

IRVINE CAMPUS HOUSING AUTHORITY

Board of Directors' Annual Meeting

June 12, 2019

BOARD MEMBERS PRESENT: Alan Barbour, Sandra Irani, Ken Janda, Greg Jue, Diane O'Dowd, Heike Rau, Christy Teague, Gregory Washington.

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

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

APPROVAL OF MINUTES: The Board approved the minutes of May 8, 2019.

REPORT ON OPERATIONS

Chairman Jue introduced new Board Member Greg Washington and welcomed him to his first meeting. President Van Zandt invited managers to report on operations.

- Manager Reid reported an increase in reservations for pools, parks and Community Center facilities. Community amenity reservations in June to date total 86, compared to 20-30 typically. June Community Center reservations are at 83, not including classes held at the Center.
- Director Correa updated the Board on the success of community engagement on the mailbox topic. The Summer newsletter, distributed via email on June 6, contained the final results of the [mailbox survey](#). While more than 1,000 residents opened the newsletter, just 20 clicked on links related to mailboxes. Part of the reason was that many of residents' questions had already been answered through the engagement process and multiple communications distributed over time.
- Manager Bunker reported progress working with the Campus Fire Marshall on plan check and inspection for new construction.
- Vice President Vatakis said the Rental maintenance team has completed over 1,100 work orders through May. Apartment turns to date total 127. Among work orders, 40% involved plumbing issues, 15% electrical, 15% other repairs and 30% resulted from annual unit inspections.
- Director George announced the New Home Drawing tomorrow, adding that all Board members are encouraged to attend. Currently, there are 81 applications for 31 homes, compared to 77 applications for 40 last year; 98 applications for 54 homes in 2017.
- Vice President Herndon congratulated Kim Encinas on a strong finish to her first year as ICHA's Community Relations Manager.

OLD BUSINESS:

- **Adopt the Update to the Dispute Resolution Policy**

The Board approved the dispute resolution policy. It will be updated on icha.uci.edu.

- **Mailbox Update**

President Van Zandt presented the results of the Mailbox Preferences survey (April 15-May 31). Of 821 eligible households, 303 voted to maintain individual mailboxes and 180 voted to switch to cluster boxes. The survey concludes the engagement process on mailboxes. The Homeowner Representative Board has provided guidance to eligible residents about how to apply to install a lockable mailbox, and the survey results and information was distributed to the community in the June ICHA Newsletter.

- **Future Construction Update**

Chairman Jue said there is general acceptance among campus administration of a plan to redevelop Las Lomas as for-sale housing. He said administrators have been briefed on the planning timeline required to relocate Las Lomas residents to Miramonte.

NEW BUSINESS:

- **Final Budget Presentation & Approval**

Director of Finance Jennifer Barb presented and distributed the 2019-2020 budget for final approval, noting that it was the same as the draft previously presented for review, distributed and discussed at the May Board meeting. She also presented and distributed the proposed text of the Budget Approval resolution. After discussion and upon motion duly made and seconded, the Board unanimously adopted the following resolution:

RESOLVED: That the budget for fiscal year 2019-2020 as presented by Management, including a \$5 per unit per month increase in the University Hills maintenance assessment (from \$88 to \$93), a \$1 per unit per month increase in Condo Landscape Maintenance (from \$19.25 to \$20.25), a \$1 per unit per month increase in Townhome and other Landscape Maintenance (from \$16.00 to \$17.00), and a \$2 per unit per month increase in Townhome Reserves (from \$37.50 to \$39.50) effective July 1, 2019, is hereby approved.

- **2019-2020 Reserve Funding Approval**

Director of Finance Jennifer Barb presented for approval the reserve funding recommendations for University Hills, the Townhomes, and the Rental Apartments, as previously presented for review and discussed at the May Board meeting. The basis for the recommendations is the reserve studies conducted once a year by an outside consultant. She also presented and distributed the text of the proposed Annual Reserve Funding resolution. Following Board approval, Management will transfer cash from the operating account to the appropriate reserve accounts. After discussion and upon motion duly made and seconded, the Board unanimously adopted the following resolution:

RESOLVED: That the recommended reserve funding for University Hills, the Townhomes, and the ICHA owned rental properties for fiscal year 2019-2020, as presented by Management (and per the reserve study recommendations), is hereby approved.

- **Board Conflict of Interest Statements**

President Van Zandt distributed Conflict of Interest Statements and requested that all directors who had not yet signed them via DocuSign sign and return a paper version p to Management.

- **Board Committees**

President Van Zandt invited Audit Committee members Greg Jue, Christy Teague, and Yong Chen to continue serving. The Members unanimously agreed to continue to serve.

President Van Zandt invited Compensation and Benefits Committee members Jennifer Aaron, Alan Barbour, and Sandy Irani to continue serving. He also affirmed Heike Rau's membership on the Compensation and Benefits Committee. The Members unanimously agreed to continue to serve.

President Van Zandt asked members to consider serving on the Dispute Resolution Committee. Committee membership will be determined at a future Board meeting.

- **Resolution of Appreciation**

Director Ken Janda is completing his Board service this month. Management noted that ICHA has accomplished much during his tenure. In consideration of his years of service, the Board presented Ken with a photo book and unanimously adopted the attached resolution of appreciation. Ken thanked the Board and commended the professionalism of ICHA staff. The Board assembled for a group photo.

EXECUTIVE SESSION

The Board went into Executive Session to discuss legal and HR matters and preparation for the Board retreat in November.

ADJOURNMENT

The meeting adjourned at 6:15.



IN APPRECIATION

WHEREAS, Ken Janda has contributed generously his time and his ideas to Irvine Campus Housing Authority; and

WHEREAS, the Board of Directors wishes to recognize his years of dedication to providing affordable housing alternatives on the Campus of the University of California, Irvine, now therefore;

BE IT RESOLVED, the Board of Irvine Campus Housing Authority extends to Ken Janda its sincere appreciation for his contributions to the corporation, and wishes him success in all future endeavors.

Greg Jue, Chair

Dated