

Regular Meeting of the Teacher Housing Foundation Agenda

June 7, 2021

3:30 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 @ 3:38PM

A.1.1. ROLL CALL:

Present:

- Steve Lodge, President
- Elise DeYoung
- Eric Dill
- Mark Schiel

A.2. REVIEW AND ACCEPTANCE OF AGENDA ITEMS

Minutes: Remove discussion item number one. Audit and tax services quote not yet received.

Motion Passed: Motion to accept the agenda items. Roll call vote: 4 YES (Lodge, DeYoung, Dill, Schiel), 0 NOES, 0 ABSTAIN, 0 ABSENT. Passed with a motion by Elise DeYoung and seconded by Mark Schiel.

Yes Steve Lodge
Yes Elise DeYoung
Yes Eric Dill
Yes Mark Schiel

A.3. APPROVAL OF MAY 17, 2021 MEETING MINUTES

Minutes: Correct the second approval of minutes from May 12, 2021 to May 21, 2021.

Motion Passed: Motion to accept the meeting minutes. Roll call vote: 4 YES (Lodge, DeYoung, Dill, Schiel), 0 NOES, 0 ABSTAIN, 0 ABSENT. Passed with a motion by Elise DeYoung and seconded by Eric Dill.

Yes Steve Lodge
Yes Elise DeYoung

Yes Eric Dill
Yes Mark Schiel

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.

Minutes: Moved to the End of the meeting. No comments.

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.

Minutes: Moved to the End of the meeting. No comments.

D. ACTION

D.1. APPROVE AUDIT AND TAX SERVICE CONTRACT

Minutes: Schedule for future meeting.

D.2. APPROVE 2021-2022 BUDGET

Minutes: All expenses and income for the last three years was analyzed to create a more detailed Budget for 2021-2022. This Budget is broken into categories of costs, such as flooring, plumbing, mechanical, and administrative fees. The principal and interest on the debt service has been added to the budget for the first time. In the future, the budget will have a five year look ahead to enable planning for larger repairs and expenses. A consultant should be hired to review the age of buildings to calculate life cycle costs in order to create a deferred maintenance budget for upgrades. Staff to research ways to decrease the fire alarm phone costs. Future budgets will include line items for the reserves: deferred maintenance; future debt. The proposed budget is \$343,006.00.

Motion Passed: Motion to approve 2021-2022 budget. Roll call vote: 4 YES (Lodge, DeYoung, Dill, Schiel), 0 NOES, 0 ABSTAIN, 0 ABSENT. Passed with a motion by Elise DeYoung and seconded by Eric Dill.

Yes Steve Lodge
Yes Elise DeYoung
Yes Eric Dill
Yes Mark Schiel

E. DISCUSSION

E.1. GENERAL MAINTENANCE, GROUNDS, PROPERTY UPDATE

Minutes: Parking lot resurfacing, striping is complete. The way finding signs will be installed next week. Tree treatment is complete.

E.2. VACANCY UPDATE – LEASE EXTENSION

Minutes: 8 vacancies with 2 potential move-ins upcoming. Contacting the waitlisted individuals. Potential new tenants within District new hire pool. New teacher hires are added to the bottom of the list before starting at the top of the list again. Leases are month to month with a max of 7 years.

E.3. HOUSEKEYS ANNUAL AUDIT

Minutes: Notified of an audit that has to be conducted that is a part of the low income housing project with the City of Santa Clara.

E.4. FUTURE AGENDA ITEMS

Minutes: Tax Services- quotes to come. Recruitment of new board members, no July meetings, Housekeys audit.

F. FUTURE TEACHER HOUSING FOUNDATION MEETING DATES

Minutes: Mondays work best. Meetings will be bi-monthly, possibly 2nd Monday of each month with the exception of May and June for budget meetings and rent changes.

G. ADJOURNMENT

Motion Passed: Motion to adjourn at 5:00 PM. Roll call vote: 4 YES (Lodge, DeYoung, Dill, Schiel), 0 NOES, 0 ABSTAIN, 0 ABSENT. Passed with a motion by Eric Dill and seconded by Elise DeYoung.

Yes Steve Lodge
Yes Elise DeYoung
Yes Eric Dill
Yes Mark Schiel