

**San Mateo County Colleges
Educational Housing Corporation
Regular Meeting
February 23, 2016 3:30 P.M.
College Vista Clubhouse**

Notice about Public Participation at Board Meetings: The Housing Corporation Board welcomes public discussion. The public's comments on agenda items will be taken at the time the item is discussed by the Board. To comment on items not on the agenda, members of the public can speak under the agenda item titled "Public Comment." Normally, no more than 20 minutes will be allocated for this section of the agenda. No response on behalf of the Board will be given at this time and Board action is not permitted on items presented under this agenda item.

1. Call To Order
2. Introduction of New Member Maurice Goodman and distribution of New Board Roster
3. Approval of Minutes from June 15, 2015 meeting
4. Housing Board Reorganization: Election of President and Vice President/Secretary
5. Review of Educational Housing Corporation Audit
6. Review of 2015/16 Budget/December 31 Actuals: College Vista and Cañada Vista
7. Approval of 2016-17 Budgets for College Vista and Canada Vista
8. Approve Amended Housing Allocation Guidelines
9. Receive Information on the Skyline Housing Proposal
10. Review Information on Payoff of Housing Debt/Maintenance Reserve
11. Board Members' Comments or Requests for Future Agenda Items
12. Public Comments
13. Next Meeting



Educational Housing Corporation Board Meeting
June 15, 2015
College Vista Clubhouse

Minutes

Attendees:	Absent:
Art Michael, Vice President	Patricia Miljanich, President
Peggy Berlese	
Kathy Blackwood	
Kate Browne	
Ron Granville	Other Attendees:
Dennis McBride	Roxanne Brewer
Annette Perot	Ray Chow
Karen Schwarz	Barbara Christensen
	Caryn Kenny
	Mike Kenny
	Ana Mozzetti

Call to Order

The meeting was called to order at 3:34 p.m.

Approval of Minutes from the April 14, 2014 Meeting

A motion was made by Ms. Schwarz and seconded by Ms. Browne to approve the minutes of the April 14, 2015 meeting; motion passed.

Discussion of Leak and Light Investigations and Actions

Ms. Christensen reported that the San Mateo County Community College District (SMCCCD) Board of Trustees took action to allow the Educational Housing Corporation Board to file a lawsuit regarding leaks against the general contractor of Cañada Vista. The District will manage the lawsuit; the lawsuit is being filed now for statute of limitations purposes. Ms. Christensen said the first testing for leaks is completed. After the attorneys and Kenny Realty looked at the report, it was determined that there should be some additional testing; there was effluence that was seen on the side of a wall and concerns about additional leaks. The additional testing will cost \$34,000-\$35,000 which will be added to the Cañada Vista budget. The testing for leaks should be completed by the end of this fiscal year.

Ms. Berlese asked what the total costs of the testing would be; Ms. Christensen said around \$59,000 and will be reflected in the 2014-15 Budget. The 2015-16 Budget would include any attorney fees.

The testing is being done by Allana Buick & Bers and the law firm representing the District is Miller, Morton, Callat, & Nevis, LLP.

Review of 2014/2015 Budget/Actuals (March 31) and Approval of 2015/2016 Budget: College Vista

Ms. Christensen thanked Mr. McBride for helping create the documents explaining how the budget was developed.

Mr. Chow explained that he separated the insurance coverages into four line items: General Liability, Property Liability, Clubhouse Liability (TULIP) and Workers Compensation. This will help with the bookkeeping regarding insurances in the future.

The TULIP is the liability insurance for Cañada Vista Clubhouse for non-District events. Ms. Browne asked if the College Vista Clubhouse was used for non-District events; Mr. Chow said that the College Vista Clubhouse is rarely used for non-District events, so TULIP insurance is not needed for that facility. Ms. Christensen said that people renting the Canada Vista facility pay an insurance fee and this usually covers the full cost of the TULIP insurance.

Mr. Granville asked for clarification regarding General Liability (GL) insurance coverage vs the TULIP coverage. Mr. Chow said the GL covers District-sponsored events only. Residents or employees who rent the clubhouse for personal use, as well as outside organizations, pay the TULIP insurance. Ms. Christensen said that the City of Redwood City and several non-profits have used the Cañada Vista Clubhouse in the recent past and employees and residents use it frequently for birthdays, holiday gatherings, baby showers, etc. Ms. Blackwood asked why TULIP was listed on the budget because it is reimbursed by the rentals; Mr. Chow said it does but it needs to be paid first. Mr. Granville said that you show the rental as an income and the insurance as an expense. A deposit is paid on the TULIP and it is paid down as the facility is rented out.

It was noted that on the Cañada and College Vista Budget Spreadsheets, the Property Liability should be labeled as Property Insurance. Clarification was made that the General Liability and Property Insurance are part of the District's insurance policy and proportioned accordingly; the District is self-insured up to \$150,000.

Ms. Christensen reviewed the Service Maintenance section of the College Vista Budget; the maintenance areas are listed separately this year as line items. Ms. Christensen said that this will help in tracking the expenses on the various maintenance areas. Ms. Blackwood said the Corporation is approaching the time where there will need to be some major repairs due to the age of the housing units.

Ms. Mozzetti commented on the Water – Grounds; College Vista uses the same water source as the District Office. Kenny Realty pays for all the water for College Vista and the DO, and the District reimburses Kenny Realty for its share on a monthly basis.

Ms. Browne inquired about the pest control expense difference between Cañada Vista and College Vista. Kenny Realty will research the fee structure and report to Ms. Christensen so she can explain it to the Board. Ms. Browne also inquired about the Fire Alarm System Repair amounts; Ms. Christensen said that it is higher at Cañada Vista because it is a larger facility.

Ms. Granville asked about the Resident Management Fee. Mr. Kenny said that the District first provided a rent discount to the resident managers, but learned that was not the appropriate way to pay for their services. Now they receive a check once a month from Kenny Realty and Kenny Realty provides an IRS Form 1099 to the Resident Manager at the end of the year. It was suggested that a conversation should be held between Mr. Granville and Mr. Kenny regarding the payment to the resident managers.

A motion was made by Ms. Blackwood and seconded by Ms. Berlese to adopt the College Vista 2015-16 Annual Budget; motion passed.

Review of 2014/2015 Budget/Actuals (March 31) and Approval of 2015/2016 Budget: Cañada Vista

Ms. Christensen said that the Leak Investigation and Light Investigation have been added as separate line items on the budget. Ms. Berlese asked if the \$50,000 in Legal and Professional was an estimate from the attorney; Ms. Christensen said she estimated the amount and it may need to be adjusted.

Ms. Mozzetti discussed the water situation at Cañada Vista and the Cañada Clubhouse. She said that the current utility company electronically reads the water meters and it appears that the numbers are not accurate. Kenny Realty has been questioning the amounts because one month the amount was \$27 and in another month it was \$1,870. Tenants are charged \$4.95 a month as a service charge. A new contractor has been found and will charge the tenants a service charge of \$3.95 a month. Ms. Mozzetti said that she hopes within the next few months that this issue will be settled.

Mr. Kenny said that when he spoke with the new utility company they said that there was a problem with the sensor on the irrigation system and they fixed it. The new company is verifying that all meters are working and are tied to the correct places. Mr. Michael asked what tenants pay for water bill each month; Ms. Brewer reported that the water bill for a single person runs around \$40-50 a month.

The current utility company is Utilities Management Company (UMC); the new company is Guardian Water and Power.

A motion was made by Ms. Blackwood and seconded by Ms. Schwarz to adopt the Canada Vista 2015-16 Annual Budget; motion passed.

Review Information on Payoff of Housing Debt

Ms. Christensen reported that the College Vista construction debt is 41% paid off (in 10 years) as of March 30, 2015 and Canada Vista is 21% paid off (4 1/2 years). The capital reserve for College Vista is \$212,622 and \$309,791 for Cañada Vista. There have been some large expenditures at College Vista for repainting the complex and slurry sealing the parking lots. Ms. Mozzetti reported that the Trower Maintenance Study was finalized in 2014; the Corporation will need a new study in 2017.

Board Members' Comments or Requests for Future Agenda Items

Ms. Christensen said she sent out information on Directors and Officers Liability Insurance.

Ms. Christensen is currently working on preparation of an Environmental Impact Report (EIR) for the construction projects at all three Colleges. Part of the Skyline College EIR includes a residential development on Parcel B. The District is proposing approximately 40 single family houses on the northern part of the parcel and 20-24 faculty/staff apartments at the back end of the parcel. The District would partition the property and keep the land that the apartments would be on and sell the rest to a developer. Ms. Christensen is working with the City of San Bruno; they have been very cooperative in giving guidance in what they need to see in the EIR. The District is the lead agency for the EIR.

For both of the prior housing projects, the District was the lead agency for the California Environmental Quality Act (CEQA) work but all architectural and planning approvals were processed by the cities where the developments were. The same would happen with the Skyline College Housing Project.

Ms. Christensen said that the EIR work will be completed in December 2015 if there are no problems that arise. Currently the District is on track to sign off on the EIR in December 2015.

Discussion continued regarding the Skyline College Housing Project. Ms. Christensen said there is currently a waitlist of 65 staff members waiting for District housing. She believes that adding 20-24 apartments at Skyline College would ensure that some of that demand could be met and the waitlist would be smaller. The District currently has 104 apartments. The District has had many retirements recently and is hiring many new employees; many of them come from outside the immediate area and are shocked by housing costs here; therefore, she expects the waitlist will continue to grow.

Ms. Christensen said that she thinks the City of San Bruno will suggest that the project should use the same lot sizes and similar architecture to that which was used for the Marisol Development across the street.

Ms. Christensen met with the City of San Bruno planning and development staff because she was concerned they would not allow multifamily units on Parcel B because the College is surrounded by single family homes. However she reported that they were very enthusiastic about the project. The SMCCCD Board of Trustees also met with the San Bruno City Council and discussed the project; the Council also seemed to be positive about the project.

Ms. Christensen reported that approximately 38 employees who have lived in District housing have gone on to purchase homes. All of the original residents of College Vista will be moving out of the development by December of this year. She recently sent out an e-mail to all of the employees on the waitlist to reconfirm their interest in District housing.

Public Comments

None

Next Meeting

This will be scheduled as needed. Normally the Housing Board meets twice a year, more if necessary.

Adjournment

The meeting was adjourned by consensus at 4:30 p.m.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

**DISCRETELY PRESENTED COMPONENT UNIT
EDUCATIONAL HOUSING CORPORATION
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and investments	\$ 150,804	\$ 161,212
Intergovernmental receivables (SMCCCD)	10,843	-
Interest Receivables	82	-
Total Assets	<u>\$ 161,729</u>	<u>\$ 161,212</u>
 LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Rent security deposits	\$ 141,395	\$ 143,985
Total Liabilities	<u>141,395</u>	<u>143,985</u>
 NET ASSETS		
Unrestricted	20,334	17,227
Total Net Assets	<u>20,334</u>	<u>17,227</u>
 Total Liabilities and Net Assets	 <u>\$ 161,729</u>	 <u>\$ 161,212</u>

The accompanying notes are in an integral part of these financial statements.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

DISCRETELY PRESENTED COMPONENT UNIT

EDUCATIONAL HOUSING CORPORATION

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	<u>2015</u>	<u>2014</u>
REVENUES		
Rental income	\$ 1,513,804	\$ 1,516,903
Interest and dividends	1,264	1,414
Water reimbursement	3,696	12,511
Other local income	3,300	143,618
Total Revenues	<u>1,522,064</u>	<u>1,674,446</u>
EXPENSES		
Operating expenses	411,957	456,243
Total Expenses	<u>411,957</u>	<u>456,243</u>
OTHER SOURCES AND USES		
Transfer out to SMCCCD	(1,107,000)	(1,217,000)
Total Other Uses	<u>(1,107,000)</u>	<u>(1,217,000)</u>
CHANGE IN NET ASSETS	3,107	1,203
NET ASSETS, BEGINNING OF YEAR	17,227	16,024
NET ASSETS, END OF YEAR	<u>\$ 20,334</u>	<u>\$ 17,227</u>

The accompanying notes are an integral part of these financial statements.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

**DISCRETELY PRESENTED COMPONENT UNIT
EDUCATIONAL HOUSING CORPORATION
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 3,107	\$ 1,203
Changes in Assets and Liabilities		
Accounts receivable	(10,843)	-
Rent security deposits	(2,590)	8,685
Net Cash Flows Provided For Operating Activities	<u>(10,408)</u>	<u>9,888</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(10,408)	9,888
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	161,212	151,324
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 150,804</u>	<u>\$ 161,212</u>

The accompanying notes are an integral part of these financial statements.

SMCC Educational Housing Corporation
Canada Vista
Budget Vs Actual for 2015-16

	Budget	6 months Budget	Actual 2015-16 (Dec 31 2015) Year to Date	Budget Variance Favorable (Unfavorable)	Proposed Budget 2016-17
	2015-16	Year to Date	Year to Date	(Unfavorable)	2016-17
Operation Revenues					
Rent	918,000	459,000	439,365	(19,635)	880,000
Club House Rental	5,000	2,500	4,332	1,832	5,000
Club House Liab. Insurance	3,500	1,750	1,400	(350)	2,800
Club House Cleaning Reimbursement			300	300	500
Interest	500	250	183	(67)	100
Total Operation Revenues	927,000	463,500	445,580	(17,920)	888,400
Operation Expenses					
Property Administration					
Property Management	37,500	18,750	18,720	30	37,500
Resident Management Fee	8,500	4,250	4,254	(4)	8,500
Clubhouse Supplies	350	175	2,070	(1,895)	1,500
Insurance					
General Liability (annual)	1,200	600	1,392	(792)	1,400
Property Liability	3,000	1,500	-	1,500	3,000
Clubhouse Liability (TULIP; annual)	1,200	600	-	600	1,200
Workers Compensation (annual)	2,500	1,250	-	1,250	2,500
Audit & Accounting	400	200	-	200	400
Bank Charges	15	8	-	8	15
Legal & Professional	50,000	25,000	-	25,000	50,000
Landscape	15,000	7,500	7,194	306	15,000
Maintenance Reserve	10,000	5,000	-	5,000	10,000
Tax and License	300	150	-	150	300
Total Property Administration	129,965	64,983	33,630	31,353	131,315
Service Maintenance					
Appliance Replacement/Repair	5,000	2,500	6,460	(3,960)	15,000
Maintenance / Repairs	25,000	12,500	2,336	10,164	10,000
Flooring Replacement/ Repair	12,000	6,000	12,533	(6,533)	15,000
Cleaning	2,000	1,000	1,175	(175)	2,500
Heating Repair	1,000	500	196	304	2,000
Plumbing Repair	5,000	2,500	3,742	(1,242)	7,500
Electrical Repair	3,000	1,500	9,165	(7,665)	3,000
Garage Repair	1,000	500	210	290	1,000
Gutters	2,000	1,000	-	1,000	-
Vent Cleaning	5,950	2,975	-	2,975	5,950
Window Washing	4,000	2,000	168	1,832	4,000
Painting & Decorating	17,000	8,500	10,800	(2,300)	17,000
Fire Alarm System	2,800	1,400	453	947	7,000
Pest Control	4,700	2,350	1,172	1,178	4,400
Total Service Maintenance	90,450	45,225	48,410	(3,185)	94,350
Utilities					
Garbage	20,000	10,000	11,154	(1,154)	22,000
PG & E	16,000	8,000	8,796	(796)	18,000
Water Grounds and Clubhouse	5,000	2,500	2,845	(345)	7,000
Internet/Cable	550	275	264	11	550
Telephone	2,300	1,150	1,843	(693)	2,000
Fire Alarm System	1,000	500	-	500	11,000
Sinawest (monitoring)	3,500	1,750	2,507	(757)	-
Total Utilities	48,350	24,175	27,409	(3,234)	60,550
Total Operation Expenses	268,765	134,383	109,449	24,934	286,215
Net Operation Profit/(Loss)	658,235	329,118	336,131	7,014	602,185
Other Financial Uses					
Transfer to District	528,000	264,000	216,098	47,902	490,000
Transfer to LT Capital Reserve	120,000	60,000	120,000	(60,000)	110,000
Total Other Financial Sources/Uses	648,000	324,000	336,098	(12,098)	600,000
Excess of Revenues Over Expenditures and Other Sources	10,235	5,118	33	(5,085)	2,185
Vacancy Factor (reflected in rents)	(3,000)	(1,500)	(730)	770	(3,000)

SMCC Educational Housing Corporation
College Vista
Budget Vs Actual for 2015-16

	Budget	6 months Budget	Actual 2015-16	Budget Variance	Proposed Budget
	(Dec 31 2015)			Favorable	2016-17
	2015-16	Year to Date	Year to Date	Unfavorable	
Operation Revenues					
Rent	580,000	290,000	296,151	6,151	600,000
Club House Rental	1,000	500	825	825	1,000
Water Reimbursement -District			2,600		5,000
Interest	200	100	106	6	100
Total Operation Revenues	581,200	290,600	299,682	6,982	606,100
Operation Expenses					
Property Administration					
Property Management	27,450	13,725	13,728	(3)	27,450
Resident Management Fee	7,200	3,600	3,619	(19)	7,200
Clubhouse Supplies	400	200	739	(539)	1,000
Insurance					
General Liability (annual; clubhouse included)	1,200	600	-	600	1,200
Property Liability	3,000	1,500	-	1,500	3,000
Worker Compensation (annual)	2,500	1,250	-	1,250	2,500
Audit & Accounting (annual)	400	200	-	200	400
Bank Charges	75	38	100	(63)	75
Legal & Professional	300	150	-	150	1,000
Landscape	12,000	6,000	7,869	(1,869)	15,000
Maintenance Reserve	10,000	5,000	-	5,000	10,000
Total Property Administration	64,525	32,263	26,055	6,208	68,825
Service Maintenance					
Appliance Replacement/Repair	5,000	2,500	2,875	(375)	10,000
Maintenance / Repairs	20,000	10,000	2,293	7,707	5,000
Flooring Repair/Replacement	20,000	10,000	12,182	(2,182)	15,000
Heating Repair	2,000	1,000	-	1,000	4,000
Plumbing Repair	10,000	5,000	903	4,097	5,000
Electrical Repair	2,500	1,250	1,307	(57)	3,000
Garage Door Repair	1,200	600	970	(370)	1,200
Gutters	1,700	850	-	850	1,700
Cleaning	1,500	750	775	(25)	2,500
Dryer Vent cleaning (annual)	4,400	2,200	4,180	(1,980)	4,400
Window Washing (annual)	2,800	1,400	347	1,053	2,800
Fire Alarm System	2,400	1,200	3,149	(1,949)	9,000
Painting & Decorating	20,000	10,000	7,400	2,600	15,000
Pest Control	1,800	900	892	8	1,800
Total Service Maintenance	95,300	47,650	37,273	10,377	80,400
Utilities					
Garbage	11,000	5,500	5,027	473	11,000
PG & E	23,000	11,500	8,718	2,782	18,000
Water Grounds & Tenants	18,000	9,000	16,386	(7,386)	18,000
Internet/Cable	400	200	696	(496)	1,400
Telephone	3,400	1,700	1,676	24	2,700
Fire Alarm System Repairs	4,000	2,000	-	2,000	-
ADT (monitoring)	1,900	950	490	460	-
Total Utilities	61,700	30,850	32,993	(2,143)	51,100
Total Operation Expenses	221,525	110,763	96,321	14,442	200,325
Net Operation Profit/(Loss)	359,675	179,838	203,361	21,424	405,775
Other Financial Uses					
Transfer to District	270,000	135,000	134,750	250	305,000
Transfer to Capital Reserve	87,000	43,500	67,000	(23,500)	97,000
Total Other Financial Sources/Uses	357,000	178,500	201,750	(23,250)	402,000
Excess of Revenues Over Expenditures and Other Sources	2,675	1,338	1,611	(1,827)	3,775
Vacancy Factor (reflected in rents)	(6,000)	(3,000)	615	3,615	(6,000)

Proposal To Change Eligibility and Priorities To Qualify for Faculty/Staff Housing

1. Currently the Housing Allocation Guidelines adopted by the Educational Housing Board specify that units will be allocated 50% to classified staff and 50% to faculty. Since opening College Vista in 2005, the demand for housing by employees has always been strong. However, there has always been more demand by classified staff than by faculty. Currently, there are 9 full time faculty members on the waitlist and 58 full time classified staff. The wait time for classified staff to be offered a unit can be up to three years; wait time for full time faculty is a year or less (for the last faculty member offered a unit, the wait was only four months).

Several times when a unit became available, there were no full time faculty on the list that 1) needed that size unit; 2) wanted that location; or 3) they were on a month to month with their current landlord—most had leases that end in mid-to-late 2016.

Within the District, there are approximately 340 full time faculty and academic supervisors and 550 full time classified members, which is a ratio of 38% to 62%. There are also approximately 750 adjunct faculty members who can teach anywhere from one to nine units. The current ratio of faculty to staff occupying our housing is 45% faculty and 55% classified; it is not 50/50 because, in the past, there was not a qualified full time faculty member that needed the unit.

Proposal: Change the ratio of faculty to classified staff to 45%/55% from the current 50%/50%. Review this in the future and, if there are no significant changes in the number of full-time faculty on the waitlist, change the ratio to 40/60%.

2. Currently all full time employees of the District are eligible for housing; however, not all employees earn the same amount in salary. Classified salaries average about \$65,000 and faculty salaries average about \$96,000. Manager earn substantially more.

Proposal: Exclude All Executives and Administrators at the AA through AC level (starting range from \$147,612 to \$189,708) from eligibility for housing except for special circumstances. Allow Administrators at the Dean and Director levels (AD-AF; starting range \$126,852-\$140,700) to reside in the housing for four years only, which should be enough time for them to save to purchase a home. Also allow the person managing the wait list to make an exception to the policy if, for example, an Executive or AA-AC Administrator is being recruited from out of the area and needs a short period of time (6 months or less) to re-settle in the area.

3. The current guidelines contains the following sentence: “Every attempt will be made to achieve and maintain this proportional representation (currently 50%), including selecting applicants from a lower priority group in order to choose tenants that are in an underrepresented group.” This would mean that, if faculty are underrepresented—as they are now—and if there are no full time faculty members ready to take a unit, we would invite a qualified adjunct faculty member to take the unit.

The load for an adjunct faculty member is not guaranteed and can change over time depending on enrollment, changes in the curriculum or other circumstances. In the past, we have had one or two adjunct faculty members who secured an apartment and then lost most or all of their load, which caused us to have to remove them from housing.

Proposal: Remove the requirement to pick a tenant from a lower priority group in order to maintain the balance and always give priority to full time employees over part time employees.

2015 Allocation of Housing Units For SMCCCD Faculty and Staff

Eligibility/Priorities

Of the 104 units at College Vista and Cañada Vista, 45% of the units will be set aside for faculty and 55% for classified staff. Every attempt will be made to achieve and maintain this proportional representation, ~~including selecting applicants from a lower priority group in order to choose tenants that are in an underrepresented group.~~ If there are not enough participants in one pool (certificated or classified) to fill that pool's allocated number of units, participants in the other pool will be allowed to rent those excess units.

First Priority: Full-time faculty and full-time staff of the San Mateo County Community College District who qualify as first time home buyers (FTHB)*.

~~**Second Priority:** Regular part-time faculty and staff of the San Mateo County Community College District who work 60% or more of a fulltime schedule and who qualify as first time home buyers (FTHB)*.~~

~~**Third-Second Priority:** Adjunct faculty of the San Mateo County Community College District who have taught 60% of a full time load (or .52 FTE for science faculty) for SMCCCD Colleges in six semesters during the past four years and who continue to teach 60% of a full time assignment each semester and who qualify as first time home buyers (FTHB)*.~~

All prospective tenants will be subject to the credit and tenancy guidelines that are set by the Housing Corporation Board and implemented by the property manager. The District will annually verify that the residents continue to be employees of the District and meet other criteria.

Allocation of Units

~~At all times, E~~very effort will be made to achieve/maintain the proportional representation of ~~45~~ 50% certificated and ~~55~~ 50% classified staff assigned to the apartments, ~~including selecting applicants from a lower priority group in order to choose potential tenants that are in an underrepresented group.~~ Employees will be called according to 1) priority category and 2) length of time on the wait list.

Wait List: Names on the wait list will be listed by employment categories and priorities and will include the date the employee was first placed on the wait list which will be used to determine who is called for vacancies that occur.

Other Considerations

Occupancy Term: Because the cost of housing has risen dramatically in the Bay Area in recent years, the Housing Corporation Board has set the period of occupancy for most residents at seven (7) years,

which is deemed to be enough time to save for a down payment on a home. Administrators at the dean or lower level (AD through AJ on the salary schedule) will be allowed to stay four years only.

Home Ownership: Those employees/residents who own a home outside the Bay Area and are coming from out of the area to take a job in the District will be allowed to rent at below market rates for 18 months in order to have time to re-settle in the area and, at the end of that term, the rent will be increased over a two-year term to market rate, as determined by Kenny Realty in accordance with current market conditions.

Loss of Eligibility: If a resident voluntarily leaves District employment or is dismissed for cause or poor performance, the rental unit will immediately be increased 9% and then increased a second time to market rate rent as established annually by the County Office of Housing (maximum affordable rent for moderate income persons) as soon as possible as allowed under State laws. The former employee may be allowed to stay in the unit at market rate for a two-month period. At the end of that time, the former employee will be required to vacate the unit.

If a resident is laid off from his/her job or does not achieve tenure; if an adjunct faculty member loses all of his/her load or who is no longer teaching ~~40~~60% of a full time load (or .52 FTE for science faculty) at the Colleges; or if an employee retires from his/her position, the former employee may be allowed to stay in the unit at the established below market rate for a maximum of 6 months.

For purposes of this program, **First Time Home Buyers (FTHB) are defined as persons 1) who have never owned a home; 2) who haven't owned a home in the past three years and received less than \$15,000 in equity when they sold their home; 3) who divorced or separated in the past three years and vacated a primary residence and received less than \$15,000 in equity from the sale; 4) who lost their home through a short sale or foreclosure and received less than \$15,000 in equity from the sale; or 5) who own a home outside the Bay Area and are coming from out of the area to take a job in the District. "Outside of the Bay Area" is defined to mean a 50 mile or more one way commute to the job site. Employees in category 5 will be allowed to live in College housing for a maximum of 18 months at below market rates to allow them time to sell the home and re-settle in the Bay Area. ~~After the initial 18 months, rent will be increased, over a two-year period, to market rate, as determined by Kenny Realty according to current market conditions.~~*

If a resident's status as a first time homebuyer changes after assuming occupancy of a unit, resident must notify Kenny Realty. Inaccurate, incomplete or false information about a resident's status as a first time homebuyer may result in loss of the apartment as well as other legal consequences.



SITE SUMMARY

General Plan Designation: Low Density Residential
2.1- 8.0 housing units/acre (63 units allowed)

Proposed Zoning: Planned Development

Site Area: ±7.89 acres

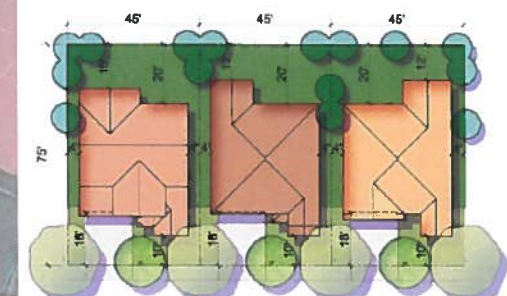
Units:
39 units - SFD lots (±45x75) - Parcel A
28 units - Apartments - Parcel B
67 units total

Overall Density: ±8.49 du/ac

SFD Parking Summary (Parcel A)
78 covered spaces
27 uncovered spaces
105 spaces total

Apartment Parking Summary (Parcel B)
28 covered spaces
35 uncovered spaces
4 accessible spaces
67 spaces total

Typical SFD Lots (±45'x75')



SKYLINE

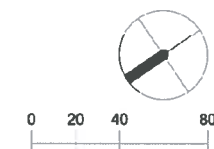
THOMPSON | DORFMAN
URBAN RESIDENTIAL DEVELOPMENT

39 Forrest Street
Suite 201
Mill Valley, CA 94941

CONCEPTUAL SITE PLAN

SAN BRUNO, CALIFORNIA

KTGY # 2014-009 01.27.2016



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Architecture+Planning
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Oakland, CA 94607
510.272.2910
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San Mateo Staff Housing Debt
As of December 31, 2015

College Vista

Debts:	9,341,000.00	
Payoff:	<u>4,130,750.00</u>	
Balance:	5,210,250.00	44.23% paid off

Canada Vista

Debts:	14,882,000.00	
Payoff:	<u>3,494,098.00</u>	
Balance:	11,387,902.00	23.48% paid off

Capital Reserve:

College Vista:	\$62,000 per year per the Trower Maintenance Study
Balance 12/31/14	274,179.00

Canada Vista:	\$71,000 per year per the Trower Maintenance Study
Balance 12/31/14	373,185.00