



Board of Directors

PATRICIA WELLS
JENNY CASTILLO
WILLIAM J MAYES

Executive Director

Patricia Wells

In accordance with Article IV, Section 4.11 and 4.12, of the Tassafaronga Housing Corporation Bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting (Affiliate Meeting)** of the Tassafaronga Board of Directors has been called. The meeting will be held as follows:

**TASSAFARONGA HOUSING
CORPORATION**

Regular Meeting (Affiliate Meeting)

Tuesday, December 17, 2024 at 5:00 PM



AGENDA
Regular Meeting (Affiliate Meeting)
December 17, 2024, 5:00 PM

1619 Harrison Street, Oakland, CA 94612

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/89776510182?pwd=dazFiKkpy8KOqwpmVjDZTnyjuj0hc.1>

Meeting ID (access code): 897 7651 0182 **Meeting Password:** 307088
Closed Caption – provided through the link.

To participate by Telephone: 1 669 219 2599
Meeting ID (access code): 897 7651 0182 **Meeting Password:** 307088

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. 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 the Minutes

3.1 24-1514 Approval of the draft minutes of the Regular Board of Directors Meeting of June 4, 2024.

Attachment(s)
[THC Draft Minutes - June 4, 2024](#)

4. Recognition of people wishing to address the Board

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

6. New Business

- 6.1 24-1573 Seating William J. Mayes to the Tassafaronga Housing Corporation Board of Directors for Term ending June 26, 2026.

Attachment(s)

[THC Amended and Restated Bylaws 06 15 2021](#)

- 6.2 24-1516 Distribution of Annual Conflict of Interest Statement.

Attachment(s)

[THC Conflict of Interest Policy](#)

[THC Conflict of Interest Statement](#)

- 6.3 24-1554 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).

Attachment(s)

[THC Financial Statement September 2024](#)

[THC Scholarship Eligibility](#)

[THC Scholarship FAQ](#)

[College Tuition Compare Data](#)

[THC Scholarship Resolution](#)

- 6.4 24-1517 Adopt a resolution to approve 2025 annual operating budgets for Tassafaronga Village Phases I & II.

Attachment(s)

[Tassafaronga Village Phase I 2025 Budget](#)

[Tassafaronga Village Phase II 2025 Budget](#)

[Tassafaronga Phases I&II 2025 Annual Operating Budgets - Resolution](#)

- 6.5 [24-1557](#) 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.

Attachment(s)

[Tassafaronga Village Write Off Balances Write Off Resolution](#)

- 6.6 [24-1527](#) 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 the Tassafaronga Housing Corporation.

Attachment(s)

[THC Delegation of Authority Write-Off Resolution](#)

7. Reports

- 7.1 [24-1518](#) Tassafaronga Village Property Management Report.

Attachment(s)

[TVI Property Management Report](#)
[TV1 September 2024 Financial Statements](#)
[TV2 Property Management Report](#)
[TV2 September 2024 Financial Statements](#)

- 7.2 [24-1519](#) Tassafaronga Village Phases I&II 3rd Quarter Financial Report.

Attachment(s)

[TV1 3rd Quarter Financial Dashboard](#)
[TV2 3rd Quarter Financial Dashboard](#)

- 7.3 [24-1529](#) Five (5) Year Trend Analysis for Tassafaronga Village Phases I & II.

Attachment(s)

[Tassafaronga Village Phase I 5 Year Trend Analysis](#)
[Tassafaronga Village Phase II 5 Year Trend Analysis](#)

- 7.4 [24-1530](#) Capital Improvement Plan for Tassafaronga Village Phases I & II.

8. Announcements

- 8.1 [24-1524](#) 2025 Board of Directors Meeting Calendar

Attachment(s)

[2025 Board of Directors Meeting Calendar](#)

9. Adjournment