

**A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF  
SAN BERNARDINO**

TO BE HELD TELEPHONICALLY  
February 14, 2023 AT 3:00 P.M.

Zoom Meeting – Board of Commissioners will be forwarded instructions  
Members of the public may call:  
Call In Number (669) 900-6833  
Meeting ID: 833-5983-0766  
Password: 665616

This meeting is being held in accordance with the Brown Act as currently in effect and will take place in accordance with Government Code section 54953(e) et seq. (AB 361), which allows attendance by the Board of Commissioners, Housing Authority staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

Members of the public wishing to participate should call in using the teleconference information stated above. In addition to providing public comments using the above teleconference information, public comments, limited to 250 words or less, may also be submitted via web at <https://hacsb.com/board-of-commissioners/> and/or via email at [publiccomment@hacsb.com](mailto:publiccomment@hacsb.com) and will be read into the record, limited to 3 minutes per comment. Some comments may not be read due to time limitations.

**AGENDA**

**PUBLIC SESSION**

- 1) Call to Order and Roll Call
- 2) Additions or deletions to the agenda
- 3) General Public Comment - Any member of the public may address the Board of Commissioners on any matter not on the agenda that is within the subject matter jurisdiction of the Board. To make a comment on a specific agenda item, you may do so during the meeting online or, alternatively, please submit your comments via email or online by 1:00 p.m. on the Tuesday of the Board meeting. Comments should be limited to 250 words or less Please submit your comments via web at <https://hacsb.com/board-of-commissioners/> and email at [publiccomment@hacsb.com](mailto:publiccomment@hacsb.com). Your comments will be placed into the record at the meeting. Efforts will be made to read the comments into the record, but some comments may not be read due to time limitations.

## **DISCUSSION CALENDAR**

(Public comment is available for each item on the discussion calendar)

- 4) Receive the Executive Director's Report for February 14, 2023.  
(Page 1)
- 5) Receive the board building presentation for February 14, 2023, highlights from the Housing Authority of the County of San Bernardino's FY 2022 Moving to Work Annual Report.  
(Page 2)
- 6) Adopt Resolution No. 173 approving revisions to the Housing Authority of the County of San Bernardino's Statement of Procurement Policy to include an agency-wide Credit Card Policy for employees.  
(Pages 3-9)
- 7) 1 – Approve Amendment No. 1 to Contract No. PC1191, effective February 15, 2023 with Goldfarb Lipman, for Real Estate and Redevelopment Legal Services increasing the current contract amount by \$195,000 for the remaining approximate 2-year term. The total contract amount will not exceed \$270,000 through December 9, 2024.  
  
2 – Authorize and direct the Executive Director to execute and deliver the contract amendment to Goldfarb Lipman, and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.  
(Page 10-15)

## **CONSENT CALENDAR**

### APPROVAL OF CONSENT ITEMS: # 8-10

- 8) Approve the meeting minutes for the annual meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on January 10, 2023.  
(Pages 16-22)
- 9) Approve and file Agency-wide Financial Statements through October 2022.  
(Pages 23-25)
- 10) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of November 2022.  
(Pages 26-29)
- 11) Individual Board member Comments
- 12) Adjourn

This agenda contains a brief description of each item of business to be considered at the meeting. In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting at the Housing Authority of the County of San Bernardino (HACSB) Building located at 715 East Brier Drive, San Bernardino, California, 92408. The agenda and its supporting documents can be viewed online at <http://www.hacsb.com>. However, the online agenda may not include all available supporting

documents or the most current version of documents.

If you challenge any decision regarding any of the above agenda items in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that agenda item or in written correspondence delivered to the Board of Commissioners at, or prior to, the public hearing.

It is the intention of the HACSB to comply with the Americans with Disabilities Act (ADA). If you require special assistance, HACSB will attempt to accommodate you in every reasonable manner. Please contact Cynthia Robinson at (909) 890-5388 at least 48 hours prior to the meeting to inform us of your particular needs.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al (909) 890-0644.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**February 14, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

**Executive Director's Report for February 14, 2023**

**RECOMMENDATION(S)**

Receive the Executive Director's Report for February 14, 2023.  
(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

This item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

**BACKGROUND INFORMATION**

The Executive Director's report summarizes ongoing initiatives of HACSB's strategic plan, Moving to Work activities, overall agency updates, as well as other initiatives federally regulated by the United States Department of Housing and Urban Development.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on January 30, 2023.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**February 14, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

Board Building Presentation for February 14, 2023

**RECOMMENDATION(S)**

Receive the board building presentation for February 14, 2023, highlights from the Housing Authority of the County of San Bernardino's FY 2022 Moving to Work Annual Report.  
(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

**BACKGROUND INFORMATION**

Per the United States Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training, board building is required to provide the Board of Commissioners with information regarding ongoing initiatives of HACSB's strategic plan, Moving to Work (MTW) activities, overall agency updates, as well as other initiatives federally regulated by HUD.

This month's board building presentation will include highlights from HACSB's FY 2022 MTW Annual Report.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on, January 30, 2023.

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**February 14, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

**Procurement Policy Revisions**

## **RECOMMENDATION(S)**

Adopt Resolution No. 173 approving revisions to the Housing Authority of the County of San Bernardino's Statement of Procurement Policy to include an agency-wide Credit Card Policy for employees.

(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

## **FINANCIAL IMPACT**

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is not financial impacts associated with this item.

## **BACKGROUND INFORMATION**

HACSB's current Credit Card Policy authorizes that certain employees be issued bank-sponsored visa credit cards in order to expedite the purchasing and payment process and reduce the administrative costs of small purchase transactions within the micro purchase threshold. Our finance department currently issues and manages the on-going list of current card holders including termination of cards at end of employment. The finance department also reviews and issues all credit card statements to card holders for monthly processing and supervisor approval.

Agency credit cards are used to conduct small business purchases including business travel as stipulated within the agency's procurement policy under the micro purchase threshold along with the agency's fiscal policy (page 41, purchasing and gas cards in procurement policy). A more detailed policy has been developed to include more detailed information on the following areas: Distribution of Credit Cards, Card Holder Responsibility, Appropriate Use, Restricted Use, Safeguard of the Credit Card, Misuse of the Credit Card, and Monthly Expense Reconciliation. It is intended to provide a clear outline of agency credit card responsibility. This updated policy also includes an employee acknowledgement which outlines the list of responsibilities of the card holder which must be signed. It also indicates the potential disciplinary action for any unauthorized purchases. HACSB staff have met and conferred with employee representatives of which was approved by Teamsters.

If approved, the recommended policy language will be added to the Statement of Procurement Policy as Appendix 2.

## **PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on January 30, 2023.

**HOUSING AUTHORITY RESOLUTION NO. 2023-173**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO ADOPTING REVISIONS TO THE HOUSING AUTHORITY OF  
THE COUNTY OF SAN BERNARDINO'S STATEMENT OF PROCUREMENT POLICY**

**WHEREAS**, the Housing Authority of the County of San Bernardino (HACSB) is a public agency and required to maintain a written procurement policy which outlines the guidelines and procedures for purchasing; and

**WHEREAS**, HACSB periodically reviews its procurement policy to align with applicable regulations and laws; and

**WHEREAS**, the HACSB desires to amend its procurement policies and procedures to include Credit Card Policy.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:**

Section 1. The Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board of Commissioners hereby approves the revisions to the HACSB Statement of Procurement Policy, a copy of which is attached hereto as Exhibit "A" and incorporated by reference herein.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES: COMMISSIONER:

NOES: COMMISSIONER:

ABSENT: COMMISSIONER:

STATE OF CALIFORNIA                    )  
  )  
COUNTY OF SAN BERNARDINO        )       ss.

I, \_\_\_\_\_, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary





# Credit Card Policy

## Overview

The Housing Authority of the County of San Bernardino (HACSB) provides agency credit cards for employees to make certain authorized transactions. The use of these cards should be restricted to travel expenses, emergencies, training, memberships, subscriptions and publications, existing software maintenance, as well as small and incidental purchases up to the agency's micro purchase threshold. The micro purchase threshold amount can be found in the agency's Procurement Policy.

## Distribution of Credit Cards

The finance department will have an appointed employee as the Credit Card Administrator to be responsible for the distribution and management of all agency credit cards. The Administrator will provide the requestor with a credit card request form to be signed by the requestor and their supervisor to include all potential card holder information. The requestor and potential credit card holder will be required to sign this form in order for the administrator to order the card. The administrator will retain this form for future reference.

## Card Holder Responsibility

Prior to issuance of the agency credit card, the cardholder will be required to sign a credit card policy acknowledgement outlining details on card holder responsibility, appropriate usage, restrictions, safeguarding the credit card, and consequences of the misuse of the assigned card.

## Appropriate Use

The following are appropriate situations for HACSB credit card usage:

1. Travel expenses per guidelines (travel expense form) and per diem guidelines located in the Personnel Handbook under *Travel Policy*.
2. Emergencies – Emergencies are defined as something needed in order to prevent a safety or life-threatening hazard or issue requiring the immediate access to goods or services.
3. Training – Training registration fees; seminars, workshops, etc.
4. Memberships – Professional association membership dues, fees, licenses, accreditation, and certifications.
5. Subscriptions and Publications – Newspaper, magazine, pre-printed materials, etc. as purchased from the publisher or producer.
6. Existing software maintenance – Annual maintenance payments for service or support.
7. Services or products approved by the Executive Director or Deputy Executive Director that would reduce additional administrative costs or create a cost savings.
8. Applies to backordered items that are typically purchased through our contracted vendors.

## Restricted Use

The following situations are prohibited from the usage of agency credit cards:

1. Cash Advances
2. Items or services for personal use
3. Alcoholic beverages
4. Capital equipment (without prior approval)
5. Fuel for privately owned vehicles (without prior approval)
6. Charges made outside of an employee's approval authority
7. Purchases restricted by law, policies, guidelines, and/or grants.
8. Customized training sessions
9. Any expenses covered by any other reimbursements, travel or otherwise.

## Safeguard of the Credit Card

Credit card custodian and users shall protect cards from loss, theft, and any unauthorized use. The Credit card custodian is responsible for securing credit card purchase cards and account numbers against loss, theft and unauthorized use. Card custodian and users shall keep their cards in a secure location at all times and shall report lost cards to the Finance Manager or the Executive Director immediately.

## Misuse of Credit Card

Credit card usage for unauthorized purchases are subject to disciplinary action.

## Monthly Expense Reconciliation

Cardholders are required monthly to reconcile all charges for the prior month. Finance distributes a Credit Card Charge Statement to be completed by the cardholder to include appropriate department and cost codes. Detailed backup documentation is required for all charges. This can include detailed receipts, invoices, and emails for reoccurring transactions. If the backup is not clear, additional information may be required. Documentation should include standard elements such as; date and time of purchase, item(s) or service(s) purchased, and additional details such as taxes and gratuities (if applicable). This form and all required documentation must be reviewed and signed by the card holder's direct Supervisor/Manager to ensure validity of charges and necessary backup documentation attached. Late credit card reconciliation forms are subject to credit card suspension.

## Employee Credit Card Policy Acknowledgement

### **Cardholder Eligibility:**

The Housing Authority of the County of San Bernardino (HACSB) provides agency credit cards for employees to make certain authorized transactions. The use of these cards should be restricted to travel expenses, emergencies, training, memberships, subscriptions and publications, existing software maintenance, as well as small and incidental purchases up to the agency's micro purchase threshold. The micro purchase threshold amount can be found in the agency's Procurement Policy.

### **Card Holder Responsibilities:**

#### **Appropriate Use**

The following are appropriate situations for HACSB credit card usage:

1. Travel expenses per guidelines (travel expense form) and per diem guidelines located in the Personnel Handbook under *Travel Policy*.
2. Emergencies – Emergencies are defined as something needed in order to prevent a safety or life-threatening hazard for issue requiring the immediate access to goods or services.
3. Training – Training registration fees; seminars, workshops, etc.
4. Memberships – Professional association membership dues, fees, licenses, accreditation, and certifications.
5. Subscriptions and Publications – Newspaper, magazine, pre-printed materials, etc. as purchased from the publisher or producer.
6. Existing software maintenance – Annual maintenance payments for service or support.
7. Services or products approved by the Executive Director or Deputy Executive Director that would reduce additional administrative costs or create a cost savings.
8. Applies to backordered items that are typically purchased through our contracted vendors.

#### **Restricted Use**

The following situations are prohibited from the usage of agency credit cards:

1. Cash Advances
2. Items or services for personal use
3. Alcoholic beverages
4. Capital equipment (without prior approval)
5. Fuel for privately owned vehicles (without prior approval)
6. Charges made outside of an employee's approval authority
7. Purchases restricted by law, policies, guidelines, and/or grants
8. Customized training sessions
9. Any expenses covered by any other reimbursements, travel or otherwise

**Safeguard of the Credit Card**

Credit card custodian and users shall protect cards from loss, theft, and any unauthorized use. The Credit card custodian is responsible for securing credit card purchase cards and account numbers against loss, theft and unauthorized use. Card custodian and users shall keep their cards in a secure location at all times and shall report lost cards to the Finance Manager or the Executive Director immediately.

**Misuse of Credit Card**

Credit card usage for unauthorized purchases are subject to disciplinary action.

**Monthly Expense Reconciliation:**

Cardholders are required monthly to reconcile all charges for the prior month. Finance distributes a Credit Card Charge Statement to be completed by the cardholder to include appropriate department and cost codes. Detailed backup documentation is required for all charges. This can include detailed receipts, invoices, and emails for reoccurring transactions. If the backup is not clear, additional information may be required. Documentation should include standard elements such as; date and time of purchase, item(s) or service(s) purchased, and additional details such as taxes and gratuities (if applicable). This form and all required documentation must be reviewed and signed by the card holder’s direct Supervisor/Manager to ensure validity of charges and necessary backup documentation attached. Late credit card reconciliation forms are subject to credit card suspension.

**Cardholder Agreement:**

By signing this Agreement, the cardholder agrees to the credit card policy. Failure to abide by this policy may result in the cancellation of the credit card and undocumented use of the card may result in repayment to HACSB. Purchases for unauthorized items are subject to disciplinary action.

_____ Employee Signature	_____ Supervisor’s Signature	_____ Date
_____ Employee Name (please print)	_____ Supervisor’s Name (please print)	_____ Date
_____ Credit Limit	_____ Daily Purchase Limit	_____ Finance Signature

*\*Please return completed form to Wendy Celis, Accountant II, Finance*

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**February 14, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

**Contract Amendment with Goldfarb Lipman for Legal Services**

## **RECOMMENDATION(S)**

1. Approve Amendment No. 1 to Contract No. PC1191, effective February 15, 2023 with Goldfarb Lipman, for Real Estate and Redevelopment Legal Services increasing the current contract amount by \$195,000 for the remaining approximate 2-year term. The total contract amount will not exceed \$270,000 through December 9, 2024.
2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Goldfarb Lipman, and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

## **FINANCIAL IMPACT**

This item is not expected to exceed \$270,000 through December 9, 2024.

## **BACKGROUND INFORMATION**

HACSB is continuing to make progress in the redevelopment of our former public housing portfolio.

The original contract was executed on September 2, 2020, in the amount of \$75,000. Due to our procurement policy threshold of up to \$75,000 for professional services, board approval was not previously required.

The contract was expected to cover approximately 1-2 years of services; however, several current and pending development sites, such the next phases at Arrowhead Grove and Valencia Grove Phase III, will require the engagement of a Legal Consultant with in-depth expertise in municipal agency, real estate, and affordable housing law. For the past 10-years, Goldfarb has had an extensive history in providing legal counsel for the financing, entitlement, and development of the Arrowhead Grove and Valencia Grove sites. Goldfarb's expertise and knowledge will, therefore, continue to be extremely valuable for the ongoing successful operations of the Agency.

During the first 2 years of the 4-year contract, the approval processes were delayed for the Valencia Grove II and Crestview Terrace projects. The delays were largely due to the impact of the COVID-19 pandemic. As a result, the original \$75,000 contract amount was sufficient to cover

two years of services. For this reason, it is likely that future annual expenditures will increase as future development projects could progress more quickly. The additional funds for this contract will support both the ongoing work of both the Development Department and other HACSB Departments.

#### **PROCUREMENT**

A piggyback procurement process was used, which enabled HACSB to use the Housing Authority of the County of San Joaquin's competitive procurement process for Real Estate Development and Redevelopment Legal.

The HACSB approved Procurement Policy (adopted 1-14-2020) states, "Competitive Exceptions – Cooperative Intergovernmental Agreements: Consistent with the requirements of 2 CFR 200.318 and in order to promote efficiency and competition in the procurement of goods and services, HACSB may enter into agreements with other governmental agencies and regional or national intergovernmental purchasing networks or associations. The purpose of a cooperative intergovernmental agreement is to take advantage of a competitive selection process already conducted by another agency and thus save HACSB the time and expense of conducting its own selection process. In evaluating the use of a cooperative intergovernmental agreement, the Contracting Officer shall review for reasonableness the standards in the competitive selection process conducted by the other agency.

#### **REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on February 2, 2023.



**AMENDMENT #1 TO CONTRACT FOR REAL ESTATE DEVELOPMENT AND  
REDEVELOPMENT LEGAL SERVICES  
(PC1191)**

**BETWEEN**

**THE HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO**

**And**

**GOLDFARB LIPMAN, LLP**

This Amendment No. 1 ("First Amendment"), dated February 15, 2023 ("Effective Date"), to Agreement for Real Estate Development and Redevelopment Legal Services (PC1191), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Goldfarb Lipman, LLP, a California Limited Liability Partnership ("Attorneys").

**RECITALS**

**WHEREAS**, the Authority and Attorneys entered into that certain Legal Services Agreement for Real Estate Development and Redevelopment Legal Services, dated October 1, 2020 relating to Real Estate Development and Redevelopment Legal Services ("Agreement") with a total price of \$75,000.00;

**WHEREAS**, the Authority and Attorneys now wish to enter into this Amendment No. 1 to the Agreement to increase the contract by \$195,000 for a total price of \$270,000 through December 9, 2024.

**OPERATIVE PROVISIONS**

**NOW, THEREFORE**, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this First Amendment by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

**Section 1.** Article 7 of the Agreement, entitled "Price" is hereby amended to increase the compensation payable to Attorneys for the provision of the Work the total not-to-exceed sum as shown in the Total Agreement Cost set forth on Exhibit "A-1. Except as so amended, the other provisions of Article 4 shall remain unmodified and in full force and effect.

**Section 3.** Continuing Effect of Agreement. Except as amended by this First Amendment, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this First Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by the Amendment this First Amendment to the Agreement.

**Section 4.** Affirmation of Agreement; Warranty Re Absence of Defaults. Authority and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement, as amended. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than by way of this First Amendment provided herein. Each party represents and warrants to the other that the Agreement, as amended by this First Amendment, is currently an effective, valid, and binding obligation.

Consultant represents and warrants to Authority that, as of the date of this First Amendment, Authority is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Authority represents and warrants to Attorneys that, as of the date of this First Amendment, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

**Section 5.** Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this First Amendment.

**Section 6.** Authorization. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

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IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Goldfarb Lipman, LLP

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**GOLDFARB LIPMAN, LLP**

**HOUSING AUTHORITY OF THE COUNTY OF  
SAN BERNARDINO**

By:\_\_\_\_\_

By:\_\_\_\_\_

Name:\_\_\_\_\_

Name: Maria Razo

Title:\_\_\_\_\_

Title: Executive Director

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**Exhibit A-1**

**Schedule Dates:**

Effective Date: February 15, 2023  
Completion Date: December 9, 2024

**Total Agreement Cost: Not to exceed \$270,000.00**

<b>Original Agreement Amount Not to Exceed</b>	<b>\$75,000.00</b>
<b>Net Change Order Previously Approved – Amendment #1</b>	<b>\$195,000.00</b>
<b>Agreement Value as Amended Not to Exceed</b>	<b>\$270,000.00</b>

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD  
OF ACTION**

**February 14, 2023**

**FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

**SUBJECT**

Annual Meeting Minutes for Meeting Held on January 10, 2023

**RECOMMENDATION(S)**

Approve the meeting minutes for the annual meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on January 10, 2023.

(Presenter: Maria Razo, Executive Director, 332-6305)

**STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

**FINANCIAL IMPACT**

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there are no financial impacts associated with this item.

**BACKGROUND INFORMATION**

The HACSB Board of Commissioners (Board) Annual Meeting took place on January 10, 2023 and attached are the meeting minutes for review and recommended approval by the Board.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on, February 09, 2023.

**MINUTES OF AN ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
January 10, 2023**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in an annual meeting via teleconference and videoconference (Zoom at call-in number (669) 900-6833, Meeting ID 87641908178 Password 002259) at 3:03 p.m. on January 10, 2023.

Details of the meeting discussion can be obtained through the recording of the Board of Commissioners meeting through a Public Records Request submitted in person or through the HACSB website: <https://hacsb.com/public-records-request/>

**1) Call to Order and Roll Call**

The meeting was called to order, and upon roll call, the following were present:

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Vice-Chair Cooper was recorded as absent.

Also in attendance were Maria Razo, Executive Director; Gus Joslin, Deputy Executive Director; Rishad Mitha, Director of Operations; Nicole Beydler, Director of Policy and Public Relations; Renee Kangas, Sr. Management Analyst; Perlle Liu, Asset Management Analyst; Lucy Leslie, Sr. Regional Communities Manager; Rebecca Murillo, Housing Services Manager; Evan Miles, Real Estate Project Manager and Claudia Hurtado, Executive Assistant.

Also present, Pam Lee, Legal Counsel to the Housing Authority.

**2) Additions or Deletions to the Agenda**

Chair Johnson called for additions or deletions to the January 10, 2023 agenda. There were none.

**3) General Public Comment**

Chair Johnson provided an opportunity for members of the public to address the Board of Commissioners. There were no public comments.

**4) Selection of Chair and Vice-Chair of the Board of Commissioners for the Housing Authority of the County of San Bernardino**

Discussion calendar item number 4 to select a Chair and Vice-Chair from among the Board of Commissioners of the Housing Authority of the County of San Bernardino to serve until January 10, 2024, was requested.

Executive Director Razo explained the item.

Commissioner MacDuff nominated Commissioner Tim Johnson for the office of Chair and the nomination was seconded by Commissioner Tarango. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

Commissioner MacDuff nominated Commissioner Beau Cooper for the office of Vice-Chair and the nomination was seconded by Commissioner Johnson. Executive Director added that Commissioner Cooper had been requested in advance if he were to be nominated for Vice-Chair for an additional term if he would he accept, Commissioner Cooper responded yes. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**5) Executive Director's Report**

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report.

**6) Board Building Presentation for January 10, 2023**

Discussion calendar item number 6, to receive the board presentation for January 10, 2023, an overview of the Housing Authority of the County of San Bernardino's agencywide Strategic Plan and an overview on the new Brown Act Provisions under AB 2449 and continued use of AB361, was requested.

Executive Director provided the Board with an overview of the Housing Authority of the County of San Bernardino's proposed new agencywide Strategic Plan.

Legal Counsel to the Housing Authority, Pam Lee presented to the board an overview of the new Brown Act Provisions under AB 2449 and continued use of AB361.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 6.

**7) Agency-wide Strategic Plan**

Discussion calendar item number 7 to adopt Resolution No. 171 approving the Housing Authority of the County of San Bernardino's agency-wide five-year Strategic Plan effective February 1, 2023, was requested.

Executive Director Razo explained the item.

Commissioner Tarango moved to approve discussion calendar item number 7, as recommended by staff and Commissioner MacDuff seconded the motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**8) Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino's Rental Assistance Programs**

Discussion calendar item number 8 to adopt Resolution No. 172 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Executive Director Razo explained the item.

Commissioner Tarango moved to approve discussion calendar item number 8, as recommended by staff, and Commissioner MacDuff duly seconded the motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**9) Contract with Wells Fargo Bank N.A. for Banking Services**

Discussion calendar item number 9 to 1) Award contract No. PC1292, effective February 1, 2023 to Wells Fargo Bank N.A. for Banking Services in an amount not to exceed \$172,710, for a two-year base period through January 31, 2025 with options to extend the contract for up to three single-year extensions through January 31, 2028, 2) Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director Razo explained the item.

Commissioner MacDuff chaired the remainder of the January 10, 2023 Board of Commissioners meeting on behalf of Chair Johnson, with Chair Johnson transitioning to join the board meeting via telephone.

Commissioner Tarango moved to approve discussion calendar item number 9, as recommended by staff, and Commissioner Miller duly seconded the motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**10) Increase Appropriations for Agency-Wide Office Supplies with Staples Advantage**

Discussion calendar item number 10 to approve an increase in appropriation for agency-wide office supplies with Staples Advantage by \$191,000 for a total not to exceed \$441,000 through April 6, 2024, was requested.

Executive Director explained the item.

Commissioner Tarango moved to approve discussion calendar item number 10, as recommended by staff, and Commissioner Miller duly seconded the motion. Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**11) Quitclaim Deed for Transference of Property at the Valencia Grove Site from Housing Partners I, Inc. to the Housing Authority of the County of San Bernardino.**

Discussion calendar item number 11 to, 1) Accept a Quitclaim Deed transferring multiple parcels at the Valencia Grove site, located at 131 E. Lugonia Ave in the city of Redlands, owned by Housing Partners I, Inc., to the Housing Authority of the County of San Bernardino, 2) Authorize and direct the Executive Director, upon consultation with Legal Counsel, to accept, sign, finalize and record the Quitclaim Deed with the County of San Bernardino Recorder and any ancillary documents or exhibits necessary in the transference of the parcel, 3) Authorize U.S. Department of Housing and Urban Development to record a Declaration of Trust upon the properties after transference of the parcels from Housing Partners I to the Housing Authority, 4) Authorize and direct the Executive Director, upon consultation with Legal Counsel, to accept and sign the U.S. Department of Housing and Urban Development Declaration of Trust, was requested.

Executive Director explained the item.

Commissioner Tarango moved to approve discussion calendar item number 11, as recommended by staff, and Commissioner Miller duly seconded the motion.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**12-15) Consent Calendar**

Approval of the consent calendar including agenda item numbers 12-15 was requested.

Commissioner Tarango moved to approve consent calendar agenda item numbers 12-15, to:

12) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on December 13, 2022.

13) Approve and file Agency-wide Financial Statements through September 2022.

14) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of October 2022.

15) Adopt Resolution No. 174 authorizing the use of remote teleconference meeting procedures by the Board of Commissioners, as authorized by Government Code Section 54953(e) *et seq.*, for the period of January 16, 2023 through February 15, 2023.

The motion was duly seconded by Commissioner Miller and upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

Commissioner MacDuff provided an opportunity for individual board member comments. MacDuff wanted to commend the Housing Authority team for their recognition of being the leading agency to make referrals in connecting families to needed services.

Executive Director asked the Board for any questions regarding the Brown Act revisions, there were none.

There being no other business, Commissioner Tarango moved for the annual meeting of Tuesday, January 10, 2023, to be adjourned, which motion was duly seconded by Chair Johnson. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:25 p.m.



Minutes of an Annual Meeting of the Board of Commissioners of the Housing Authority of the  
County of San Bernardino for January 10, 2023

Page 6

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Tim Johnson, Chair

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Beau Cooper, Vice Chair

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Cassie MacDuff

---

Sylvia Miller

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Bobby Tarango

Attest:

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Secretary

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**February 14, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

**Agency-wide Financial Statements through October 2022**

## **RECOMMENDATION(S)**

Approve and file Agency-wide Financial Statements through October 2022.  
(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

## **FINANCIAL IMPACT**

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net income through October 2022 for Federal Fiscal Year (FFY) 2022-23 is \$180,067. The net income is currently lower than the budgeted net income of \$217,854, with a minimal variance of \$38,000.

The \$38,000 variance between the budgeted net income and the actual net income is due to:

- \$1.8 million less in funding received for our Housing Choice Voucher program. Our budget reflects funding for a 100% lease rate and when actual expenses are lower than the expected lease rate, HUD provides us with less funding. The difference between the authorized funding amount and actual funding received is deposited into a restricted HUD Held Reserve (HHR) account which can be used for future eligible expenses, with HUD's approval. There are currently over 600 households searching with a voucher, which once leased will positively impact the lease rate and HCV program related revenue and expenses.
- Offsetting the decrease in revenue on the financial statements, is a decrease in tenant services expenses in the amount of a decrease of \$1.2 million. This was due to a significant portion of the Emergency Housing Vouchers (EHV) and Emergency Solutions Grant (ESG) grants not being reflected on the financials. HACSB is working with our 3<sup>rd</sup> party vendor and the County of San Bernardino on reconciling the activity for these grants and reducing the delays in billing and invoicing. We estimate that the understatement in expenses is about \$1 million. Related to the incomplete activity, we also estimate that the revenue is understated by \$1 million.
- Depreciation expenses and other non-operating items are not budgeted and amount to \$235 thousand through October 2022.

The information provided is based on unaudited information. During the audit process, revenue and expenses are typically adjusted and we expect a material amount of expenses related to the pension and Other Post Employment Benefit (OPEB) plans to be

recognized during this process which will decrease the operating net income. The audited financial report will be provided to the Board once the audit process has been completed. The audit process will be completed in late June 2023 for the prior fiscal year which is when the audited financial statements are submitted to HUD.

<b>Financial Summary</b>	<b>FY 2023 YTD</b>
Revenues	\$13,402,548
Expenses	\$(12,984,777)
Operating Net Income/(Loss)	\$417,771
Operating Transfers/Non-Operating Items	\$(237,704)
<b>Net Income/(Loss)</b>	<b>\$180,067</b>

### **BACKGROUND INFORMATION**

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FFY 2022-23 budget and financial operations continue to support the vision and mission of HACSB and are in line with its Strategic Plan and Moving to Work Annual Plans. Overall, HACSB has demonstrated fiscal stability even through the challenges presented by the pandemic.

Despite ongoing challenges, we continue to focus on maintaining the agency's fiscal stability, - customer service, innovation, enhancing partnerships that will assist our staff and families, and a continued passion for our agency's mission.

Based on HUD's guidance to routinely present key information to HACSB's Board of Commissioners, HACSB is presenting the financial statements on a monthly basis.

### **PROCUREMENT**

Not applicable.

### **REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on February 09, 2023.

## HACSB Budget Comparison

Period = Oct 2022

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	2,392,487	2,353,330	39,157	1.66	28,326,881
Total Other Tenant Income	64,120	45,162	18,958	41.98	533,968
NET TENANT INCOME	2,456,608	2,398,492	58,115	2.42	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	10,479,574	12,262,366	-1,782,792	-14.54	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	466,367	473,174	-6,808	-1.44	6,664,147
TOTAL INCOME	13,402,548	15,134,033	-1,731,484	-11.44	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	745,972	684,518	-61,454	-8.98	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	904,612	907,887	3,275	0.36	16,054,336
Total Legal Expense	8,270	48,883	40,614	83.08	585,444
Total Other Admin Expenses	480,188	650,916	170,727	26.23	7,631,528
Total Miscellaneous Admin Expenses	70,724	325,372	254,648	78.26	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	1,463,794	1,933,058	469,264	24.28	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	-88,633	1,078,899	1,167,532	108.22	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	186,225	379,066	192,842	50.87	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	266,278	197,924	-68,354	-34.54	3,088,481
Total Materials	68,578	74,786	6,208	8.30	897,267
Total Contract Costs	254,865	304,481	49,616	16.30	3,656,124
TOTAL MAINTENANCE EXPENSES	589,720	577,191	-12,530	-2.17	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	128,882	132,084	3,202	2.42	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	124,912	346,791	221,879	63.98	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	9,764,108	9,667,846	-96,262	-1.00	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	69,798	116,726	46,928	40.20	1,400,713
TOTAL OPERATING EXPENSES	12,984,777	14,916,179	1,931,402	12.95	182,899,678
<b>OPERATING NET INCOME</b>	<b>417,771</b>	<b>217,854</b>	<b>199,918</b>	<b>91.77</b>	<b>-437,902</b>
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	237,704	0	-237,704	N/A	0
NET INCOME	180,067	217,854	-37,786	-17.34	-437,902

# **REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION**

**February 14, 2023**

## **FROM**

**MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the Month of November 2022

## **RECOMMENDATION(S)**

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of November 2022

(Presenter: Maria Razo, Executive Director, 332-6305)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.**

## **FINANCIAL IMPACT**

The accounts receivable loss for the month ending November 30, 2022, is \$74,152.52. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in its annual budget.

## **BACKGROUND INFORMATION**

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc., and also include public housing developments converted through the United States Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

Despite HACSB's efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. As part of HACSB's standard property management business practices, Board of Commissioners approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. Losses during this time period are primarily for voluntary move-outs and evictions. The total write-off for the month of November 2022 is \$74,152.52, as delineated in the following table. Attached is a worksheet that itemizes the individual accounts.

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss  
for the Month of November 2022  
February 14, 2023

<b>SUMMARY FOR HACSB- Authority Owned Properties</b>		
<b>PROPERTY</b>	<b>NO. VACATED</b>	<b>TOTAL</b>
207 - Barstow	1	52,862.00
401 - Wall Ave	1	5,261.00
402 - Summit Place	1	(104.00)
407 - Sunset Pointe	1	731.00
408 - Sunrise Vista	2	5,788.00
420 - Desert View	1	130.00
Concessions Write Off		-
<b>TOTAL RENT WRITE OFF</b>	<b>7</b>	<b>64,668.00</b>
Miscellaneous Charges		-
Maintenance Charges		11,224.52
Legal Charges		920.00
Security Deposits Applied		(2,660.00)
<b>NET TOTAL WRITE OFF</b>		<b>74,152.52</b>

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on January 30, 2023.

# Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 11/30/22

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
<b>207 - Barstow</b>													
1	F	F		Eviction	1,755.00	52,862.00			4,482.00	920.00	58,264.00	660.00	57,604.00
<b>TOTALS:</b>						<b>52,862.00</b>	-	-	<b>4,482.00</b>	<b>920.00</b>	<b>58,264.00</b>	<b>660.00</b>	<b>57,604.00</b>

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)	Court Date	Lock Out Date	Vacate Date
1	Eviction	05/06/22	Posted	06/06/22			N/A	11/08/22	11/28/22

<b>401 - Wall Ave</b>													
1	V	L		E	695.00	5,261.00			2,505.00		7,766.00	400.00	7,366.00
<b>TOTALS:</b>						<b>5,261.00</b>	-	-	<b>2,505.00</b>	-	<b>7,766.00</b>	<b>400.00</b>	<b>7,366.00</b>

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)	Court Date	Lock Out Date	Vacate Date
	Eviction	05/11/22	Posted	05/24/22	07/27/22	N	N/A	11/02/22	11/02/22

<b>402 - Summit Place</b>													
1	G	K		V	1,564.00	(104.00)			1,681.00		1,577.00	900.00	677.00
<b>TOTALS:</b>						<b>(104.00)</b>	-	-	<b>1,681.00</b>	-	<b>1,577.00</b>	<b>900.00</b>	<b>677.00</b>

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)	Court Date	Lock Out Date	Vacate Date
1	30 Day Notice	10/01/22							10/28/22

\*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy \*\*Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

# Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 11/30/22

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
<b>407 - Sunset Pointe</b>													
1	B	J		V	825.00	731.00			2,035.00		2,766.00	100.00	2,666.00
							-				-		-
<b>TOTALS:</b>						<b>731.00</b>	-	-	<b>2,035.00</b>	-	<b>2,766.00</b>	<b>100.00</b>	<b>2,666.00</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	30 Day Notice	08/12/22									11/01/22		

<b>408 - Sunrise Vista</b>													
1	L	J							(595.20)		(595.20)		(595.20)
2	R	A		V	725.00	5,788.00	-		215.00	-	6,003.00	500.00	5,503.00
							-				-		-
<b>TOTALS:</b>						<b>5,788.00</b>	-	-	<b>(380.20)</b>	-	<b>5,407.80</b>	<b>500.00</b>	<b>4,907.80</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Collection on bad debt												
2	30 Day Notice	10/03/22									11/15/22		

<b>420 - Desert View</b>													
1	S	J		S	650.00	130.00			901.72		1,031.72	100.00	931.72
							-				-		-
<b>TOTALS:</b>						<b>130.00</b>	-	-	<b>901.72</b>	-	<b>1,031.72</b>	<b>100.00</b>	<b>931.72</b>
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Skip										11/07/22		

<b>ALL PROPERTY TOTALS:</b>						<b>64,668.00</b>	-	-	<b>11,224.52</b>	<b>920.00</b>	<b>76,812.52</b>	<b>2,660.00</b>	<b>74,152.52</b>
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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy \*\*Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.