



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA

DATE & TIME

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, September 17, 2025 - 5:31 PM

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

To Attend In-Person -

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting:

<https://us06web.zoom.us/j/82617583123?pwd=BM3TenEVxEayocip8V0NHIZ9Qi0nYb.1>

Meeting ID: 826 1758 3123

Passcode: 406791

Persons wishing to address the Board of Directors are asked to submit comments for the public speaking portion of the Agenda as follows:

- Send an email with your comment(s) to jpolar@alamedahsg.org and vcooper@alamedahsg.org prior to or during the Board of Directors meeting
- Call and leave a message at (510) 871-7435.

When addressing the Board, on agenda items or business introduced by Directors, members of the public may speak for a maximum of three minutes per agenda item when the subject is before the Board.

Persons in need of special assistance to participate in the meetings of the Alameda Affordable Housing Corporation Board of Directors, please contact (510) 747-4325 (voice), TTY/TRS: 711, or jpolar@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Alameda Affordable Housing Corporation Board of Directors to make reasonable arrangements to ensure accessibility or language assistance.

PLEDGE OF ALLEGIANCE

1. **ROLL CALL** - Board of Directors
2. **AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4



members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances.” For Emergency Circumstances, the request must be approved by a majority vote of the Board of Directors for the emergency circumstances to be used as a justification to participate remotely. Remote Directors must provide a general description of the circumstances relating to the need to appear remotely at the given meeting. Directors must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals. Note: A Director cannot participate in meetings of the Board of Directors solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AAHC within a calendar year, or more than 2 meetings if the Board of Directors regularly meets fewer than 10 times per calendar year.

3. DIRECTOR RECUSALS

4. Public Comment (Non-Agenda)

5. Closed Session - 5:31pm - Adjournment to Closed Session to Consider:

5.A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9 (d)(1))

Mariah Lothlen, et al. v. Housing Authority of the City of Alameda, FPI Management, inc., John Stewart Company, Pulte Homes of California, INC., and DOES 1-10;
Alameda County Superior Court Case No. 24CV059969

5.B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9 (d)(1))

Lothlen, et al. v. Alameda Affordable Housing Corporation; Alameda County Superior Court Case No. 25CV120377

6. Adjournment of Closed Session

7. RECONVENE REGULAR MEETING

8. Announcement of Action Taken in Closed Session, if any.

9. Public Comment (Non-Agenda)

10. CONSENT CALENDER

Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Directors or a member of the public.

10.A. Approve Minutes of the Regular Board of Directors Meetings held on May 21, 2025 and June 18, 2025. **Page 4**

10.B. Accept the 2025 Local Housing Trust Fund Annual Reports. **Page 10**

10.C. Approve the Quarterly Write-off, to June 30, 2025, of Uncollectible Accounts Receivable from Former Residents. **Page 13**

11. AGENDA

12. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

13. WRITTEN COMMUNICATIONS



14. EXECUTIVE DIRECTOR'S COMMUNICATIONS
15. DIRECTORS COMMUNICATIONS, (Communications from the Directors)
16. ADJOURNMENT OF REGULAR MEETING

* * * Note * * *

Documents related to this agenda are available for public inspection and copying at the Alameda Affordable Housing Corporation office, 701 Atlantic Avenue, during normal business hours.

Know Your RIGHTS Under the Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Directors exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

In order to assist the Alameda Affordable Housing Corporation's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Alameda Affordable Housing Corporation accommodate these individuals.





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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 21, 2025 - 7:01 PM**

PLEDGE OF ALLEGIANCE

Director Grob called the meeting to order at 8:18 p.m.

1. **ROLL CALL** - Board of Directors

Present: Director Grob, Director Sidelnikov, Director Decoy, Director Husby, Director Joseph-Brown, Director Kaufman, and Director Tamaoki

2. **AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Directors for the emergency circumstances to be used as a justification to participate remotely. Remote Directors must provide a general description of the circumstances relating to the need to appear remotely at the given meeting. Directors must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Director cannot participate in meetings of the Board of Directors solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AAHC within a calendar year, or more than 2 meetings if the Board of Directors regularly meets fewer than 10 times per calendar year.

Director Grob confirmed that there were at least 4 Directors present in the noticed meeting room and that no Directors were attending virtually.

3. **DIRECTOR RECUSALS**

None.

4. **Public Comment (Non-Agenda)**

None.



5. CONSENT CALENDER

Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Directors or a member of the public.

- *5.A. Approve Minutes of the Regular Board of Directors Meeting held on April 16, 2025.
- *5.B. Approve the Quarterly Write-off to March 31, 2025, of Uncollectible Accounts Receivable from Former Residents.
- *5.C. Accept Alameda Affordable Housing Corporation's (AAHC) One Year Budget for Fiscal Year July 1, 2025 to June 30, 2026.

Items accepted or adopted are indicated by an asterisk.

Director Grob moved to accept the Consent Calendar items, and Director Joseph-Brown seconded. The motion passed unanimously.

Yes	7	Director Grob, Director Sidelnikov, Director Decoy, Director Husby, Director Joseph-Brown, Director Kaufman, and Director Tamaoki
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6. AGENDA

N/A

7. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

8. WRITTEN COMMUNICATIONS

None.

9. EXECUTIVE DIRECTOR'S COMMUNICATIONS

None.

10. DIRECTORS COMMUNICATIONS, (Communications from the Directors)

None.

11. ADJOURNMENT OF REGULAR MEETING

Director Grob adjourned the meeting at 8:20 p.m.



Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, President
Board of Directors

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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, June 18, 2025**

PLEDGE OF ALLEGIANCE

Director Grob called the meeting to order at 8:04 p.m.

1. ROLL CALL - Board of Directors

Present: Director Grob, Director Decoy, Director Husby, and
Director Tamaoki

Absent: Director Sidelnikov, Director Joseph-Brown, and Director Kaufman

- 2. AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Directors for the emergency circumstances to be used as a justification to participate remotely. Remote Directors must provide a general description of the circumstances relating to the need to appear remotely at the given meeting. Directors must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Director cannot participate in meetings of the Board of Directors solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AAHC within a calendar year, or more than 2 meetings if the Board of Directors regularly meets fewer than 10 times per calendar year.

Director Grob confirmed that there were 4 Directors present in the noticed meeting room.

3. DIRECTOR RECUSALS

None.



4. Public Comment (Non-Agenda)

None.

5. CONSENT CALENDER

Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Directors or a member of the public.

*5.A. Accept the Quarterly Non-LIHTC Portfolio Asset Management Fiscal Year to Date Financial Report through March 31, 2025.

*5.B. Approve property budgets for the Alameda Affordable Housing Corporation owned properties for July 1, 2025 - June 30, 2026.

Items accepted or adopted are indicated by an asterisk.

Director Husby moved to accept the Consent Calendar items, and Director Grob seconded. The motion passed unanimously.

Yes	4	Director Grob, Director Decoy, Director Husby, and Director Tamaoki
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6. AGENDA

N/A

7. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

8. WRITTEN COMMUNICATIONS

None.

9. EXECUTIVE DIRECTOR'S COMMUNICATIONS

None.

10. DIRECTORS COMMUNICATIONS, (Communications from the Directors)

None.

11. ADJOURNMENT OF REGULAR MEETING

Director Grob adjourned the meeting at 8:06 p.m.



Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, President
Board of Directors





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To: Board of Directors
From: Sarah Raskin, Housing Development Specialist

Prepared By: Sarah Raskin, Housing Development Specialist

Date: September 17, 2025

Re: Accept the 2025 Local Housing Trust Fund Annual Reports.
10.B.

BACKGROUND

In July 2021, the Alameda Affordable Housing Corporation (AAHC) created the Alameda Affordable Housing Trust Fund (AAHTF) to provide a permanent local funding source for affordable housing in the City of Alameda. The AAHTF was capitalized with a \$7.5 million grant from the Housing Authority of the City of Alameda (AHA). Subsequently, the North Housing PSH projects (The Estuary I and The Estuary II) received \$2.5 million in matching funds from the Local Housing Trust Fund (LHTF) Program on December 23, 2021, funded by the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) and administered by the California Department of Housing and Community Development (HCD). Linnet Corner Senior Apartments received \$1 million in matching funds from the LHTF program on October 2, 2023. The Estuary I and II and Linnet Corner executed their Standard Agreements on January 10, 2023 and February 2, 2024, respectively. In September 2024, staff submitted an application for Independence Plaza for \$1 million in LHTF Program Funds in response to the July 9, 2024 NOFA. On April 24, 2025, the AAHTF received a final point score letter from HCD. The application received 90 points, which is above the HCD-established point score cut-off. Staff has yet to hear any further information about the status of the application.

On March 28, 2024, The Estuary I submitted a Request for Funds (RFF) form to HCD for 50% of the LHTF award, for the amount of \$1.25 million, and Linnet Corner submitted a RFF for 100% of the LHTF award, for the amount of \$1 million. The AAHTF received the funds on behalf of The Estuary I and Linnet Corner on May 13, 2024 and May 16, 2024, respectively.

DISCUSSION

Senate Bill 3 (SB3) (Chapter 365, Statutes of 2017) allowed HCD to adopt guidelines instead of regulations for the LHTF program, establishing requirements for the administration of the program. HCD adopted guidelines in April 2020. Per Reporting Section 112 of the LHTF Guidelines, no later than July 31st of each year, a Grantee shall provide to HCD an annual report, in a format specified by HCD. Per Cancellation and Termination Section 111(c) of the



LHTF Guidelines, failure to meet reporting requirements will result in a notice to the Grantee that it must satisfactorily cure any deficiencies within three months of the notice, or it will be ineligible for any additional LHTF award.

AAHC, on behalf of AAHTF, must submit one annual report for each LHTF award to HCD. The annual reports document work undertaken or completed in the reporting period of July 1, 2024 through June 30, 2025, and summarize activities planned to be undertaken in the upcoming reporting period. The reports also require financial summaries of the projects' use of funds from the award. The Fiscal Year 2024-2025 reports can be found on the [AAHC website](#). Please note that any red cells on the reports are due to funds not being fully utilized and are acceptable per HCD regulations.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.

RECOMMENDATION

Accept the 2025 Local Housing Trust Fund Annual Reports.

ATTACHMENTS

1. Att 1_AAHTF Cover Letter 2025 - AAHC

Respectfully submitted,



Sarah Raskin, Housing Development Specialist



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Due to accessibility issues, the PDFs of the reports are not included in the Board packet. The 2025 Alameda Affordable Housing Trust Fund Reports can be found at the link below:

<https://www.alamedahsg.org/about-us/alameda-affordable-housing-corporation#trust-fund-info>



Housing Authority
of the
City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

From: Nancy Gerardin, Director of Property Operations

Date: September 17, 2025

Re: Approve the Quarterly Write-off, to June 30, 2025, of Uncollectible Accounts Receivable from Former Residents.

BACKGROUND

Periodically, the Housing Authority of the City of Alameda (AHA) or its affiliates, Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD), write-off uncollectible rent and miscellaneous charges from its resident ledgers. The term "write-off" indicates a procedure where past due amounts from former residents of an AHA, AAHC, or ICD community are removed from the resident ledgers after the usual means of collection have been exhausted. This procedure does not preclude AHA, AAHC, or ICD from continuing to pursue collection through a collection agency or other legal actions. Future collection of amounts previously written-off will reduce these expenses.

DISCUSSION

This request is to write-off accounts receivable for residents who have voluntarily vacated, passed away, or were evicted, and had outstanding balances due to AHA, AAHC, and ICD. A final notice will be sent to the respective resident(s) before the outstanding balance is written off. The total amount to be written off is \$88,043.34 and presented in the attachment to this memorandum. This amount is a combination of past rents due, late fees, damages, and miscellaneous maintenance charges.

FISCAL IMPACT

This resident account write-off will result in an expense to the AAHC of \$40,862.05, ICD of \$38,802.57, and AHA of \$8,378.72.

CEQA

N/A

RECOMMENDATION

Approve the Quarterly Write-off to June 30, 2025, of Uncollectible Accounts Receivable



from Former Residents.

ATTACHMENTS

1. BOC Attachment Item 10.O Q2 2025 Write Off

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'NG' or similar initials, written in a cursive style.

Nancy Gerardin, Director of Property Operations

Legal Entity	Property Name	Reason for Move Out	Move Out Date	Amount of Bad Debt per reconciliation
AAHC	China Clipper	Eviction	5/20/2025	\$20,098.48
AAHC	China Clipper	Relocating	7/11/2025	\$2,101.57
AAHC	Parrot Village	Relocating	7/24/2025	\$498.00
AAHC	Parrot Village	Eviction	6/3/2025	\$16,292.00
AAHC	Anne B. Diamant	Illness	5/16/2025	\$1,793.00
AAHC	Eagle Village	Relocating	7/29/2025	\$79.00
			TOTAL AAHC	\$40,862.05
ICD	Rosefield	Eviction	5/20/2025	\$395.52
ICD	Rosefield	Eviction	4/20/2025	\$1,696.66
ICD	Rosefield	Eviction	4/24/2025	\$22,803.81
ICD	Rosefield	Eviction	1/19/2025	\$13,906.58
			TOTAL ICD	\$38,802.57
AHA	Independence Plaza	Relocating	6/2/2025	\$3,477.00
AHA	Independence Plaza	Relocating	4/11/2025	\$100.00
AHA	Independence Plaza	Death	6/13/2025	\$509.00
AHA	Independence Plaza	Eviction	4/9/2025	\$4,292.72
			TOTAL AHA	\$8,378.72
			TOTAL	\$88,043.34