

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

TO BE HELD AT 715 EAST BRIER DRIVE  
SAN BERNARDINO, CALIFORNIA  
OCTOBER 10, 2023 AT 3:00 P.M.

**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 or, alternatively, please submit your comments via email 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/> or 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 October 10, 2023.  
(Page 1)
- 5) Receive the board building presentation for October 10, 2023, an overview of the Housing Authority of the County of San Bernardino's goals and accomplishments.  
(Page 2)
- 6) Approve Amendment No. 3 to Employment Agreement between the Housing Authority of the County of San Bernardino and Executive Director Maria Razo.  
(Pages 3-7)
- 7) Adopt Resolution No. 184:
  - a. Authorize the Housing Authority of the County of San Bernardino to form a limited liability company, Northport Victorville LLC, and enter into an Operating Agreement with HPI, I Inc. to serve as the ownership entity for Northport Apartments in the City of Victorville, including having HACSB serve as a guarantor of the Loan.
  - b. Authorize the Executive Director of the Housing Authority of the County of San Bernardino (Authorized Officer), upon consultation with Legal Counsel, to make any

changes and to execute and deliver any ancillary documents to complete the transaction to acquire Northport Apartments under the proposed ownership structure.  
(Pages 8-11)

## **CONSENT CALENDAR**

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

- 8) Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on September 12, 2023.  
(Pages 12-17)
- 9) Approve and file Agency-wide Financial Statements through June 2023.  
(Pages 18-20)
- 10) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of July 2023.  
(Pages 21-27)

## **CLOSED SESSION**

- 11) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9  
Number of Potential Cases: One
- 12) Individual Board member comments.
- 13) 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 meeting.

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**

**October 10, 2023**

**FROM**

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

**SUBJECT**

Executive Director's Report for October 10, 2023

**RECOMMENDATION(S)**

Receive the Executive Director's Report for October 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**

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 September 27, 2023.

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

**October 10, 2023**

**FROM**

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

**SUBJECT**

Board Building Presentation for October 10, 2023

**RECOMMENDATION(S)**

Receive the board building presentation for October 10, 2023, an overview of the Housing Authority of the County of San Bernardino's goals and accomplishments.  
(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.**

**Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing our resources by mobilizing the talents of our community partners.**

**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 U.S. Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training and Moving to Work designation responsibilities, 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 an overview of HACSB's fiscal year end 2023 accomplishments and strategic planning goals.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on, September 27, 2023.

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

**October 10, 2023**

## **FROM**

**Fred Galante, General Counsel, Housing Authority of the County of San Bernardino**

## **SUBJECT**

Amendment No. 3 to Employment Agreement between the Housing Authority of the County of San Bernardino and Executive Director Maria Razo.

## **RECOMMENDATION(S)**

Approve Amendment No. 3 to Employment Agreement between the Housing Authority of the County of San Bernardino and Executive Director Maria Razo.  
(Presenter: Fred Galante, (949)250-5410)

## **STRATEGIC PLAN ALIGNMENT**

**Aspirational Statement #1: To ensure that our agency's culture empowers and values our team through effective communication, learning opportunities, work/life balance, professional development, and a shared passion for the mission.**

## **FINANCIAL IMPACT**

The proposed Amendment No. 3 to the Executive Director's Employment Agreement implements a \$13,728 annual increase to the Executive Director's compensation retroactive to September 29, 2023 and authorizes bilingual pay of \$80 per month in accordance with HACSB policies.

## **BACKGROUND INFORMATION**

On September 27, 2020, the Housing Authority of the County of San Bernardino ("HACSB") approved an Employment Agreement with Ms. Razo to serve as Executive Director to the HACSB. On September 12, 2023, the Board of Commissioners of HACSB conducted a performance evaluation of Ms. Razo and found her performance satisfactory in all respects.

At the September 12, 2023, Board of Commissioner's (Board) meeting, the Board directed that an amendment to the Employment Agreement be presented at the October meeting for consideration with applicable increases to the Executive Director's compensation and designate goals and objectives to be accomplished by Ms. Razo for the upcoming fiscal year. The goals and objectives are to be updated by the Board of Commissioners at least annually and is being presented concurrently with this item.

The attached proposed Amendment No. 3 to the Employment Agreement with the Executive Director implements the Board of Commissioner's direction and reflect the same market rate adjustment increase and merit increase to her compensation as provided to employees of the HACSB. These increases are consistent with Section 5(a) of the Employment Agreement, which grants the Executive Director the same benefits as provided to employees of the HACSB and in accordance with the HACSB Employee Compensation Philosophy and Administrative Guidelines.

The proposed Amendment No. 3 also removes the cell phone allowance previously provided to the Executive Director in accordance with HACSB's current cell phone policy and instead reflects

the fact that the Executive Director will be provided a HACSB-issued cell phone for use in the performance of her duties in the course of employment with HACSB. The other proposed revision specifies that the Executive Director shall be paid \$80 per month in accordance with the HACSB Bilingual Incentive Policy retroactive to September 29, 2023.

The Executive Director is also eligible for Project Incentive Pay related to her duties at HACSB's affiliate nonprofit Knowledge and Education for Your Success (KEYS) entity equal to 10% of her applicable salary, starting June 5, 2023, until such time as staffing needs are addressed at KEYS. Such Project Incentive Pay is not reflected in Amendment No. 3 as that benefit is automatically triggered and applies only temporarily during such time as HACSB eligible staff take on added duties.

It would be appropriate for the Board to consider and, if acceptable, approve the proposed Amendment No. 3.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has prepared by General Legal Counsel, Fred Galante, on October 4, 2023.

## **AMENDMENT NO. 3 TO EMPLOYMENT AGREEMENT**

### **BETWEEN**

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

### **And**

### **MARIA RAZO**

This Amendment No. 3 to Employment Agreement ("Amendment No. 3"), dated October 10, 2023 ("Effective Date"), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("HACSB") and Maria Razo ("Employee").

### **RECITALS**

**WHEREAS**, HACSB and Employee entered into that certain Employment Agreement, dated September 27, 2020 for Employee to serve as Executive Director to the HACSB ("Agreement");

**WHEREAS**, on June 14, 2022, the HACSB and Employee entered into Amendment No. 1 to the Agreement to extend the term by an additional three years and designate goals and objectives to be accomplished by Employee for the upcoming fiscal year;

**WHEREAS**, on November 8, 2022, the Board of Commissioners of HACSB conducted a performance evaluation of Employee and found Employee's performance satisfactory in all respects and approved the goals and objectives to be accomplished by Employee for the upcoming fiscal year;

**WHEREAS**, on December 13, 2022, the HACSB and Employee entered into Amendment No. 2 to the Agreement approving the increase in Compensation payable to Employee, retroactive to September 30, 2022, to reflect the same merit increase provided to employees of the HACSB, consistent with Section 5(a) of the Agreement, which granted Employee the same benefits as provided to employees of HACSB and in accordance with HACSB Employee Compensation Philosophy and Administrative Guidelines; and

**WHEREAS**, HACSB and Employee wish to enter into this Amendment No. 3 to the Agreement to approve the increase in the Compensation payable to Employee, retroactive to September 29, 2023, to reflect the same market rate adjustment increase and merit increase provided to employees of the HACSB, consistent with Section 5(a) of the Agreement, which grants Employee the same benefits as provided to employees of the HACSB and in accordance with the HACSB Employee Compensation Philosophy and Administrative Guidelines.

## OPERATIVE PROVISIONS

**NOW, THEREFORE**, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Amendment No. 3 by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

1. Salary. Section 4 of the Agreement, entitled "Salary," at subsection (a), is hereby amended retroactive to September 29, 2023, to reflect a three point 4 percent (3.4%) market rate increase, and a subsequent three percent (3%) merit increase, ultimately increasing Employee's salary to \$224,619.20. Except as so amended, the other provisions of Section 4 shall remain unmodified and in full force and effect. The amended language of Subsection 4(a) shall read as follows:

"(a) HACSB agrees to pay Employee in accordance with the salary provided in personnel policies/manual in the amount of \$224,619.20 per annum for her services, payable in installments at the same time as other employees of HACSB are paid and subject to customary withholding. Employee's salary may be increased in accordance with HACSB personnel/policies manual."

2. Supplemental Benefits. Section 5 of the Agreement, entitled "Supplemental Benefits," at subdivision (c), is hereby amended retroactive to September 29, 2023, to reflect the removal of the cell phone allowance previously provided in accordance with HACSB's current cell phone policy and instead shall reflect that Employee will be provided an Agency-issued cell phone for use in the performance of her duties in the course of employment with HACSB and adding a new subsection (e) specifying that HACSB shall provide Employee \$80 per month in accordance with its Bilingual Incentive Policy retroactive to September 29, 2023. Except as so amended, the other provisions of Section 5 shall remain unmodified and in full force and effect. The amended language in Subsection 5(c) shall read as follows:

"(c) Employee will be equipped with an Agency-provided cell phone to be used in the performance of her duties in the course of employment with HACSB."

. . . .

"(e) In addition to salary, HACSB agrees to pay Employee \$80 per month pursuant to the HACSB Bilingual Incentive Policy."

3. Goals and Objectives. In performing her duties per the terms of the Agreement, Employee shall endeavor to achieve the Goals and Accomplishments approved by the Board at its October 10, 2023 meeting, as such Goals and Accomplishments are revised and updated by the Board of Commissioners of HACSB from time-to-time. Said Goals and Accomplishments, as may be updated, shall be used by the Board of Commissioners to evaluate Employee in future years of the Term of the Agreement.



4. Full Force and Effect. Continuing Effect of Agreement. Except as amended by this Amendment No. 3, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 3, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 1, Amendment No. 2 and this Amendment No. 3.

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 Amendment No. 3.

**IN WITNESS WHEREOF**, HACSB has caused this Amendment No. 3 to be signed and executed on its behalf by the Chairperson of the Board of Commissioners. It has also been executed by Employee.

HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO

EMPLOYEE

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Tim Johnson, Chairman, Board of  
Commissioners

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Maria Razo

APPROVED AS TO LEGAL FORM:

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Fred Galante, General Counsel

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

**October 10, 2023**

## **FROM**

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

## **SUBJECT**

**Ownership Structure of Acquisition of Northport Apartments**

## **RECOMMENDATION(S)**

**1. Adopt Resolution No. 184:**

- a. Authorize the Housing Authority of the County of San Bernardino to form a limited liability company, Northport Victorville LLC, and enter into an Operating Agreement with HPI, I Inc. to serve as the ownership entity for Northport Apartments in the City of Victorville, including having HACSB serve as a guarantor of the Loan.
- b. Authorize the Executive Director of the Housing Authority of the County of San Bernardino (Authorized Officer), upon consultation with Legal Counsel, to make any changes and to execute and deliver any ancillary documents to complete the transaction to acquire Northport Apartments under the proposed ownership structure.

(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**

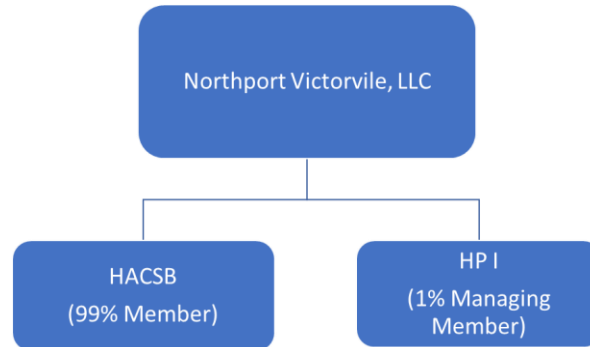
The purchase price of the subject property is \$8.5 million. The proposed limited liability company (LLC), Northport Victorville, LLC, intends to assume the existing loan on the property of approximately \$4.4 million. The Housing Authority of the County of San Bernardino (HACSB) has received authorization from the U.S. Department of Housing and Urban Development (HUD) to use Moving to Work (MTW) restricted reserves that are currently held by HUD for the balance of the purchase price. Any related fees and due diligence costs will be funded via HACSB's Authority Owned Portfolio (AOP) operations funds which are not anticipated to exceed \$100,000.

## **BACKGROUND INFORMATION**

The purchase of real property, namely Northport Apartments in the city of Victorville was approved by the HACSB's Board of Commissioners (Board) at the June 13, 2023 board meeting. The purchase was being conducted based on the acquiring entity being HACSB. However, the lender of the existing loan has requested a single asset LLC be created to approve the assumption of the loan. The lender has also required HACSB to serve as a guarantor of the loan.

As HACSB currently receives a property tax exemption for properties it owns, the same privilege does not apply when a LLC is created, even if HACSB is the sole member. Furthermore, a non-profit is required to be in the LLC's ownership structure to apply for an annual property tax exemption based on the property having designated affordable units. As such, HACSB is proposing to acquire the property through an LLC, namely Northport Victorville, LLC under an

ownership structure which incorporates HACSB's affiliate non-profit, Housing Partners I (HPI), which structure shall be reflected in an Operating Agreement approved by HACSB's General Counsel. The ownership structure would be as follows:



The designation of HPI as the managing member allows HACSB to place the 29 Project Based Vouchers, which were also approved at the June 13, 2023 Board of Commissioners meeting, on the property and still administer the vouchers through its Housing Choice Voucher program without causing a conflict of interest.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on October 4, 2023.

**HOUSING AUTHORITY RESOLUTION NO. 2023- 184**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AUTHORIZING THE CREATION AND USE OF A LIMITED LIABILITY COMPANY, NORTHPORT VICTORVILLE, LLC AND APPROVAL OF AN OPERATING AGREEMENT WITH HPI, INC. TO SERVE AS THE OWNERSHIP ENTITY FOR THE NORTHPORT APARTMENTS IN VICTORVILLE, CALIFORNIA**

**WHEREAS**, the Authority is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code, which includes providing low and moderate income housing within its jurisdiction; and

**WHEREAS**, on June 13, 2023, the Board of Commissions of the Housing Authority of the County of San Bernardino ("Authority"), at a duly-noticed meeting, approved the acquisition of the property located at 14243 Rodeo Drive, Victorville, CA 92395 and improved with a 60 unit mixed-income apartment project ("Site"); and

**WHEREAS**, the purchase of the Site, currently in escrow and pending administrative approvals of outstanding contingencies, was originally approved with the Authority as the acquiring entity;

**WHEREAS**, the lender of the existing loan in the original principal amount of \$4,634,000.00 (the "Loan") planned to be assumed as part of the acquisition of the Site requires that a single asset limited liability company be created to assume the Loan;

**WHEREAS**, the Authority currently receives a property tax exemption for properties it owns, the same privilege does not apply when a limited liability company is created, even if the Authority is the sole member; and instead a non-profit is required to be in the limited liability company's ownership structure to apply for an annual property tax exemption based on the property having designated affordable units;

**WHEREAS**, the Authority is proposing to acquire the Site through a new limited liability company, Northport Victorville, LLC, a California limited liability company, under an ownership structure to be memorialized in an Operating Agreement ("Operating Agreement") between the Authority and Authority's affiliate non-profit, Housing Partners I, Incorporated, a California nonprofit public benefit corporation ("HPI"), with the Authority retaining a 99% ownership interest and HPI serving as the manager and having a 1% ownership interest in Northport Victorville, LLC;

**WHEREAS**, the designation of HPI as the manager of Northport Victorville, LLC allows the Authority to place the 29 Project Based Vouchers on the Site, which were also approved at June 13th Board of Commissioners meeting, and still administer the vouchers through its Housing Choice Voucher program without causing a conflict of interest; and

**WHEREAS**, Authority's General Counsel formed the a limited liability company, Northport Victorville, LLC (the "Company"), in which the Authority serves as a member, by filing an LLC-1 limited liability company articles of organization with the California Secretary of State.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the County of San Bernardino, as follows:

**Section 1.** The above recitals are true and correct, and the Board of Commissioners of the Housing Authority of the County of San Bernardino so finds and determines.

**Section 2.** The owner, which will serve as the borrower under the loan to be assumed as part of the acquisition of the Site shall be Northport Victorville, LLC, under an ownership structure to be memorialized in the Operating Agreement between the Authority and HPI, with the Authority retaining a 99% ownership interest and HPI serving as the manager and having a 1% ownership interest in Northport Victorville, LLC.

**Section 3.** The Authority is authorized to enter into the Operating Agreement in a form approved by the Authority's General Counsel, between the Authority and HPI, Inc. as the manager and 1% member of Northport Victorville LLC.

**Section 4.** The Executive Director of the Authority, Maria Razo, is hereby authorized and directed, for and in the name of the Authority and Northport Victorville, LLC, to execute and deliver the Operating Agreement and any other such agreements, forms or other documents as necessary to implement this Resolution and for Northport Victorville, LLC to serve as the owner of the Site and to assume the Loan as part of the acquisition of the Site, including the Authority serving as a guarantor of the Loan, and in such forms approved or required by Authority's General Counsel.

**Section 5.** The Executive Director shall be authorized to execute any other form or document required by any lender, investor, regulator or other third party involved in the transaction described in this Resolution, as long as the Executive Director and General Counsel of the Authority determine that the substance of such document does not materially conflict with the substance and intent of this Resolution.

**Section 6.** 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, October 10, 2023.

Secretary

By \_\_\_\_\_

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

**October 10, 2023**

**FROM**

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

**SUBJECT**

Meeting Minutes for Meeting Held on September 12, 2023

**RECOMMENDATION(S)**

Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on September 12, 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) Meeting took place on September 12, 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, October 2, 2023.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
SEPTEMBER 12, 2023**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at the Housing Programs Office, at 672 South Waterman Avenue, San Bernardino, California at 3:04 p.m. on September 12, 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:

Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Chair Johnson and Commissioner Avila were recorded as absent.

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; Kristin Maithonis, Director of Housing Services; Renee Kangas, Sr. Management Analyst; Jennifer Dawson, Director of Administrative Services; Lucy Leslie, Director of Housing Communities; Nicole Beydler, Director of Policy and Public Relations; Jesse Diaz, Director of Business Services; John Moore, Director of Development, and Claudia Hurtado, Executive Assistant.

Also present, Fred Galante, Legal Counsel to the Housing Authority.

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

Vice Chair Cooper called for additions or deletions to the September 12, 2023 agenda. Director Razo requested for board agenda items number 8 and 9 to be tabled.

**3) General Public Comment**

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

**4) Executive Director's Report**

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

**5) Board Building Presentation for September 12, 2023**

Discussion calendar item number 5, to receive the board building presentation for September 12, 2023, an overview of the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Executive Director Razo explained the item.

Kristin Maithonis, Director of Housing Services, presented the rental assistance program's presentation.

Discussion amongst the Board of Commissioners took place regarding the board building presentation for September 12, 2023, an overview of the rental assistance programs.

**6) Personnel Policy Handbook Revisions**

Discussion calendar item number 6, to Adopt Resolution No. 183 approving revisions to the Housing Authority of the County of San Bernardino's Personnel Policy Handbook, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 6, as recommended by staff and Commissioner MacDuff seconded the motion.

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

Ayes

Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**7) Updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program**

Discussion calendar item number 7, to Adopt Resolution No. 182 approving updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program Effective October 1, 2023, was requested.

Executive Director Razo explained the item.



Discussion amongst the Board of Commissioners took place regarding updates to Local Payment Standards for the Moving to Work Housing Choice Voucher Program, Payment Standards for the Traditional Regulatory Assistance for Special Purpose Programs, and Payment Standards for the Emergency Housing Voucher Program Effective October 1, 2023.

Commissioner Tarango moved to approve discussion calendar item number 7, as recommended by staff, and Commissioner Miller duly seconded the motion.

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

Ayes

Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**8) Contract Amendment No. 3 with the San Bernardino County Transitional Assistance Department for California Work Opportunity and Responsibility to Kids Housing Support Program Services**

Board agenda item number 8 was tabled, . to 1) approve contract amendment No. 3 with the San Bernardino County Transitional Assistance Department for the provision of California Work Opportunity and Responsibility to Kids Housing Support Program services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025, 2) Authorize and direct the Executive Director to execute and deliver the contract to the San Bernardino County Transitional Assistance Department and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

**9) Contract Amendment No. 3 with Knowledge and Education for Your Success, Inc. for California Work Opportunity and Responsibility to Kids Housing Support Program Services**

Board agenda item number 9 was tabled, to 1) Approve contract amendment No.3 with Knowledge and Education for Your Success, Inc. for the provisions of California Work Opportunity and Responsibility to Kids Housing Support Program Housing Navigator Services increasing the amount by \$15,071,562 for a total contract amount not to exceed \$46,194,219 and extending the term by one additional year, for the total contract period of July 1, 2020, through June 30, 2025, 2) Authorize and direct the Executive Director to execute and deliver the contract to Knowledge and Education for Your Success, Inc. and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

Per the Executive Director's request, the consent calendar items were moved to be presented before the closed session item.

**11-13) Consent Calendar**

Approval of the consent calendar including agenda item numbers 11-13 was requested.

Commissioner Miller moved to approve consent calendar agenda item numbers 11-13, to:

11) Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on August 8, 2023.

12) Approve and file Agency-wide Financial Statements through May 2023.

13) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of June 2023.

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

Ayes

Vice-Chair Cooper  
Commissioner MacDuff  
Commissioner Miller  
Commissioner Tarango

Nays

**10) Closed Session Item**

With respect to every item of business to be discussed in closed session pursuant to Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

Following closed session board item number 10, General Counsel Fred Galante reported that the board members held a closed session to discuss the item listed on the agenda, and the board unanimously provided direction to staff, with no further reportable action.

Vice Chair Cooper provided an opportunity for individual board member comments. There were none.

There being no other business, Commissioner Tarango moved for the regular meeting of Tuesday, September 12, 2023, to be adjourned, and which motion was duly seconded by Commissioner Miller. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:37 p.m.

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Tim Johnson, Chair

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Beau Cooper, Vice Chair

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Cassie MacDuff

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Sylvia Miller

Minutes of a Regular Meeting of the Board of Commissioners of the Housing Authority of the  
County of San Bernardino for September 12, 2023

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Bobby Tarango

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David Avila

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**

**October 10, 2023**

## **FROM**

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

## **SUBJECT**

**Agency-wide Financial Statements through June 2023**

## **RECOMMENDATION(S)**

Approve and file Agency-wide Financial Statements through June 2023.  
(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 gain through June 2023 for Federal Fiscal Year (FFY) 2022-23 is \$6,213,822. The net gain is currently higher than the budgeted net loss of -\$136,6330 with a variance of \$6,350,456.

The \$6,350,456 variance between the budgeted and the actual net income is due to the variance of gains and losses to budget such as:

- In May 2023, the U.S. Department of Housing and Urban Development (HUD) performed the Housing Assistance Payment reconciliation for calendar year 2022 and HACSB received \$4.2 million. This cash is for prior year expenses and was not budgeted in the current fiscal year.
- Through May 2023, HACSB has received \$6 million in Capital Fund income which will be used for MTW activities. This was not budgeted in the current year.
- Related to the lease rate, there was also an increase in Housing Assistance Payments in the amount of \$12.7 million. This was mainly due to rising rents and payment standards which increases the per unit costs. Additionally, the lease rate increased due to an increase in the number of voucher holders who successfully lease-up with vouchers. Unlike the funding in the Housing Choice Voucher program, the Housing Assistant Payments are not budgeted at a 100% lease rate. It is budgeted based on an estimated lease rate for the year. We expect the actual lease rate to be the same as the budgeted rate by the end of the year.
- Offsetting the decrease in revenue on the financial statements, is a decrease in tenant services expenses in the amount of \$5.9 million. This is largely due to our housing navigation services. \$11.3 million was budgeted for this service but have contracted only \$6.5 million of this amount. The navigation services took some time to implement due to client outreach and HACSB adjusted its leasing goals which caused the contract to be utilized less than what was planned.

- Other items contributing to the variance include an increase in Other Income due to increases in residual receipts, developer's fees, and interest income. There was also a refund of property taxes. This amounted to \$1.8 million. There was also an increase of \$1.3 million in tenant income.
- Our CalWORKs Housing Support Program (HSP) grant has increased and is reflecting \$3.5 million expenses over the budgeted amount. The income related to this program has also increased to offset this increase in expenses. This is a 3-year grant and subsequent years spending will be reduced to ensure the grant is not overspent.
- Depreciation expenses and gains on disposition of fixed assets are not budgeted and amount to \$2.6 million through June 2023.

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 2024 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	\$ 157,317,698
Expenses	\$(148,515,891)
Operating Net Income/(Loss)	\$ 8,801,806
Operating Transfers/Non-Operating Items	\$(2,587,984)
<b>Net Income/(Loss)</b>	<b>\$ 6,213,822</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, practices, enhancing partnerships that will assist our staff and families, and showing 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 September 27, 2023.

## HACSB Budget Comparison

Period = Oct 2022-Jun 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	22,333,865	21,227,290	1,106,576	5.21	28,326,881
Total Other Tenant Income	591,768	401,027	190,741	47.56	533,968
NET TENANT INCOME	22,925,633	21,628,316	1,297,317	6.00	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	127,309,342	110,220,219	17,089,123	15.50	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	7,082,722	5,240,309	1,842,413	35.16	6,664,147
TOTAL INCOME	157,317,698	137,088,845	20,228,853	14.76	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	9,697,097	6,160,664	-3,536,433	-57.40	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	11,249,467	11,868,087	618,620	5.21	16,054,336
Total Legal Expense	347,244	439,109	91,865	20.92	585,444
Total Other Admin Expenses	5,322,365	5,659,484	337,120	5.96	7,631,528
Total Miscellaneous Admin Expenses	1,835,501	2,205,923	370,422	16.79	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	18,754,577	20,172,604	1,418,027	7.03	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	3,774,514	9,698,417	5,923,903	61.08	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	2,918,050	3,082,827	164,777	5.34	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	2,864,385	2,292,293	-572,092	-24.96	3,088,481
Total Materials	853,309	672,954	-180,356	-26.80	897,267
Total Contract Costs	3,123,686	2,740,416	-383,270	-13.99	3,656,124
TOTAL MAINTENANCE EXPENSES	6,841,380	5,705,662	-1,135,718	-19.91	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	1,705,152	1,102,213	-602,939	-54.70	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	3,759,014	3,241,945	-517,069	-15.95	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	99,680,531	87,010,610	-12,669,921	-14.56	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	1,385,576	1,050,535	-335,041	-31.89	1,400,713
TOTAL OPERATING EXPENSES	148,515,891	137,225,478	-11,290,414	-8.23	182,899,678
<b>OPERATING NET INCOME</b>	<b>8,801,806</b>	<b>-136,633</b>	<b>8,938,439</b>	<b>6,541.92</b>	<b>-437,902</b>
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	2,587,984	0	-2,587,984	N/A	0
NET INCOME	6,213,822	-136,633	6,350,456	4,647.81	-437,902

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

October 10, 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 July 2023

**RECOMMENDATION(S)**

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of July 2023.

(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 July 31, 2023, is \$175,847.51. 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 July 2023 is \$175,847.51, 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 July 2023  
October 10, 2023

**SUMMARY FOR HACSB- Authority Owned Properties**

<b>PROPERTY</b>	<b>NO. VACATED</b>	<b>TOTAL</b>
481130 Maplewood	3	41,612.00
481151 Redlands	1	603.00
481142 - Upland	1	1,020.00
481170 - Barstow	2	4,562.46
403 - Summit Walk	1	4,626.00
407 - Sunset Pointe	3	31,454.00
408 - Sunrise Vista	1	16,485.00
409 - Andalusia	4	23,622.72
416 - Arrowhead	2	1,716.00
421 - A Avenue	1	14,816.00
434a - Third	0	-
437 - Sunset Gardens	1	2,192.00
439 - Hampton	0	-
481 - Waterman Gardens	1	12,547.00
Concessions Write Off		-
<b>TOTAL RENT WRITE OFF</b>	21	155,256.18
Miscellaneous Charges		4,651.06
Maintenance Charges		20,356.83
Legal Charges		12,244.44
Security Deposits Applied		(16,661.00)
<b>NET TOTAL WRITE OFF</b>		175,847.51



Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss  
for the Month of July 2023  
October 10, 2023

**PROCUREMENT**

Not applicable

**REVIEW BY OTHERS**

This item has been reviewed by General Legal Counsel, Fred Galante, on September 27, 2023

# Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 07/31/23

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>481130 Maplewood</b>													
1	R	R		E	373.00	4,903.00		150.00	2,936.00	990.00	8,979.00	1,000.00	7,979.00
2	A	V		E	741.00	9,194.00		200.00	703.00	1,090.00	11,187.00	815.00	10,372.00
3	T	S		E	1,151.00	27,515.00		200.00	963.00	945.00	29,623.00	500.00	29,123.00
<b>TOTALS:</b>						<b>41,612.00</b>	<b>-</b>	<b>550.00</b>	<b>4,602.00</b>	<b>3,025.00</b>	<b>49,789.00</b>	<b>2,315.00</b>	<b>47,474.00</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	Notice to Pay	10/07/22	Posted & Mailed	11/15/22	12/12/22	N		N/A	07/05/23		07/05/23	
2	Notice to Pay	11/14/22	Posted & Mailed	12/15/22	01/11/23	N		N/A	07/05/23		07/05/23	
3	Notice to Pay	08/10/22	Posted & Mailed	10/20/22	12/12/22	Y		05/15/23	07/19/23		07/19/23	

<b>481151 Redlands</b>													
1	V	M		S	\$287	603.00		100.00	1,079.38		1,782.38	735.00	1,047.38
<b>TOTALS:</b>						<b>603.00</b>	<b>-</b>	<b>100.00</b>	<b>1,079.38</b>	<b>-</b>	<b>1,782.38</b>	<b>735.00</b>	<b>1,047.38</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	N/A											

<b>481142 - Upland</b>													
1	P	T		V	\$1,020	1,020.00		50.00	939.00	-	2,009.00	1,000.00	1,009.00
<b>TOTALS:</b>						<b>1,020.00</b>	<b>-</b>	<b>50.00</b>	<b>939.00</b>	<b>-</b>	<b>2,009.00</b>	<b>1,000.00</b>	<b>1,009.00</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	Notice to Vacate											

<b>481170 - Barstow</b>													
1	T	I		E	1,451.00	3,580.46		1,163.51		670.00	5,435.97	500.00	4,913.97
2	T	K		E	322.00	982.00		2,579.41		224.00	3,785.41	816.00	2,969.41
<b>TOTALS:</b>						<b>4,562.46</b>		<b>3,742.92</b>	<b>-</b>	<b>894.00</b>	<b>9,221.38</b>	<b>1,316.00</b>	<b>7,883.38</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	Notice to Pay	05/01/23	Posted & delivered	06/12/23	N/A	N/A		N/A	N/A		Abandonment 7/13/23	
2	Notice to Pay	02/14/23	Posted & delivered	04/07/23	N/A	N/A		N/A	N/A		Abandonment 7/13/23	

\*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: 07/31/23

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>403 - Summit Walk</b>													
1	R	J		V	765.00	4,626.00	-	50.00	358.00		5,034.00	835.00	4,199.00
<b>TOTALS:</b>						<b>4,626.00</b>	-	<b>50.00</b>	<b>358.00</b>	-	<b>5,034.00</b>	<b>835.00</b>	<b>4,199.00</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	Notice to Pay	07/06/23	Posted	N/A					turned in keys		07/22/23		

<b>407 - Sunset Pointe</b>													
1	R	D		E	825.00	9,274.00			1,308.00	1,050.00	11,632.00	100.00	11,532.00
2	L	C		E	682.00	9,800.00			430.00	1,050.00	11,280.00	745.00	10,535.00
3	F	J		E	795.00	12,380.00	-		463.45	1,050.00	13,893.45	870.00	13,023.45
<b>TOTALS:</b>						<b>31,454.00</b>	-	-	<b>2,201.45</b>	<b>3,150.00</b>	<b>36,805.45</b>	<b>1,715.00</b>	<b>35,090.45</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	Notice to Pay	07/05/22	Posted	08/15/22	10/12/22	Y		06/22/23	turned in keys		06/22/23		
2	Notice to Pay	08/09/22	Posted	09/18/22	10/03/22	N		N/A	07/18/23		07/18/23		
3	Notice to Pay	08/09/22	Posted	09/18/22	09/29/22	N		N/A	07/18/23		07/18/23		

<b>408 - Sunrise Vista</b>													
1	R	R		E	825.00	16,485.00			1,771.00	1,050.00	19,306.00	400.00	18,906.00
							-		-	-	-		-
<b>TOTALS:</b>						<b>16,485.00</b>	-	-	<b>1,771.00</b>	<b>1,050.00</b>	<b>19,306.00</b>	<b>400.00</b>	<b>18,906.00</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	Notice to Pay	08/09/22	Posted	09/18/22	09/22/22	N		N/A	07/18/23		07/18/23		

409 - Andalusia													
1	L	A		V	2,000.00	6,958.00	-		2,563.00		9,521.00	3,000.00	6,521.00
2	F	T					-			1,415.00	1,415.00		1,415.00
3	C	B		V	1,800.00	-	-		415.00		415.00	-	415.00
6	G	T		E	1,056.00	16,488.72	-	108.14	1,004.00		17,600.86	960.00	16,640.86
5	R	J		V	1,760.00	176.00	-		1,585.00		1,761.00	1,490.00	271.00
TOTALS:					23,622.72		-	108.14	5,567.00	1,415.00	30,712.86	5,450.00	25,262.86
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	Notice to Pay	04/18/23	Posted	N/A					skipped to avoid eviction/court		07/11/23		
2	Adjustment to previous month write off												
3	Notice to Pay								former manager		06/28/23		
4	Notice to Pay	05/06/22	Posted	09/22/22	10/28/22	No		N/A	6/28/2023		06/28/23		
5	Notice to Pay	06/21/23	Posted	N/A					turned in keys		07/03/23		

\*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: 07/31/23

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>416 - Arrowhead</b>													
1	C	K		V	1,350.00	140.00	-		339.00		479.00	100.00	379.00
2	O	D		D	875.00	1,576.00		50.00	239.00		1,865.00	200.00	1,665.00
<b>TOTALS:</b>						<b>1,716.00</b>	<b>-</b>	<b>50.00</b>	<b>578.00</b>	<b>-</b>	<b>2,344.00</b>	<b>300.00</b>	<b>2,044.00</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	Notice to Vacate	05/19/23									06/30/23		
2	Death	06/19/23									06/30/23		

<b>421 - A Avenue</b>													
1	K	J		E	1,195.00	14,816.00	-		1,070.00		15,886.00	1,195.00	14,691.00
<b>TOTALS:</b>						<b>14,816.00</b>	<b>-</b>	<b>-</b>	<b>1,070.00</b>	<b>-</b>	<b>15,886.00</b>	<b>1,195.00</b>	<b>14,691.00</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	Notice to Pay	02/07/23	Posted	03/15/23	03/28/23	N					06/27/23		

<b>434a - Third</b>													
1	R	M							(112.00)		(112.00)		(112.00)
<b>TOTALS:</b>						<b>-</b>	<b>-</b>	<b>-</b>	<b>(112.00)</b>	<b>-</b>	<b>(112.00)</b>	<b>-</b>	<b>(112.00)</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	Payment on bad debt												

<b>437 - Sunset Gardens</b>													
1	H	V		V	908.00	2,192.00	-		633.00		2,825.00	400.00	2,425.00
							-				-		-
<b>TOTALS:</b>						<b>2,192.00</b>	<b>-</b>	<b>-</b>	<b>633.00</b>	<b>-</b>	<b>2,825.00</b>	<b>400.00</b>	<b>2,425.00</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	Notice to Pay	06/07/23	Posted	N/A							07/05/23		

\*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: 07/31/23

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
439 - Hampton													
1	A	R					-			1,180.00	1,180.00		1,180.00
							-				-		-
TOTALS:						-	-	-	-	1,180.00	1,180.00	-	1,180.00
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	Adjustment to previous month write off - legal fee												
481 - Waterman Gardens													
1	F	A		E	1,168.00	12,547.00			1,670.00	1,530.44	15,747.44	1,000.00	14,747.44
TOTALS:						12,547.00	-	-	1,670.00	1,530.44	15,747.44	1,000.00	14,747.44
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	Notice to Pay	06/07/22	Posted	08/22/22	09/08/22	N		N/A	7/19/2023		07/19/23		
ALL PROPERTY TOTALS:						155,256.18	-	4,651.06	20,356.83	12,244.44	192,530.51	16,661.00	175,847.51

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.