

**KELLER HOUSING INITIATIVES, INC.
APPROVED MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**

September 10, 2024

DIRECTORS

In-Person

Patricia Wells
Carla Dartis
Roy Schweyer
Don Falk

Virtual

Anne Griffith
Greg Hartwig

Greg Hartwig left at 11:48 a.m.

STAFF

In-Person

Oakland Housing Authority

Anna Kaydanovskaya
Tom Deloye
Nicol U Jacob
Mark Mislang
Adrian Napolitano
Victor Madamba

John Stewart Company

Ron Bowen
Sharon Shehee
Michael Brown

Goldfarb & Lipman LLP

David Kroot

1. Roll Call

The meeting was called to order by Chair Wells at 12:04 p.m.

(AB 2449 Compliance) The Chair of the Board will confirm that there are four (4) 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 AB 2449 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 also publicly disclose at the meeting, prior to any action, whether any other 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 to such individuals.

Director Dartis motioned to approve the virtual presence of Director Griffith and Director Hartwig due to emergency circumstances. Director Schweyer seconded the motion and it passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

The following Directors responded to a roll call:

Present – Patricia Wells, Roy Schweyer, Carla Dartis, Don Falk, Anne Griffith

Absent – Gary Flaxman, Janet Howley, Greg Hartwig

2. Approval of the Minutes

Director Dartis moved to approve the minutes of the Board of Directors special meeting of July 19, 2024, which was seconded by Director Schweyer. The motion passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

3. Modifications to the Agenda

There were no modifications to the agenda.

4. Recognition of people wishing to address the Board

There were no people wishing to address the Board.

5. Old or Unfinished Business

5.1 Adopt a resolution approving the Fiscal Year 2023 Audited Financials for Keller Housing Associates, L.P.

Director Dartis recommended that the Board “accept” the audited financials but not “approve” it. Director Wells noted the agenda item should therefore read as “Adopt a resolution accepting the Fiscal Year 2023 Audited Financials for Keller Housing Associates, L.P.”

Victor Madamba, Director of Finance and KHI Treasurer, presented an overview of the Fiscal Year 2023 Audited Financial Statements for Keller Housing Associates, L.P. He then answered questions from the Board.

Director Falk inquired if the auditors could provide a chart on the amount of cash flow the property had and how it is being distributed. Staff advised that they will follow up on this accordingly.

Director Falk moved to adopt a resolution accepting the Fiscal Year 2023

Audited Financials for Keller Housing Associates, L.P. The motion was seconded by Director Schweyer and passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

5.2 Adopt a resolution accepting the Fiscal Year 2023 Reviewed Financial Statements for Keller Housing Initiatives, Inc.

Victor Madamba, Director of Finance and KHI Treasurer, presented an overview of the Fiscal Year 2023 Reviewed Financial Statements for Keller Housing Initiatives, Inc. He then answered questions from the Board.

Director Dartis moved to adopt a resolution accepting the Fiscal Year 2023 Reviewed Financials for Keller Housing Initiatives, Inc. The motion was seconded by Director Schweyer and passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

5.3 Adopt a resolution authorizing the Executive Director to write-off \$17,004.39 of Tenant Accounts Receivable for vacated tenants deemed uncollectable at Keller Plaza Apartments.

Anna Kaydanovskaya, Director of Asset Management, presented on this item and answered questions from the Board.

Director Griffith moved to adopt a resolution authorizing the Executive Director to write-off \$17,004.39 of Tenant Accounts Receivable for vacated tenants deemed uncollectable at Keller Plaza Apartments. The motion was seconded by Director Dartis and passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

5.4 Review of the John Stewart Company performance at Keller Plaza Apartments

Anna Kaydanovskaya, Director of Asset Management, presented on this item and answered questions from the Board.

6. New Business

6.1 Adopt a resolution authorizing KHI to spend \$20,000 for a back-to-school drive, a holiday giveaway for children, and holiday goodie bags for senior residents.

Anna Kaydanovskaya, Director of Asset Management, presented on this item and answered questions from the Board.

Director Schweyer moved to adopt a resolution authorizing KHI to spend \$20,000 for a back-to-school drive, a holiday giveaway for children, and holiday goodie bags for senior residents. The motion was seconded by Director Dartis and passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

7. Reports

7.1 Keller Plaza Apartments quarterly property management report.

Ron Bowen, Regional Director for The John Stewart Company, presented on this item and answered questions from the Board.

7.2 Keller Plaza Apartments quarterly financial report.

Anna Kaydanovskaya, Director of Asset Management, presented on this item and answered questions from the Board.

8. Announcements

Ms. Kaydanovskaya announced that Keller Plaza Apartments will be hosting an Ethiopian New Year Celebration on September 12th and that all Directors are welcomed to join in on the festivities.

9. Adjournment

Director Schweyer motioned to adjourn the meeting, which was seconded by Director Dartis. The motion passed by the following vote:

Ayes 5 – Wells, Dartis, Schweyer, Falk, Griffith

Absent 3 – Flaxman, Howley, Hartwig

The meeting was adjourned by Chair Wells at 12:48 p.m.