

Minutes of the Meeting of the Board of Directors
Wednesday, October 25, 2017
Saint Theresa Catholic Church in Globin Hall
1041 Lyons Avenue, South Lake Tahoe, CA 96150

Opening prayer was led by Secretary Alling.

President Lyn Barnett called the meeting to order at 5:32 PM.

Barnett asked for a motion to approve the agenda which was made by Fink. Motion was seconded by Alling and unanimously carried.

Secretary Alling performed the roll call and determined a quorum of the Board of Directors was in attendance. Board Members present: Alling, Barnett, Brand, Fink, Walker and Kope. Board Member Riley and Chaplain Monsignor Wallace were not in attendance.

Other members and guests present:

Dave Michael and Joe Michael, Pacific Development Group

Robin Prentice, Interstate Realty Management (IRM)

Mark Day, Day Builders, Inc.

Lynn Marie Barnett, General Member

Katie Oliver, Lessee Member

Amorita Bustos, Lessee Member

Meredith Crosby, Office Manager

Two male attendees

Barnett rationalized that the Open Floor was moved to the end of the meeting due to time constraints.

Two unidentified male attendees spoke out of order. Barnett called the interruption out of order and let the attendees know that once the item was presented in its entirety discussion would be welcomed in regards to the non-smoking policy on the agenda for Sierra Garden Apartments.

Robin Prentice from IRM presented materials on tobacco and marijuana smoke. HUD regulations were referenced, policy and procedure pertaining to eviction ramifications. Prentice stated tenants are given warning notices before actual evictions take place. A run-through of materials ensued with Prentice offering to send Board Members the full 100-page document that details California state law and the stance of HUD on a range of topics; i.e., bedbugs, medical marijuana, tobacco, etc. Statistics for rehabilitating a home in which inhabitants have smoked results in four times the normal turnaround cost (price breakdowns can be found in distributed materials). Prentice stated that a reduction in insurance premiums for being a non-smoking property is ambiguous. Once the no smoking policy is in place, a reduction from the insurance company can be requested.

Kyler Crouse of the Barton Health Freedom from Smoking Program presented the Board and members present with a PowerPoint presentation backed by the American Lung Association on tobacco smoking. The addiction to tobacco was explored with ties to physical, mental and social aspects. Statistical data was presented with 438,000 tobacco-related diseases annually. Barton Health is rolling out a new Freedom from Smoking session in January 2018. Barnett questioned if we implement a non-smoking policy at Sierra Garden Apartments (SGA), how do we help our residents adhere to the new policy. Dave Michael proposed paying \$25 for residents to attend the no-smoking program offered by Barton Health in 2018. The board accepted the suggestion for anyone wanting to take advantage in January 2017, the funds managed by the partnership would pay the cessation fee.

A discussion of the adoption of the resolution to support a smoke-free environment ensued. At present, residents can smoke anywhere on the property. Out of the 76 units, approximately 13 house smokers with three or four of those smoking inside the unit.

A discussion ensued over whether to make SGA completely smoke-free or designate a smoking area. Questions of who would be the responsible party for upkeep of these areas were posed. All Board Members were sympathetic to residents not being able to quit smoking in the time allotted and all agreed a no-smoking policy for the entire SGA property was appropriate. A 60-day notification policy was presented and adopted with a firm no-smoking date set for SGA as of January 1, 2018.

Walker moved to adopt the non-smoking resolution with Brand seconding and all present Board Members approving per the following changes and additions:

The date of the resolution is changed to October 25, 2017; and,

WHEREAS, residents were notified on October 1, 2017, by Interstate Realty Management about a potential addendum to existing lease agreements to create a smoke-free campus; and

NOW, BE IT RESOLVED, THAT the Board of Directors supports a smoke-free living environment at Sierra Garden Apartments effective January 1, 2018.

Mark Day, Day Builders, Inc., gave an update on the SGA Project. Despite initial setbacks, goals are being accomplished and are on point for the end of the year. Hiring of extra workers through Blue Ribbon Personnel Services was crucial to deadlines being accomplished. A "large cat" sighting on the property was addressed, and Lake Tahoe Wildlife Care and El Dorado County Animal Services were contacted.

Lessee Member, Katie Oliver, asked questions about her unit and timetable of renovations.

Alling moved to approve the September 6, 2017, minutes with Brand seconding the motion. Board Members present unanimously approved the minutes.

Brand went over the current financial statements. An emphasis was placed on where to allocate a generous PFUND Family Foundation donation of \$5,000. It was proposed that five percent of the donation be allocated to administrative costs with the balance going into the Housing Fund. Brand motioned and Alling seconded the motion, which carried unanimously. This brought up larger questions

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of policy and procedures for undesignated donations over a certain amount of money. It was decided to obtain a definitive answer of what percentage of undesignated donations will go to staffing in the future. A full financial picture of all account balances, especially the General Fund, will be presented at the next Board of Directors meeting.

Discussion followed as to the distribution of \$239,403.52 from the SGA Project. The Homebuyer Initiated Program (HIP) was introduced with Barnett leading a discussion on the concept of partnering with Barton Health and would like to roll out the program within thirty days. Alling made the motion to allocate \$170,000 to the Housing Fund, with the balance remaining in the General Fund. This motion was seconded by Walker, and unanimously approved. An amendment to the budget was presented to join the Grounded Solutions Network. Brand motioned to join the membership of Grounded Solutions Network and to place \$200 from the SGA Project into the dues and subscriptions budget. Fink seconded this motion and unanimously carried.

Executive Director Kope briefed the Board Members on the Motel to Housing Program. A potential loan applicant met with staff during this past week and a Loan Committee meeting has been tentatively scheduled for next Tuesday, October 31, 2017.

Alling left the meeting at 7:30 P.M.

Executive Director Kope introduced Term Office Manager, Meredith Crosby. Crosby voiced her excitement in being part of an organization that works to help individuals within the community and for the greater good.

Barnett called for the Open Floor session. Resident Amorita Bustos thanked the Board of Directors for adopting the resolution in support of a smoke-free environment at SGA and offering the smoking cessation program to fellow residents.

It was announced that the annual spaghetti dinner will be on November 16, 2017, at Saint Theresa Catholic Church in Grace Hall beginning at 6:00 P.M.

The next Board of Directors meeting will take place on Wednesday, November 29, 2017, at 5:30 P.M. at Our Lady of Tahoe Catholic Church located on Elks Point Road in Round Hill, Nevada.

President Barnett led the closing prayer.

The meeting was adjourned at 7:57 P.M.

Submitted by Meredith Crosby
Office Manager

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