

## IRVINE CAMPUS HOUSING AUTHORITY

Board of Directors' Meeting

February 11, 2021

(via video conference)

**BOARD MEMBERS PRESENT:** Jennifer Aaron, Yong Chen, Sandra Irani, Greg Jue, Tyrus Miller, Diane O'Dowd, Heike Rau, Suzanne Sandmeyer, Barbara Sarnecka, Christy Teague

**OTHERS PRESENT:** Jennifer Barb, Bryce Bunker, Brad Conley, Barbara Correa, Karlie George, Andrew Herndon, Ron Reid, 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 January 14, 2021.

### REPORT ON OPERATIONS:

Chair Jue invited ICHA department heads to provide reports on operations:

- Manager Ron Reid reported that ICHA is looking into installing secure lockers for delivered packages. It met recently with Parcel Pending and is exploring installation near the Community Center. He will keep the Board updated as the plans progress.
- Director Correa shared that ICHA was able to assist UCI Health in distributing an email blast to UHills residents about urgent vaccine appointment slots. Following the email distribution, approximately 160 residents clicked on a make-an-appointment link, 65 of which were non-UCI emails, which the campus email communication system does not reach.
- Vice President Herndon said the tree pruning program is progressing following 18 months of slow growth.
- Director Barb reported on the audit committee meet last week. Committee members Yong Chen, Christy Teague and Greg Jue reviewed unbudgeted and unplanned events and discussed the next meeting in August. Beginning then, the committee will begin meeting quarterly. Director Barb also reported that the Regents discontinued the Blue and Gold fund and that ICHA is maintaining its investment accounts in the STIP account.
- Manager Bunker updated the Board on the Area 11 Traffic Study Meeting held with residents on February 3. Prior to the meeting, members of ICHA met with the Homeowners Representative Board Transportation Committee to go over recommendations in the study. The findings and recommendations were then shared with residents February 3. The recommendations included painting and street markings, 15 MPH advisory signs, speed cushions and more. Next steps are

to poll individual residents about their preference for speed cushions. The Area 11 Traffic Study project represents successful collaboration between ICHA, the HRB and residents.

- Vice President Vatakis said that end-of-year appraisals have been completed for the four rental properties. The appraisals help to ensure the program complies with the safe harbor provision, which says that rental rates must be 5% or greater of the appraised value of qualified campus lodgings to prevent residents from imputed income tax consequences.
- Director George explained the role of facilitators in the ICHA Housing Program. All four facilitators working with ICHA have at least five years' experience with the program. Facilitators act in a fiduciary role that allows buyers to complete transactions at a reduced cost because the fee they collect in transactions is lower than it is in the marketplace.

## **NUTS & BOLTS:**

### **Lease Administration: Title Matters**

Director George gave a presentation about the importance of moving a home into trust. The presentation covered:

- University Hills homeowners must transfer their property, but also their Ground Lease interest to the trust in order to avoid probate.
- Estate planning has gained urgency as University Hills has matured and more homeowners retire.
- Situations such as divorce add additional layers of issues to the trust process.
- To help educate homeowners in University Hills, ICHA organized two trust seminars in 2020. It also continues to include articles about trust issues in newsletters and on the website.

## **OLD BUSINESS**

- **Update on Area 12**

Manager Bunker presented an update on the Area 12 project. The latest design for Area 12 envisions approximately 140 for-sale units. On March 10, ICHA will hold a community meeting to explain the plan for Area 12, discuss the timeline and answer questions. All University Hills residents will be invited to participate. The Area 12 project has not yet received approval from the Regents; the project is on the agenda for the Regents' March 17 meeting. Following the community meeting, ICHA will send a survey about the Los Trancos Park & Pool redesign project to residents. The engagement process for the park & pool redesign follows the successful engagement process completed for Area 11, whose three parks opened in October. Manager Bunker invited ICHA Board members to participate in the upcoming community meeting.

## **NEW BUSINESS**

- **Whistle Blower Policy Discussion**

CEO Van Zandt reported that staff has worked with consultants to produce a Whistle Blower Policy. ICHA's auditors suggested that ICHA establish such a policy to function as an important internal control. The main purpose of the policy is to provide an avenue for reporting inappropriate financial/fiscal activity at the corporation. After discussion, the Board directed management to bring back a revised policy that includes additional operations details and alternate options for reporting. The Board also suggested the option of using an outside consultant that could receive whistleblower reports and independently run investigations. Finally, there was a discussion about whether the policy should include other kinds of behavior and how this policy might integrate with existing Employee Handbook processes for these behaviors.

- **Renters and Family Members Discussion**

Vice President Vatakis led a discussion about rules governing eligibility to rent in University Hills. The discussion was in response to a Board member's personal experience with a colleague whose sibling was not eligible to rent in University Hills. Vice Presidents provided clarification on fair housing law, occupancy limits and reasonable accommodation for an emotional support roommate and what would be required to fulfill the reasonable accommodation in this case. After discussion, she said ICHA would gather additional information and present it at a future meeting.

The Board then went in to executive session.

## **EXECUTIVE SESSION**

- Ground Lease Housekeeping
- Board Member Replacement Discussion (*postponed*)
- Resolution Housekeeping

## **ADJOURNMENT**

The meeting adjourned at 4:00 pm.