Resolution Policy in written and graphic form. The policy and graphic will be posted on the ICHA website and distributed to the community in the June Newsletter.

After discussion, and upon motion duly made and seconded, the Board unanimously adopted the Dispute Resolution Policy Resolution attached to these minutes.

EXECUTIVE SESSION

The Board went into Executive Session.

ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Resolution No. 2018-02

ICHA Board Resolution to Approve Dispute Resolution Policy

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WHEREAS: on occasion, University Hills community residents and the HRB have reported a conflict either involving a neighbor to neighbor issue, a resident to HRB concern, a resident to ICHA issue or an HRB to ICHA concern; and

WHEREAS: the Irvine Campus Housing Authority (the "Corporation") anticipates that the overwhelming majority of conflicts and disputes reported (by University Hills residents) will be resolved through informal discussions between residents, Corporation staff and/or the Homeowners Representative Board, but that on occasion a more formal process may be necessary to resolve such disputes; and

WHEREAS: the Corporation desires to adopt a dispute resolution policy to establish a framework for the resolution of a wide range of conflicts and disputes in the University Hills community; and

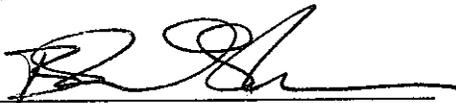
WHEREAS: the objective of the dispute resolution policy is to help to maintain University Hills as a safe, harmonious and inclusive community for all of its residents and guests; and

WHEREAS: in furtherance of the above goals and objectives, the Corporation desires to adopt the Dispute Resolution Policy which is attached hereto as Exhibit "A" and incorporated herein; and

NOW THEREFORE, BE IT:

RESOLVED: that the Dispute Resolution Policy is hereby adopted as the official policy of the Corporation.

I, Barbara Sarnecka, the undersigned Secretary of the Irvine Campus Housing Authority, HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution of the Board of Directors of said corporation passed by a resolution of said board dated April 11, 2018, and that said resolution is still in full force and effect.



Secretary