



**Keller Housing  
Initiatives, Inc.**

**Board of Directors**

PATRICIA WELLS  
ROY SCHWEYER  
CARLA DARTIS  
BERNARD DEASY  
JON GRESLEY  
ANNE GRIFFITH  
GREGORY D HARTWIG  
HAROLD DAVIS  
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** of the Keller Housing Initiatives has been called. The meeting will be held as follows:

**KELLER HOUSING INITIATIVES, INC.**

**Regular Meeting**

**Monday, December 18, 2023 following the conclusion of the OHI meeting  
1619 Harrison Street  
Oakland, CA 94612**



**AGENDA**  
**Regular Meeting**  
**December 18, 2023 following the conclusion of the OHI meeting**

Zoom Information

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

Join Zoom Meeting Online: <https://www.zoom.us/join>

**Meeting ID (access code): 813 5375 8865# Meeting Password: 2023#**

*Closed Caption – provided through the link.*

**To participate by Telephone: 1 (669) 219 2599**

**Meeting ID (access code): 813 5375 8865# Meeting Password: 2023#**

**1. Roll Call**

*(AB 2449 Compliance) The Chair/Clerk 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 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. 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.*

**3. Approval of minutes from the meeting of September 26, 2023**

3.1 2023-999 Approval of minutes from the meeting of September 26, 2023

**Attachment(s)**

[KHI Minutes from meeting held on September 23, 2023](#)

**4. New Business**

4.1 2023-1000 Distribution of Annual Conflict of Interest Statement

**Attachment(s)**

[Conflict of Interest Memorandum](#)

[KHI Conflict of Interest Policy](#)

[Conflict of Interest Statement](#)

- 4.2 2023-1001 Consideration of a Resolution to Approve the Fiscal Year 2024 Budget for Keller Housing Initiatives, Inc.

**Attachment(s)**

[KHI 2024 Budget Memorandum](#)

[KHI 2024 Budget](#)

[KHI 2024 Budget Resolution](#)

- 4.3 2023-1002 Consideration of a Resolution Approving a Write Off in the Amount of \$110,078.52 in Tenant Accounts Receivable Deemed Uncollectable at Keller Plaza Apartments

**Attachment(s)**

[Keller Plaza Apartments Write Offs for Vacated Tenants Memorandum](#)

[Keller Plaza Apartments Vacated Tenant Balances](#)

[Keller Plaza Apartments Write Offs for Vacated Tenants Resolution](#)

**5. Reports**

- 5.1 2023-1004 Keller Plaza Apartments quarterly property management report

**Attachment(s)**

[Keller Plaza Apartments Quarterly Property Management Report Memorandum](#)

[Keller Plaza Apartments Quarterly Property Management Report](#)

[Keller Plaza Apartments Quarterly Property Management Report](#)

[Financials](#)

- 5.2 2023-1005 Keller Plaza Apartments quarterly financial report

**Attachment(s)**

[Keller Plaza Apartments Quarterly Financial Report Memorandum](#)

[Keller Plaza Apartments Quarterly Financial Report](#)

- 5.3 2023-1006 Update on Asphalt Repair Project

**Attachment(s)**

[Keller Plaza Apartments Asphalt Project Update](#)

- 5.4 2023-1007

Update on the Expiration of the Low-Income Housing Preservation and Residential Homeownership Act (LIHPRHA) Use Agreement between HUD and Keller Housing Associates LP and a Request to U.S. Department of Housing and Urban Development (HUD) to Terminate the Use Agreement

**Attachment(s)**

[HUD 236 Memorandum](#)

[HUD 236 Agreement](#)

**6. Recognition of the 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](mailto: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.*

## **7. Announcements**

7.1 2023-1017 Board of Directors Meeting Calendar for 2024

### **Attachment(s)**

[Board of Directors Meeting Calendar for 2024](#)

## **8. Adjournment**