

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

December 11, 2024

DIRECTORS

In-Person

Patricia Wells
Carla Dartis
Don Falk
Janet Howley
Gary Flaxman
Anne Griffith

Virtual

Roy Schweyer

STAFF

In-Person

Oakland Housing Authority

Anna Kaydanovskaya
Tom Deloye
Nicol U Jacob
Mark Mislant
Duane Hopkins
Victor Madamba
Mercedes Gaskin
Keischa Harris

John Stewart Company

Ron Bowen

Goldfarb & Lipman LLP

David Kroot

1. Roll Call

The meeting was called to order by Chair Wells at 1:02 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 Griffith motioned to approve the virtual presence of Director Schweyer due to emergency circumstances. Director Dartis seconded the motion and it

passed by the following vote:

Ayes 7 – Wells, Schweyer, Dartis, Griffith, Falk, Howley, Flaxman

Excused 1 – Hartwig

The following Directors responded to a roll call:

Present – Wells, Schweyer, Dartis, Griffith, Falk, Howley, Flaxman

Excused – Hartwig

2. Modifications to the Agenda

Director Wells requested that Items 6.2 and 6.3 be moved up so that these two items could be presented first, to be followed by Item 6.1 and the rest of the agenda as is.

Upon a motion duly made by Director Dartis, seconded by Director Flaxman, the modified agenda was approved.

The motion passed by the following vote:

Ayes 7 – Wells, Schweyer, Dartis, Griffith, Falk, Howley, Flaxman

Excused 1 – Hartwig

3. Approval of the minutes of the September 10, 2024 Regular Meeting

Director Dartis moved to approve the minutes of the Board of Directors regular meeting of September 10, 2024, which was seconded by Director Falk. The motion passed by the following vote:

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

Abstain 2 – Flaxman, Howley

Excused 1 – Hartwig

4. Recognition of people wishing to address the Board

There were no people wishing to address the Board.

5. Old or Unfinished Business

There was no old or unfinished business.

6. New Business

Per the modified agenda, Items 6.2 and 6.3 were presented first, to be followed by Item 6.1 and the rest of the agenda as is.

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

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

Director Wells proposed that staff assess both OHI and KHI interest/investment incomes with current bank to see if there are other options to improve the interest/investment income, and present these options at the next board meeting.

Director Griffith moved to adopt a resolution to approve the Annual Operating Budget for Keller Plaza Apartments for calendar year 2025. The motion was seconded by Director Falk and passed by the following vote:

Ayes 7 – Wells, Schweyer, Dartis, Griffith, Falk, Howley, Flaxman

Excused 1 – Hartwig

6.3 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 or more, in the cumulative amount up to a cap of \$50,000 in total write-offs, on behalf of the Keller Housing Initiatives, Inc.

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

Director Falk moved to 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 or more, in the cumulative amount up to a cap of \$50,000 in total write-offs, on behalf of the Keller Housing Initiatives, Inc. The motion was seconded by Director Dartis and passed by the following vote:

Ayes 7 – Wells, Schweyer, Dartis, Griffith, Falk, Howley, Flaxman

Excused 1 – Hartwig

6.1 Distribution of Annual Conflict of Interest Statement.

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

7. Reports

7.1 Keller Plaza Apartments property management report.

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

Director Falk left the meeting at 1:20 p.m.

7.2 Keller Plaza Apartments quarterly financial report.

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

8. Announcements

The proposed board meeting calendar date options for 2025 has been shared with Board members. A Doodle will be sent out in early January to select the next board meeting date.

9. Adjournment

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

Ayes 6 – Wells, Schweyer, Dartis, Griffith, Howley, Flaxman

Excused 2 – Hartwig, Falk

The meeting was adjourned by Chair Wells at 1:31 p.m.