

Regular Meeting of the Teacher Housing Foundation

MINUTES

December 15, 2025, 4:00 PM

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

VIRTUAL MEETING

Join Zoom Meeting

<https://scusd-net.zoom.us/j/89272599816?pwd=exb7BcoUA119Xlv6xQ4KOCXqb5aqJ.1>

A. ORGANIZATIONAL ITEM

A.1 Call To Order 4:03 p.m.

President: Steve Lodge

Vice President: Elise DeYoung

Chief Financial Officer: Mark Schiel

Secretary: Eric Dill

A.2 Review and Acceptance of Agenda Items

Motion: Eric Dill

Second: Elise DeYoung

Vote: 4-0

A.3 Approval of Minutes from [October 13, 2025](#)

Motion: Mark Schiel

Second: Elise DeYoung

Vote: 4-0

B. 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 may raise their hand in the Zoom session or notify [Angeline Ruiz](#) in advance of the meeting. To complete the meeting's business in a timely manner, the allotted time limit is 2 minutes per speaker.

- No public comment

C. DISCUSSION/ACTION

C.1 Intent to Award the Santa Clara Unified School District Teacher Housing Foundation Property Management Services for Casa Del Maestro Property Management Firm for a Term of 1 year - July 1, 2026 - June 30, 2027.

A contract for approval will be brought to a future board meeting.

[SCUSDTHF Request For Qualifications/Proposals \(RFQ/P\)](#)

[SCUSDTHF RFQ/P Addendum #1](#)

[Gillmor & Associates Proposal](#)

[Encinal Real Estate Proposal](#)

Action: Approve intent to award to Gillmor & Associates, subject to contract development/negotiation and future Board approval.

Motion: Eric Dill

Second: Elise DeYoung

Vote: 4-0

C.2 Casa del Maestro Apartment Renovation Costs

Renovation costs are exceeding the Board-approved per-unit allocation. Original approval was \$25,000 per unit for new kitchen/bathroom cabinets and counters, LVT flooring, and painting for up to 10 units. Below is a summary of current costs.

[Breakdown of renovation costs](#)

- The Board reviewed updated projected total renovation cost ranges per unit type:
 - 1BR/1BA: \$31,500 – \$37,500
 - 1BR/1BA + Den: \$32,000 – \$35,000
 - 2BR/2BA: \$39,000 – \$42,000

Action: Approve updated renovation cost ranges for the 10 units originally approved.

Motion: Mark Schiel

Second: Eric Dill

Vote: 4-0

C.3. Community Room Improvements

Approve a not-to-exceed budget of \$15,000 for upgrades to the Community Room, including a smart TV, wireless high-speed internet, new LVT flooring, new paint, and new flexible furniture.

[Community Room Photos](#)

Action: Approve \$15,000 (not-to-exceed) for Community Room improvements.

Motion: Mark Schiel

Second: Elise DeYoung

Vote: 4-0

C.4 Lease Extension Request

- The Board considered three tenant extension requests (two to year eight; one to year nine), none exceeding the 10-year cap.

Action: Approve the three extension requests as presented.

Motion: Mark Schiel

Second: Eric Dill

Vote: 4-0

- **Housing Stability for Employees Impacted by Right-Sizing.**

Action: Allow eligible tenants impacted by right-sizing to remain through December 31, 2026.

Motion: Eric Dill

Second: Mark Schiel

Vote: 4-0

D. DISCUSSION

D.1 General Maintenance, Grounds, and Property Update

Update on the unit renovations, grounds, and tenant concerns

- Termite activity identified; inspection underway to determine scope and cost.

D.2 Vacancy and Waitlist Update

- Five units were vacant: two 1-bedroom, two 2-bedroom, and one 1-bedroom with a den (already assigned but pending turnover)
- Three remodeled units were recently leased.
- Renovations average 2–3 weeks; turnover may result in 1–2 months of lost rent.
- Waitlist totals: 41 (1-bedroom) and 108 (2-bedroom).

D.3 Budget Review

[October 2025 Report](#)

D.4 Financial Audit Status Update

- Audit completed with no findings.

D.5 Future Agenda Items

- Termite treatment update
- Approval of THF Audit Report
- Right-sizing potential impact (x # of tenants / x # of units)
- Board recruitment and transition planning

E. PUBLIC COMMENT ON UNAGENDIZED ITEMS

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- No public comment

F. FUTURE MEETING DATES

Monday, February 23, 2026, 4pm

Monday, April 20, 2026, 4pm

Monday, May 4, 2026, 4pm

Monday, June 8, 2026, 4pm

G. ADJOURNMENT 5:03 p.m.

Motion: Steve Lodge

Second: Eric Dill

Vote: 4-0