

ITEM

3.1

**MINUTES OF THE FORTY-EIGHTH BOARD MEETING OF
TASSAFARONGA HOUSING CORPORATION
HELD ON MAY 21, 2025**

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-eighth meeting in person on May 21, 2025. The meeting was called to order at 5:30 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, THC Secretary and OHA staff member
5. Victor Madamba, THC Treasurer and OHA staff member
6. Nicol Jacob, OHA staff member
7. Mark Mislant, OHA staff member
8. Victor Madamba, OHA staff member
9. Mercedes Gaskin, OHA staff member
10. Casey Mooningham, OHAPD staff member
11. Luther Dupree, OHAPD staff member
12. Ron Bowen, JSCO staff member
13. Stephanie Valencia, Project Access staff member

2. Modifications to the Agenda

Anna Kaydanovskaya proposed to have agenda items 7.1 and 7.3 moved to the top of the agenda so that these items could be reported on before item 6.1. Upon a motion duly made by Director Mayes, seconded by Director Castillo, agenda items 7.1 and 7.3 were moved to the top of the agenda.

3. Approval of Minutes of Previous Meetings

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the minutes from the forty-seventh Tassafaronga Housing Corporation Board meeting held on December 17, 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 was no old or unfinished business.

Per the approved motion, agenda items 7.1 and 7.3 were moved to the top of the agenda and reported on before item 6.1.

7. Reports

7.1 Project Access 2024 Annual Report.

Stephanie Valencia, Regional Manager of Process Access, presented an overview of the 2024 Annual Report on resident services submitted by Project Access, the on-site resident services provider for Tassafaronga Village Phases I and II. The report detailed Project Access services provided during the 2024 calendar year and included information about resident participation. Ms. Valencia then responded to questions from the Board.

Stephanie Valencia left the meeting at 5:38 PM.

7.3 Tassafaronga Village OHAPD Community Engagement and Response Report.

Lieutenant Casey Mooningham, from OHA Police Department (OHAPD), delivered a presentation outlining OHAPD's community engagement and response efforts within the Tassafaronga Village community. He then responded to questions from the Board.

Lieutenant Casey Mooningham left the meeting at 6:01 PM.

6. New Business

6.1 Appointment of Officers of Tassafaronga Housing Corporation.

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors appointed Patricia Wells as Executive Director, Janny Castillo as President, William Mayes as Vice-President, Anna Kaydanovskaya as Secretary, and Victor Madamba as Treasurer.

6.2 Adopt a resolution accepting the Fiscal Year 2024 Audited Financial Statements for Tassafaronga Partners, L.P., and Tassafaronga Partners II, L.P.

Victor Madamba, THC Treasurer and OHA Director of Finance, presented a summary of the Audited Financial Statements for Tassafaronga Partners, L.P., and Tassafaronga Partners II, L.P., and responded to questions from the Board.

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors adopted Resolution No. 115 accepting the Fiscal Year 2024 Audited Financial Statements for Tassafaronga Partners, L.P., and Tassafaronga Partners II, L.P.

6.3 Adopt a resolution accepting the Fiscal Year 2024 Reviewed Financial Statements for Tassafaronga Housing Corporation.

Victor Madamba, THC Treasurer and OHA Director of Finance, presented a summary of the Audited Financial Statements for Tassafaronga Partners, L.P., and Tassafaronga Partners II, L.P., and responded to questions from the Board.

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors adopted Resolution No. 119 accepting the Fiscal Year 2024 Reviewed Financial Statement for Tassafaronga Housing Corporation.

6.4 Adopt a resolution authorizing the Executive Director to execute a two-year contract, with three one-year terms, commencing on the date of the contract execution, with The John Stewart Management Company for professional property management services for Tassafaronga Village Phase I and Phase II for an amount not to exceed \$309,993.40 for the initial term of the contract and \$162,966.00, \$168,806.40, and \$174,835.20 for each term respectively, for a total amount of \$816,601.00 if the contract is in place for an initial term of two years and three one-year option terms.

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

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors passed Resolution #117, authorizing the Executive Director to execute a two-year contract, with three one-year terms, commencing on the date of the contract execution, with The John Stewart Management Company for professional property management services for Tassafaronga Village Phase I and Phase II for an amount not to exceed \$309,993.40 for the initial term of the contract and \$162,966.00, \$168,806.40, and \$174,835.20 for each

term respectively, for a total amount of \$816,601.00 if the contract is in place for an initial term of two years and three one-year option terms.

6.5 Adopt a resolution authorizing the award of three (3) scholarships in the amount of \$1,000 each to the recipients of the Tassafaronga Homegrown Success Scholarship program.

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

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors passed Resolution #118, authorizing the award of three (3) scholarships in the amount of \$1,000 each to the recipients of the Tassafaronga Homegrown Success Scholarship program.

6.6 Adopt a resolution to rescind Resolution Number 109, passed on June 4, 2024, authorizing an execution of Memorandum of Understanding between the Tassafaronga Housing Corporation and Sutter Bay Hospitals DBA East Bay Advance Care (EBAC) to provide supportive services to very-low and low-income disabled persons, including persons with HIV or AIDS, for a three (3) year term, with an option to renew annually thereafter, upon mutual written agreement, in exchange for use of office space by EBAC at 1001 83rd Avenue, Oakland.

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

Upon a motion duly made by Director Mayes, seconded by Director Castillo, the Directors passed Resolution #119, rescinding Resolution Number 109, passed on June 4, 2024, authorizing an execution of Memorandum of Understanding between the Tassafaronga Housing Corporation and Sutter Bay Hospitals DBA East Bay Advance Care (EBAC) to provide supportive services to very-low and low-income disabled persons, including persons with HIV or AIDS, for a three (3) year term, with an option to renew annually thereafter, upon mutual written agreement, in exchange for use of office space by EBAC at 1001 83rd Avenue, Oakland.

7. Reports

7.2 Tassafaronga Village property management report and First Quarter Financial Report.

Ron Bowen, 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.

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

8. Announcements

No announcements were made.

9. Adjournment

Director Mayes made a motion, seconded by Director Castillo, to adjourn the meeting at 7:06 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-eighth meeting of the Board of Directors of said Corporation held on May 21, 2025.

Anna Kaydanovskaya, Secretary

Date