

Regular Meeting of the Teacher Housing Foundation

August 9, 2021

4:00 PM

Santa Clara Unified School District
1889 Lawrence Road
Santa Clara, CA 95051

Virtual Meeting
Live Stream

<https://us02web.zoom.us/j/89833994274?pwd=QWVSbEwyNTd2MUo2Yml6bGFHOWZMdz09>

A. ORGANIZATIONAL ITEMS

A.1. CALL TO ORDER @ 4:00 PM

A.1.1. ROLL CALL

Steve Lodge, President
Elise DeYoung
Eric Dill
Mark Schiel

A.2. REVIEW AND ACCEPTANCE OF AGENDA ITEMS

MOTION: SECOND: VOTE: DISCUSSION:

A.3. APPROVAL OF MEETING MINUTES FROM [JUNE 7, 2021](#)

MOTION: SECOND: VOTE: DISCUSSION:

B. PUBLIC COMMENT ON UNAGENDIZED ITEMS

Pursuant to Govt. Code 43954.3(a), members of the public will be afforded an opportunity to directly address the Board on any Item noticed on this Board Meeting Agenda before or during the Board's consideration of that Item. The law does not permit board action on any item not on the agenda, and must restrict public comment at Board Meetings to Items noticed on the Meeting's agenda. Members of the public wishing to address the Board must complete and submit a form provided for that

purpose in the lobby prior to addressing the Board. In order to complete the business of the meeting in a timely manner, the normal time limit allotted is 2 minutes per speaker.

C. PUBLIC COMMENT ON AGENDIZED ITEMS

Pursuant to Govt. Code 43954.3(a), members of the public will be afforded an opportunity to directly address the Board on any Item noticed on this Board Meeting Agenda before or during the Board's consideration of that Item. The law does not permit board action on any item not on the agenda, and must restrict public comment at Board Meetings to Items noticed on the Meeting's agenda. Members of the public wishing to address the Board must complete and submit a form provided for that purpose in the lobby prior to addressing the Board. In order to complete the business of the meeting in a timely manner, the normal time limit allotted is 2 minutes per speaker.

D. ACTION

D.1. LEASE EXTENSION FROM 7 TO 8 YEARS

Casa del Maestro has vacancies and some of the current residents have requested to extend their lease from seven (7) years to eight (8) years. Two (2) of the current residents' lease agreements expire in 2021 (June and September) and four (4) residents' lease agreements expire in 2022.

MOTION: SECOND: VOTE: DISCUSSION:

D.2. APPROVE FINANCIAL AUDIT COMPANY CONTRACT

The SCUSD THF requested quotes for a new external auditor for the Foundation, which is separate from the SCUSD external auditor, Eide Bailly. Staff received proposals from two audit companies and both are recommended by Eide Bailly.

[Harshwal & Co., Oakland, CA](#) \$7,000
[Richardson & Co., Sacramento, CA](#) \$9,000
A Professional Accountancy Company

MOTION: SECOND: VOTE: DISCUSSION:

E. DISCUSSION

E.1. GENERAL MAINTENANCE, GROUNDS, PROPERTY UPDATE

E.2. VACANCY UPDATE

Gillmore & Associates will provide an update on the current number of vacancies and number of upcoming known vacancies.

E.3. UPDATES TO THE RENTAL AGREEMENT

[Draft Residential Lease Agreement Update Marked Up](#)

[Draft Residential Lease Agreement Clean](#)

[Draft Exhibit F - Security Deposit Return Policy Marked Up](#)

[Draft Exhibit F - Security Deposit Return Policy Clean](#)

Additional Sections to be discussed:

Section 8 Pets

It is recommended to allow pets, with breed restrictions, charge a pet deposit depending on the size and breed, charge a monthly pet rent, and require all pets to be registered with an online company like [Pet Screening](#) that tracks pets vaccines and licenses.

Additional Sections to be updated at the next Board meeting:

Section 36 Renters Insurance Requirements

Exhibit C House Rules (may include Pet items)

Exhibit D Landlord Tenant Apartment Checklist

Exhibit E Equipment and Appliance Inventory

Exhibit G Pets

The following Exhibits are not anticipated to be updated:

Exhibit A Site Plan

Exhibit B Apartment Floor Plan

E.4 SECURITY CAMERA INSTALLATION INFORMATION

A review of proposed security camera locations was completed by the SCUSD Technology Department and Gillmor & Associates on site. In order to add cameras to the development, conduit would have to be mounted to the exterior of the apartments for long distances. This would not be attractive or easy to install. After further discussion, two other ways to better secure the property were proposed:

The first proposal is to move all of the mailboxes to a side mechanical room in the common area building. This room is currently used as storage and holds a hot water heater, however it has a door that exists directly to the exterior of the building. The tenants would have a key and would be able to pick up their mail in a secured location and we are able to add a camera to cover the door to that room. The hot water heater can be separated from the rest of the room and small aesthetic improvements would be

made. Smaller packages may be able to be left here in boxes also, but larger packages would still need to be delivered to the front doors.

The second proposal is to add fencing across the front of the property with electronic gates. Gillmor & Associates is actively requesting quotes from fencing companies to complete the west fence line with the ornamental fencing that surrounds the other two sides of the property. As previously discussed, the west fence is wood and is in need of replacement. A new western fence will eliminate individuals cutting through the development from surrounding complexes and force all individuals entering Casa Del Maestro to enter directly from Lochinvar. Adding electronic gates would further secure the area.

E.5 FUTURE AGENDA ITEMS

GFS presentation on refinancing COPS
Fencing Quotes

F. FUTURE TEACHER HOUSING FOUNDATION MEETING DATES

October 11, 2021; 4:00 p.m.

December 12, 2021; 4:00 p.m.

February 12, 2022; 4:00 p.m.

April 11, 2022; 4:00 p.m.

May 9, 2022; 4:00 p.m.

June 13, 2022; 4:00 p.m.

G. ADJOURNMENT

MOTION: SECOND: DISCUSSION: VOTE:

The Foundation Board may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.

Persons requiring auxiliary aides, who plan on attending the Board meeting, must notify the District Office 24 hours before the meeting at 408-423-2005.

Agenda materials distributed less than 72 hours before a Board meeting can be inspected at the Chief Business Officer's Office, 1889 Lawrence Road, Santa Clara.