

# ITEM

## 2.1

**MINUTES OF THE FORTY-SEVENTH BOARD MEETING OF  
TASSAFARONGA HOUSING CORPORATION  
HELD ON DECEMBER 17, 2024**

**Time and Place**

Upon proper notice being duly given, the Board of Directors of Tassafaronga Housing Corporation (THC), a California nonprofit public benefit corporation (the "Corporation"), held its forty-seventh meeting in person on December 17, 2024. The meeting was called to order at 5:06 PM by Director Castillo of Tassafaronga Housing Corporation.

**1. Roll Call**

The following Directors and individuals were present:

1. Patricia Wells, Director and Chief Executive Officer
2. William J. Mayes, Director
3. Janny Castillo, Director
4. Anna Kaydanovskaya, Secretary
5. Tom Deloye, Oakland Housing Authority (OHA) Staff Member
6. Duane Hopkins, OHA Staff Member
7. Nicol Jacob, OHA Staff Member
8. Mark Mislant, OHA Staff Member
9. Victor Madamba, OHA Staff Member
10. Keischa Harris, OHA Staff Member
11. Mercedes Gaskin, OHA Staff Member
12. Ron Bowen, JSCO Staff Member

**2. Modifications to the Agenda**

There were no modifications to the agenda.

**3. Approval of Minutes of Previous Meetings**

Upon a motion duly made by Director Wells, seconded by Director Mayes, the minutes from the forty-six Tassafaronga Housing Corporation Board meeting held on June 4, 2024, were approved unanimously.

**4. Recognition of the people wishing to address the board**

There were no people wishing to address the board.

**5. Old or Unfinished Business**

There were no old or unfinished business.

## **6. New Business**

### **6.1 Seating William J. Mayes to the Tassafaronga Housing Corporation Board of Directors for Term ending June 26, 2026.**

This item was presented by Anna Kaydanovskaya, Director of Asset Management. Director William J. Mayes was seated to the Tassafaronga Housing Corporation Board of Directors.

### **6.2 Distribution of Annual Conflict of Interest Statement.**

This item was presented by Anna Kaydanovskaya, Director of Asset Management.

### **6.3 Adopt a resolution authorizing the Executive Director, on behalf of the Tassafaronga Housing Corporation, to establish the Tassafaronga Homegrown Success Scholarship for Qualified Youth living in Tassafaronga Village (Phases I and II).**

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

Director Wells suggested an amendment to this item, requesting that the Tassafaronga Homegrown Success Scholarship fund up to ten (10) instead of five (5) scholarships for students living in Tassafaronga Village (Phases I and II).

Upon a motion duly made by Director Mayes seconded by Director Wells, the Directors passed Resolution #111, authorizing the Executive Director, on behalf of the Tassafaronga Housing Corporation, to establish the Tassafaronga Homegrown Success Scholarship for Qualified Youth living in Tassafaronga Village (Phases I and II).

### **6.4 Adopt a resolution to approve 2025 annual operating budgets for Tassafaronga Village Phases I and II.**

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

Upon a motion duly made by Director Wells, seconded by Director Mayes, the Directors passed Resolution #112 approving 2025 annual operating budgets for Tassafaronga Village Phases I and II.

### **6.5 Adopt a resolution authorizing an approval of the write-offs for former tenants in the amount of \$31,705.92 in Tenant Accounts**

**Receivable deemed uncollectable at Tassafaronga Village Phase I.**

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

Upon a motion duly made by Director Wells, seconded by Director Mayes, the Directors passed Resolution #113, authorizing approval of the write-offs for former tenants in the amount of \$31,705.92 in Tenant Accounts Receivable deemed uncollectable at Tassafaronga Village Phase I.

**6.6 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 of up to \$50,000 in total write-offs, on behalf of Tassafaronga Housing Corporation.**

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

Director Wells suggested amending the item to state that it can be done one time per year or more.

Upon a motion duly made by Director Mayes, seconded by Director Wells, the Directors passed Resolution #114, 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 of up to \$50,000 in total write-offs, on behalf of Tassafaronga Housing Corporation.

**7. Reports**

**7.1 Tassafaronga Village property management report.**

Ron Bowen, Assistant Regional Director of the John Stewart Company, presented an overview of site performance at Tassafaronga Village Phase I and Phase II. The report detailed the financial, physical, and occupancy status at the site. He then responded to questions from the Board.

**7.2 Tassafaronga Village Phases I & II 3<sup>rd</sup> Quarter Financial Report.**

Anna Kaydanovskaya, Director of Asset Management, presented an overview of the Tassafaronga Village quarterly financial performance and responded to questions from the Board.

**7.3 Five-Year Trend Analysis for Tassafaronga Village Phases I & II.**

Anna Kaydanovskaya, Director of Asset Management, presented an overview of the Tassafaronga Village five-year trend analysis and responded to questions from the Board.

**7.4 Capital Improvement Plan for Tassafaronga Village Phases I & II.**

Anna Kaydanovskaya, Director of Asset Management, presented an overview of the Capital Improvement Plan for Tassafaronga Village Phases I & II and responded to questions from the Board.

**8. Announcements**

Anna Kaydanovskaya, Director of Asset Management, announced that the Tassafaronga Housing Corporation Board of Directors 2025 Meeting Calendar is now available and included in the board packet.

**9. Adjournment**

Director Mayes made a motion, seconded by Director Wells, to adjourn the meeting at 6:37 PM. Motion was approved unanimously.

**CERTIFICATE OF SECRETARY**

I, Anna Kaydanovskaya, hereby certify that I am the duly elected, qualified Secretary of Tassafaronga Housing Corporation, a California nonprofit public benefit corporation, organized and existing under the laws of the State of California, and that the foregoing minutes are a true, full, and correct copy of the minutes of the forty-seventh meeting of the Board of Directors of said Corporation held on December 17, 2024.

\_\_\_\_\_  
Anna Kaydanovskaya, Secretary

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Date