

IRVINE CAMPUS HOUSING AUTHORITY

Board of Directors' Meeting

October 9, 2019

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

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

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

APPROVAL OF MINUTES: The Board approved the minutes of September 11, 2019 with a slight modification: Diane O'Dowd was present.

REPORT ON OPERATIONS

- Manager Reid provided a plan about replacing streetlights in older neighborhoods. The replacement project was identified as a priority in the annual Reserve Study. The project will replace current lighting with LED fixtures. It is expected to be completed in approximately six months and be paid out of Reserve funds. More analysis is needed. The project will likely not start until summer 2020.
- Director Correa reported that the [Fall Newsletter](#) was distributed electronically to 2,394 resident email addresses on September 17, 2019. 48% of recipients opened the email, and 8.9% clicked on a link in the email. The most visited links were a Fall Fiesta announcement linking to [uhills.org](#), a description of the [sample](#) from the [2019 University Hills Community Survey](#), and the [OC Goes Solar web page](#).
- Vice President Herndon announced the annual Fall Fiesta on October 13. For the first time, Community Safety Officers will be posted at all entrances with handheld counters to determine attendance. Representatives from the US Census Bureau, Irvine Ranch Water District, UCI Health and other organizations will attend. He invited all Board members to attend.
- Director Barb reported steady progress on the annual financial audit. She also shared some Yardi property management software success stories.
- Manager Bunker said that Area 11-3 homes begin to close escrow on October 21.
- Vice President Vatakis reported that annual preventative maintenance service and inspections of rental properties are underway. The annual maintenance and inspection program is a two-to-three month process that typically generates 150 work orders.
- Director George reported that 18.4% of University Hills homeowners are retired from the University, up from last year. Monthly mortgage payments in University Hills average \$1,700-\$2,300 per month.

NUTS & BOLTS:

- **Condominium Management**

Community Relations Manager Kim Encinas gave a Powerpoint presentation about condo management:

- ICHA manages two condo associations: UHCOA 1 (Schubert) and UHCOA II (Whitman). Both are owned and managed by an association with a Board of Directors.
- ICHA also manages Townhomes. Townhomes do not have an association nor a Board of Directors.
- Financial affairs: Between 80-90 percent of condo owners are registered with auto-pay. ICHA assists the Boards in selecting an auditor.
- Current projects: repainting and LED lighting conversion at Schubert; address signage replacement in Whitman.
- Maintenance: common area landscaping, pest control, trash collection. Enforcement is typically resolved through dialogue.
- The Boards have requested that ICHA produce enforcement policies.

OLD BUSINESS:

- **Architectural Appeal**

The Board asked about the status of an architectural appeal discussed under New Business during the September 11, 2019 meeting. Vice President Herndon said the Community Management department is scheduled to meet with the homeowner next week and the expectation is that it will be resolved. Enforcement of the Ground Sublease and other related regulations and guidance is scheduled for further discussion at the ICHA Board Retreat in November, 2019.

- **GIS Update and Presentation**

Manager Bunker presented an introduction to Esri, the Geographic Information System (GIS) software ICHA purchased last year. GIS will allow ICHA to gather infrastructure data and analyze and present it spatially. Data to be collected includes parcel data, street lighting, water and sewer infrastructure and will be used as a management tool for real-time maintenance, reserve studies and strategic planning. GIS consultants gave a demonstration of the software using existing ICHA and City of Irvine data that has been loaded into GIS. Additional information will be shared with the Board as it becomes available.

NEW BUSINESS:

- **Area 11-4 Updates**

Manager Bunker gave a presentation about Area 11-4 and Area 11-5 (Miramonte). He said that because Area 11-4 is a smaller phase with 28 homes, the construction timeline has been reduced by 6-8 weeks. The construction loan for Area 11-4 will be executed in March, 2020; construction begins in April and delivery is scheduled for October through December, 2020. With a projected cost of \$14 million, the sales price for Area 11-4 homes is estimated at \$247 per square foot. That price represents an 8% increase compared to the price of Area 11-1 homes (2017), whereas construction costs have risen 14% during the same time period.

- **Area 11-5 Review Permanent Loan Preliminary Terms**

Construction is progressing on Area 11-5 Miramonte Rental Homes, with vertical construction beginning this month. The Rental Waitlist for Miramonte will open in December, 2019. In February, the Board will be asked to authorize permanent financing for Area 11-5, which will then be presented to the University of California Office of the President. Move-ins are anticipated to be completed by September, 2020 and the Board will execute the financing. The cost projection for Area 11-5 is \$33 million; the permanent financing amount must remain below the \$20 million threshold, above which requires the approval of the Regents of the University of California. The loan will be a 25-year term.

EXECUTIVE SESSION

The Board went into Executive Session to discuss HR Matters and the board retreat agenda.

ADJOURNMENT

The meeting adjourned at 6:15.