



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 **Special Meeting** of the Keller Housing Initiatives has been called. The meeting will be held as follows:

KELLER HOUSING INITIATIVES, INC.

Special Meeting

**Friday, July 19, 2024 at 1:00 PM
1619 Harrison Street
Oakland, CA 94612**



AGENDA
Special Meeting
July 19, 2024, 1:00 PM

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/85789184525?pwd=5js0ep5jSZAVur8lhiEKbv776iNybC.1>

Meeting ID (access code): 857 8918 4525# Meeting Password: 2024#
Closed Caption – provided through the link.

To participate by Telephone: 1 (669) 900 - 9128

Meeting ID (access code): 857 8918 4525# Meeting Password: 2024#

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 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 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 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 with such individuals.

2. Approval of Minutes

2.1 24-1333 Approval of the minutes from Regular Board of Directors meeting held on June 11, 2024

Attachment(s)
[Draft Minutes for Approval](#)

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 of Directors

If you need special assistance to participate in the meetings of the Keller Housing Initiatives, Inc., please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Keller Housing Initiatives 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. New Business

- 5.1 24-1343 Adopt a resolution approving the Fiscal Year 2023 Audited Financials for Keller Housing Associates, L.P.

Attachment(s)

[Keller Housing Associates L.P. - 2023 FS Resolution](#)

- 5.2 2023-887 Adopt a resolution to accept the Fiscal Year 2023 Reviewed Financial Statements for Keller Housing Initiatives, Inc.

Attachment(s)

[Keller Housing Initiatives, Inc. 2023 Reviewed Financial Statements Resolution](#)

- 5.3 24-1346 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)

[Keller Plaza Apartments Write Offs Resolution](#)

6. Reports

- 6.1 [24-1369](#) Project Access Report
Attachment(s)
[Project Access 2023 Report](#)
- 6.2 [24-1370](#) Keller Plaza Apartments quarterly property management report
Attachment(s)
[Keller Plaza Apartments Property Management Report](#)
[Keller Plaza Apartments May 2023 Financials](#)
- 6.3 [24-1371](#) Keller Plaza Apartments quarterly financial report
Attachment(s)
[Keller Plaza Apartments 1st Quarter Financial Report](#)
- 6.4 [24-1372](#) Review of The John Stewart Management Company performance at Keller Plaza Apartments
Attachment(s)
[Keller Plaza Annual Report](#)

7. Adjournment