



Board of Directors

JANNY CASTILLO
LYNETTE JUNG-LEE
PATRICIA WELLS

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** of the Tassafaronga Board of Directors has been called. The meeting will be held as follows:

**TASSAFARONGA HOUSING
CORPORATION**

Regular Meeting

Thursday, January 11, 2024 at 5:30 PM

AGENDA
Regular Meeting
January 11, 2024, 5:30 PM

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 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. Recognition of the 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 to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting.

4. Approval of Minutes

4.1 2023-973 Approval of minutes from the meeting held on June 8, 2023

Attachment(s)

[THC Minutes for Meeting Held on June 8, 2023](#)

5. New Business

5.1 2023-957 Distribution of Annual Conflict of Interest Statement

Attachment(s)

[Tassafaronga Housing Corporation Conflict of Interest Memorandum](#)

[Conflict of Interest Policy](#)

[Conflict of Interest Statement](#)

5.2 2023-961 Consideration of the resolution to approve 2024 annual operating budgets for Tassafaronga Village Phases I & II

Attachment(s)

[Tassafaronga Village Phases I & II CY 2024 Budgets Memorandum](#)

[Tassafaronga Village Phase I 2024 Annual Operating Budget](#)

[Tassafaronga Village Phase II 2024 Annual Operating Budget](#)
[Tassafaronga Village Phases I&II 2024 Annual Operating Budget](#)
[Resolution 102](#)

- 5.3 2023-968 Review of property performance for The John Stewart Property Management Company at Tassafaronga Village Phases I & II

Attachment(s)

[Property Performance Review Memorandum](#)

- 5.4 2023-969 Consideration of a resolution authorizing the Executive Director to execute a property management contract extension with The John Stewart Company for Tassafaronga Village Phase I and Tassafaronga Village Phase II for up to one year for a total amount not to exceed \$144,879.60, with anticipation of issuance of an RFP

Attachment(s)

[JSCO Renewal of Property Management Contract Memorandum](#)
[JSCO Renewal of Property Management Contract Resolution 103](#)

- 5.5 2023-967 Consideration of a resolution approving a write-off for former tenants in the amount of \$27,472 in tenant accounts receivable deemed uncollectable for vacated tenants at Tassafaronga Village Phase I

Attachment(s)

[Write off for Former Tenants Memorandum](#)
[Write off - List of the Accounts](#)
[Write off for Former Tenants Resolution 104](#)

- 5.6 2023-971 Consideration of a resolution authorizing the Executive Director to enter into a contract with the Oakland Housing Authority for asset management and administrative services for Tassafaronga Housing Corporation for a total amount not to exceed \$20,000 and an annual renewal thereafter with a three percent increase each year

Attachment(s)

[Asset Management Contract Memorandum](#)
[Asset Management Contract TCAM Fee Sheet](#)
[Asset Management Contract Scope of Work](#)
[Asset Management Contract Resolution 105](#)

6. Reports

- 6.1 2023-963 Tassafaronga Village property management report

Attachment(s)

[Tassa Property Management Report Memorandum](#)
[Tassafaronga Village Phase I Property Management Report](#)
[Tassafaronga Village Phase I Financials](#)
[Tassarafonga Village Phase II Property Management Report](#)
[Tassafaronga Village Phase II Financials](#)

6.2 2023-962 Tassafaronga Village quarterly financial report

Attachment(s)

[Tassafaronga Village Quarterly Financial Report Memorandum](#)

6.3 2023-972 Tassafaronga Village Phases I & II Insurance Summary

Attachment(s)

[Tassafaronga Village Phases I & II Insurance Summary_Memorandum](#)

6.4 2023-959 Oakland Affordable Housing Preservation Initiatives, Inc. Master Planning process

Attachment(s)

[Oakland Affordable Housing Preservation Initiatives, Inc. Master Planning Process Memorandum](#)
[Master Planning Process Presentation](#)

7. Announcements

7.1 2023-1015 Board of Directors Meeting Calendar for 2024

Attachment(s)

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

8. Adjournment