



Keller Housing
Initiatives, Inc.

Board of Directors

PATRICIA WELLS
ROY SCHWEYER
CARLA DARTIS
ANNE GRIFFITH
GREGORY HARTWIG
DON FALK
JANET HOWLEY
GARY FLAXMAN

Executive Director

Patricia Wells

In accordance with Article IV Section 4.10 and 4.11, of the Keller Housing Initiatives Inc., bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting (Affiliate Meeting)** of the Keller Housing Initiatives has been called. The meeting will be held as follows:

KELLER HOUSING INITIATIVES, INC.

Regular Meeting (Affiliate Meeting)

Wednesday, December 11, 2024 at 12:30 PM
1619 Harrison Street
Oakland, CA 94612



AGENDA
Regular Meeting (Affiliate Meeting)
December 11, 2024, 12:30 PM

Zoom Information

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/87671400808?pwd=oblufMjpLjO4a1b8MfWT6FvxOqD6od.1>

Meeting ID (access code): 876 7140 0808 Meeting Password: 2024
Closed Caption – provided through the link.

To participate by Telephone: +1 669 219 2599
Meeting ID (access code): 876 7140 0808 Meeting Password: 2024

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are three (3) Directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Directors for the emergency circumstance to be used as a justification to participate remotely. All Directors meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Director must a/so publicly disclose at the meeting prior to any action whether any individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

2. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists.

3. Approval of the Minutes

3.1 24-1581 Approval of the Minutes of the September 10, 2024, Regular Meeting.

Attachment(s)

[Draft Minutes for the September 10, 2024 Regular Keller Housing Initiatives Meeting.pdf](#)

4. Recognition of people wishing to address the Board

If you need special assistance to participate in the meetings of the Keller Housing Initiatives Inc., Board of Directors, please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Keller Housing Initiatives, Inc., Board of Directors to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may

comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number. You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.

To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In- Webinar.

To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by phone.

5. Old or Unfinished Business

6. New Business

- 6.1 24-1546 Distribution of Annual Conflict of Interest Statement.

Attachment(s)

[Staff Report - Distribution of Annual Conflict of Interest Statement](#)
[KHI Conflict of Interest Policy](#)
[KHI Conflict of Interest Statement](#)

- 6.2 24-1548 Adopt a resolution to approve Annual Operating Budget for Keller Plaza Apartments for calendar year 2025.

Attachment(s)

[Staff Report - Annual Operating Budget for Keller Plaza Apartments for Calendar Year 2025](#)
[Keller Plaza Apartment CY2025 Budget](#)
[Keller Plaza Apartments CY2025 Budget Resolution](#)

- 6.3 24-1550 Adopt a resolution delegating authority to the Executive Director to approve write-offs of unpaid tenant account receivables for tenants that have vacated, one time per year, in the cumulative amount up to a cap of \$50,000 in total write-offs, on behalf of the Keller Housing Initiatives, Inc.

Attachment(s)

[Staff Report - Write-Offs of Unpaid Tenant Account Receivables](#)
[KHI Amended and Restated Bylaws](#)
[KHI Delegation of Authority Write Off Resolution](#)

7. Reports

7.1 24-1551 Keller Plaza Apartments quarterly property management report.

Attachment(s)

[Staff Report - Keller Plaza Apartments Quarterly Property Management](#)

[Keller Plaza Apartments Property Management Report](#)

[Keller Plaza Services Report September 2024 to November 2024](#)

[Keller Plaza Apartment September Financials](#)

7.2 24-1552 Keller Plaza Apartments quarterly financial report.

Attachment(s)

[Staff Report - Keller Plaza Apartments Quarterly Financial](#)

[Keller Plaza Apartments 3rd Quarter Financial Report](#)

8. Announcements

8.1 24-1612 Proposed Options for the 2025 Board of Directors' Meeting Calendar.

Attachment(s)

[Proposed Options for the 2025 Board of Directors' Meeting Calendar](#)

9. Adjournment