



**Keller Housing
Initiatives, Inc.**

Board of Directors

PATRICIA WELLS
ROY SCHWEYER
CARLA DARTIS
ANNE GRIFFITH
GREGORY D 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)

Tuesday, September 10, 2024 at 12:00 PM
Foothill Family Apartments - 6946 Foothill Boulevard, Oakland, CA 94605



AGENDA
Regular Meeting (Affiliate Meeting)
September 10, 2024, 12:00 PM

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/87055697568?pwd=0b5q1byEmmH1JIRm6KmylInnPqafk98.1>

Meeting ID (access code): 870 5569 7568 Meeting Password: 2024

Closed Caption – provided through the link.

To participate by Telephone: 1-669-219-2599

Meeting ID (access code): 870 5569 7568 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. Approval of the Minutes

- 2.1 24-1454 Approval of the minutes from Special Board of Directors meeting held on July 19, 2024.

Attachment(s)

[Draft Minutes from the July 19, 2024 Keller Housing Initiatives Board of Directors Special Meeting](#)

3. 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.

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

- 5.1 24-1437 Adopt a resolution approving the Fiscal Year 2023 Audited Financials for Keller Housing Associates, L.P.

Attachment(s)

[Staff Report - Fiscal Year 2023 Audited Financials](#)
[2023 Keller Housing Associates, L.P. Financial Statements](#)
[Fiscal Year 2023 Audited Financial Statements Resolution](#)

- 5.2 24-1439 Adopt a resolution to accept the Fiscal Year 2023 Reviewed Financial Statements for Keller Housing Initiatives, Inc.

Attachment(s)

[Staff Report - Fiscal Year 2023 Reviewed Financial Statements](#)
[Keller Housing Initiatives, Inc. 2023 Reviewed Financial Statements](#)
[Keller Housing Initiatives Fiscal Year 2023 Reviewed Financial Statements Resolution](#)

- 5.3 24-1440 Adopt a resolution authorizing the Executive Director to write-off of \$17,004.39 of Tenant Accounts Receivable for vacated tenants deemed uncollectable at Keller Plaza Apartments.

Attachment(s)

[Staff Report - Write Off Tenant Accounts Receivables](#)
[Keller Plaza Apartments Former Tenants Write-Offs](#)
[Keller Plaza Apartments Former Tenants Write-Off Resolution](#)

- 5.4 24-1459 Review of The John Stewart Management Company performance at Keller Plaza Apartments.

Attachment(s)

[Staff Report - John Stewart Management Company Performance Review](#)
[Keller Plaza Annual Report](#)

6. New Business

- 6.1 24-1448 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.

Attachment(s)

[Staff Report - \\$20,000 Back To School Drive](#)
[\\$20,000 Keller Housing Initiatives Back To School Drive Resolution](#)

7. Reports

- 7.1 24-1441 Keller Plaza Apartments quarterly property management report.

Attachment(s)

[Staff Report - Quarterly Property Management Report](#)
[Keller Plaza Apartments Property Management Report: Second Quarter](#)
[Keller Plaza Apartments July 2024 Financial Report](#)

- 7.2 24-1449 Keller Plaza Apartments quarterly financial report.

Attachment(s)

[Staff Report - Quarterly Financial Report](#)
[Second Quarter Financial Analysis](#)

8. Announcements

9. Adjournment