

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
June 16, 2020 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on June 16, 2020. In accordance with local and state orders regarding shelter in place, **members of the public will not be able to attend the meeting in-person.**

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the following link or calling the following telephone number at the beginning of the meeting:

Zoom: <https://smccd.zoom.us/j/99382163372>

Dial-in Number: 1-669-900-9128

Meeting ID: 993 8216 3372

Providing Public Comment on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3 minute time limit for comment.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 300 words. Emails received by 12:00 p.m. on June 16, 2020 will be provided to Housing Board members.

Providing Public Comment on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. Emails received by 12:00 p.m. on June 16, 2020 will be provided to Housing Board members.

Accommodations

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carina Warne, Executive Assistant to the Chancellor, by 5:00 p.m. on June 15, 2020 at (650) 358-6877 or via email at warnec@smccd.edu.

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AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Election of Officers (*Attachment #01*)**
- IV. Action Items**
 - a. Adoption of FY 202-21 Budgets (*Attachment #02*)
 1. Adoption of FY 2021 Budget for College Vista (*Attachment #02A*)
 2. Adoption of FY 2021 Budget for Cañada Vista (*Attachment #02B*)
- V. Informational Reports**
 - a. Update on Cañada Vista Repairs (*Verbal Update at Meeting*)
 - b. Update on College Ridge at Skyline Housing Development (*Verbal Update at Meeting*)
 - c. Discussion of Property Management Contract Process (*Attachment #03*)
- VI. Board Members' Comments and/or Requests for Future Agenda Items**
- VII. Adjourn**

Future Housing Board Meeting Dates

- September 15, 2020
- December 8, 2020

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff – (650) 574-6510

MEETING DATE: June 16, 2020

REPORT SUBJECT: Annual Election of Officers

Per the Bylaws of the Educational Housing Corporation (Article VIII, Sections 1 and 2), the Board of Directors will annually elect officers. Officers to be elected include:

- President
- Vice President/Secretary
- Treasurer

Following are descriptions of the duties of the respective offices as prescribed in the Bylaws.

- **President**

The President shall preside at meetings of the Board, shall be the Chief Executive Officer of the Corporation, and shall supervise, direct, and control the Corporation's activities, affairs, and Officers. The President shall have such other powers and duties as the Board or the Bylaws may prescribe.

- **Vice President/Secretary**

If the President is absent or disabled, the Vice President/Secretary shall perform all duties of the President. When so acting, the Vice President/Secretary shall have all powers of and be subject to all restrictions on the President. The Vice President/Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

The Vice President/Secretary shall keep or cause to be kept, at the Corporation's Principal Office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, and the names of those present at Board and committee meetings. The Vice President/Secretary shall keep or cause to be kept, at the Principal Office in California, a copy of the Articles of Incorporation and Bylaws, as amended to date.

The Vice President/Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Vice President/Secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

- **Treasurer**

The Treasurer shall serve as the Chief Financial Officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Bernata Slater, Chief Financial Officer
Caryn Kenny, Kenny Realty

MEETING DATE: June 16, 2020

REPORT SUBJECT: Adoption of FY 2020-21 Budgets for College Vista and Cañada Vista

Each year, the Board adopts budgets for College Vista and Cañada Vista. These budgets are generally based on actual spending and revenue from the prior year and take into account any anticipated increases or decreases in those categories.

In attachments #02A and #02B, staff provide proposed budgets for the Vista complexes, along with financials for FY 2019-20 through March 31, 2020.

Staff would call the Board's attention to several items and considerations:

1. Both budgets are balanced and provide a healthy reserve and transfer to the District.
2. Both budgets account for the rental increases implemented on October 1, 2019 and the rental increase that is to be implemented on October 1, 2020.
3. There is a one-time allocation of \$100,000 in the Cañada Vista budget to replace landscaping infrastructure and vegetation post-repairs.
4. There is an allocation of \$25,000 in the Cañada Vista budget for the close out of resident rental concessions as the repairs project nears its end.

RECOMMENDATION

Staff recommends the Board (1) adopt the proposed FY 2020-2021 budget for College Vista, and (2) adopt the proposed FY 2020-2021 budget Cañada Vista.

SMCCD Educational Housing Corporation

College Vista

Budget (2020-21 Proposed; 2019-20 Adopted and Actual - to date; 2018-19 Actual)

	Actual 7/1/2018 to 6/30/2019 2018-19	Adopted Budget 2019-20	Actual 7/1/2019 to 3/31/2020 2019-20	Variance Budget to Actual 2019-20	Proposed Budget 2020-21	Notes
Operation Revenues						
Rent	564,225	620,000	446,915	173,085	678,000	1
Club House Rental	1,350	1,500	1,125	375	1,500	
Total Operation Revenues	565,575	621,500	448,040	173,460	679,500	
Operation Expenses						
Property Administration						
Property Management	30,536	32,736	24,552	8,184	33,000	
Resident Management Fee	7,200	7,200	5,400	1,800	7,200	
Supplies (club house)	54	750	547	203	750	
Insurance	9,176	12,000		12,000	17,000	
Audit & Accounting	2,830	2,830	1,598	1,232	1,700	
Amin Misc	330	500		500	500	
Total Property Administration	50,126	56,016	32,097	23,919	60,150	
Service Maintenance						
Appliance Repair	2,155	3,500	939	2,561	3,500	
Appliance Replacement	3,430	4,000	771	3,229	4,000	
Cleaning	1,075	1,500	840	660	1,500	
Dryer Vent cleaning (annual)	2,750	2,750	2,750	-	3,000	
Electrical Repair and Supplies	5,596	6,500	3,675	2,825	6,500	
Fire Alarm Repairs/Inspections	7,888	12,000	3,944	8,056	12,000	
Flooring Repair		1,000		1,000	1,000	
Flooring Replacement	12,370	20,000	8,298	11,702	25,000	2
Garage Door Repair	1,215	2,000	1,270	730	2,000	
Gutters (cleaning and repair)	1,000	1,000	1,620	(620)	2,000	
Heating Repair	412	1,000		1,000	1,000	
Maintenance General	8,599	10,000	10,762	(762)	15,000	
Painting & Decorating	15,650	15,000	7,200	7,800	20,000	3
Plumbing Repair	6,540	10,000	3,519	6,481	10,000	
Window Washing (annual)	1,350	1,500	1,500	-	2,500	
Total Service Maintenance	70,030	91,750	47,088	44,662	109,000	
Monthly Services						
Fire Alarm System/Monitoring	2,162	1,800	1,711	89	2,500	
Garbage	11,054	12,000	7,785	4,215	12,000	
Internet/Cable	367	500	321	179	600	
Landscape/Gardening	16,165	16,000	8,777	7,223	16,000	
Pest Control	1,539	1,600	1,173	427	1,700	
PG&E	16,767	18,000	12,879	5,121	18,000	
Water Grounds & Tenants	22,025	22,000	14,073	7,927	22,000	
Total Monthly Services	70,079	71,900	46,719	25,181	72,800	
Total Operation Expenses	190,235	219,666	125,904	93,762	241,950	
Net Operation Profit/(Loss)	375,340	401,834	322,136	79,698	437,550	
Other Financial Uses						
Transfer to District	295,827	319,672	240,274	28,498	346,050	
Transfer to Capital Reserve	78,313	80,662	80,662	50,000	90,000	4
Total Other Financial Sources/Uses	374,140	400,334	320,936	78,498	436,050	
Excess of Revenues Over Expenditures and Other Sources	1,200	1,500	1,200	1,200	1,500	
Vacancy Factor (reflected in rents)	(5,200)	(5,200)	(5,200)	(5,200)	(5,200)	

Notes:

1. Reflects rental increases
2. Increase due to projected unit turnover
3. Increase due to projected unit turnover
4. Based on Trower study estimate

SMCC Educational Housing Corporation
Cañada Vista
 Budget (2020-21 Proposed; 2019-20 Adopted and Actual - to date; 2018-19 Actual)

	Actual 7/1/2018 to 6/30/2019	Adopted Budget	Actual 7/1/2019 to 3/31/2020	Variance Budget to Actual	Proposed Budget	Notes
	2018-19	2019-20	2019-20	2019-20	2019-20	
Operation Revenues						
Rent	777,811	750,000	545,151	204,849	842,191	1
Club House Rental	1,706	2,500	-	2,500	2,500	
Club House Liab. Insurance	850	1,000	-	1,000	1,000	
Rent Concessions		(125,000)	(79,650)	(45,350)	(25,000)	2
Total Operation Revenues	780,367	628,500	465,501	162,999	820,691	
Operation Expenses						
Property Administration						
Property Management	41,640	44,640	33,480	11,160	45,000	
Resident Management Fee	8,508	8,508	6,381	2,127	8,500	
Supplies (club house)	110	1,000	-	1,000	1,000	
Insurance	9,921	12,000	-	12,000	19,000	3
Insurance /Clubhouse	858	1,000	-	1,000	1,000	
Audit & Accounting	2,830	2,830	1,598	1,232	1,600	
Admin Expenses-Misc.	8	200	-	200	200	
Total Property Administration	63,875	70,178	41,459	28,719	76,300	
Service Maintenance						
Appliance Repair	6,438	7,500	2,330	5,170	7,500	
Appliance Replacement	7,311	10,000	2,033	7,967	10,000	
Cleaning	1,775	4,500	-	4,500	4,500	
Dryer Vent cleaning (annual)	4,210	4,500	189	4,311	5,000	
Electrical Repair and Supplies	3,913	5,000	5,420	(420)	7,500	4
Fire Alarm Inspections/Repairs	8,027	12,000	8,144	3,856	12,000	
Flooring Replacement	6,897	30,000	5,489	24,511	30,000	
Flooring Repair		2,500	-	2,500	2,500	
Garage Door Repair	160	1,000	495	505	1,000	
Gutters Cleaning		-	-	-	-	
Heating Repair/AC Repairs	725	5,000	8,115	(3,115)	10,000	
Maintenance General	11,569	15,000	6,713	8,287	15,000	
Painting & Decorating	10,200	27,000	2,000	25,000	27,000	
Plumbing Repair	13,891	14,000	5,667	8,333	14,000	
Window Washing (annual)		4,000	-	4,000	4,000	
Total Service Maintenance	75,116	142,000	46,595	95,405	150,000	
Monthly Services						
Garbage	20,840	25,000	14,278	10,722	25,000	
Internet/Cable	1,054	1,100	802	298	1,100	
Landscape/Gardening	13,671	15,000	10,530	4,470	15,000	
One-Time Post Construction Landscaping					100,000	5
Pest Control	2,463	2,800	1,657	1,143	2,800	
PG & E	16,796	20,000	14,574	5,426	20,000	
Fire Alarm System/Monitoring	1,747	2,000	1,396	604	2,500	
Water	3,105	3200	1920	1,280	3200	
Total Monthly Services	59,676	69,100	45,157	23,943	169,600	
Total Operation Expenses	198,667	281,278	133,211	148,067	395,900	
Net Operation Profit/(Loss)	581,700	347,222	332,290	14,932	424,791	
Other Financial Uses						
Transfer to District	580,500	195,922	180,990	6,632	253,491	
Transfer to LT Capital Reserve	-	150,000	150,000	7,000	170,000	
Total Other Financial Sources/Uses	580,500	345,922	330,990	13,632	423,491	
Excess of Revenues Over Expenditures and Other Sources	1,200	1,300	1,300	1,300	1,300	

Vacancy Factor (reflected in rents)

Notes:

1. Reflects rental increases and filling of vacancies
2. Resident rental concessions for July and August
3. Estimated increase
4. More repairs due to age
5. One-time expense to replace landscaping infrastructure and vegetation post-repairs

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff – 650-574-6510

MEETING DATE: June 16, 2020

REPORT SUBJECT: Discussion of Property Management Contract Process

In April 2019, the Housing Board approved a contract for the property management of the Corporation's properties – College Vista and Cañada Vista. This contract is set to expire on December 31, 2020.

As a matter of practice, the Board has suggested, on prior occasions, that it may have an interest in putting this contracted service out to bid at a future time.

The Corporation is at a point in the contract timeline where it is appropriate to review future plans to either consider extension of the current service contract or put the contracted service out to bid. Staff would like to discuss the property management contract process with the Board.