

**Minutes of the Fourteenth Annual Combined  
Meeting of the Membership and Board of Directors**

Monday, May 23, 2016

Globin Hall, Saint Theresa Catholic Church  
1041 Lyons Avenue, South Lake Tahoe, California

Opening prayer was led by Reverend Monsignor Wallace.

Lyn Barnett called the meeting to order at 7:13.

Board Members Present: Alling, Barnett, Riley, Wallace and Walker. Absent: Munoz. Note: Riley exited the meeting prior to adjournment.

Other members and guests present:

John Bacigalupi, Development Manager, Pacific Development Group  
Bob Heffernan, member  
Mario Duran, Sierra Garden Apartments resident and new member  
Marlene Duran, Sierra Garden Apartments Manager and new member  
Amorita Bustos, Sierra Garden Apartments resident and new member  
Lynne Marie Barnett, member  
Larry Lambdin, member  
Linda Wahle, Sierra Garden Apartments resident and new member  
Irene Lohmeier, Office Assistant and new member  
Cathy Kope, member

Barnett introduced Interim Executive Director Cathy Kope.

Barnett opened the floor for public comment. Sierra Garden Apartments resident Linda Wahle stated that breakers need to be fixed at Sierra Garden Apartments. She also suggested used clothing could be collected on site and delivered to those in need, and to remove existing grass and install native plants.

Minutes from the April 11, 2016, were approved subject to correction under "Financing and SJCLT and/or SJCLT, LLC Expenditures." Change "1/2 to Dave and Bucky" to 25% to Dave and 25% to Bucky. Motion carried unanimously.

Under the President's Annual Address, Barnett stated that it has been a good year. Making progress on the rehabilitation of Sierra Garden Apartments and the "Motel to Housing Program" began operating. This program helps families with children living in hotels and substandard housing assistance with the payment of first and last months' rent and security deposits. The program has been funded through donations of approximately \$8,000 and Soroptimist International. So far, this program has assisted five children who are now living in an apartment. The biggest challenge now is to raise additional funding and getting the word out to the community that this program exists. Other challenges are the hiring of a full-time Executive Director, and fundraising for the purchase of an existing single family dwelling and selling it as another community land trust house.

Nominations for the election of Nevada Board members occurred as follows:

Francie Alling	Lessee Member	Nominated by Linda Wahle
Mike Riley	General Member	Nominated by Bob Heffernan
Jesse Walker	Supporting Member	Nominated by Rev. Monsignor Wallace

Candidates ran unopposed and Francie Alling addressed the Board and audience stating that she has been on the Board since its inception and she is committed to getting more affordable housing here.

All three candidates were voted in with nineteen votes each (five proxies).

There was no desire to change the Board structure at this time (unanimous).

Bob Heffernan made the motion to continue current dues for FY 2016/17. Motion seconded by Larry Lambdin. Unanimous approval.

Bob Heffernan made the motion to continue charging \$50 for the monthly ground lease fee for FY 2016/17. Motion seconded by Linda Wahle. Unanimous approval.

Interim Executive Director Kope addressed the need for a resident advisor at Sierra Garden Apartments. An application form needs to be created for this voluntary position and interested applicants will be interviewed at a Board of Directors meeting. A motion was made by Riley to move forward with the job application and process and was seconded by Walker. Motion passed unanimously.

John Bacigalupi, Development Manager for Pacific Development Group, gave a brief overview of the proposed rehabilitation at Sierra Garden Apartments, and potential scope of work including the interior and exterior modifications, special features such as a community room, and proposed development timeline.

Apartments were built in 1974 and are located at 1801 Lake Tahoe Boulevard. A previous rehabilitation occurred in 2006. There are 76 total units consisting of:

24 – 1 bdr/1 bath units @ 625 square feet  
52 – 2 bdr/1 bath units @ 950 square feet.

Onsite services include laundry facilities, a children's playground area, and the units are managed by Interstate Realty Management. It is under a federal project-based Section 8 Rental Assistance Program where residents pay thirty percent of monthly income toward fair market rent. HUD funds the difference between tenant contribution and fair market rent. Currently, there is a waiting list for units which become available.

Interior work being considered for inclusion in the rehabilitation include new floor covering, cabinets, counters, appliances, fixtures, interior doors, switches/plugs, paint and conformance with ADA requirements.

Exterior work being considered is new stairs and walkways, roof redesign/extension, maintenance yard enclosure, parking lot repair/overlay including re-striping, retrofit of trash enclosure doors, restroom for maintenance staff, drainage retrofit, possible replacement of boiler plant used to provide hot water to apartments, and ADA compliance.

New construction of a community room somewhere on the site is also being explored, the design of which would be determined based on input from residents and SJCLT.

The proposed development timeline is:	Planning/Design	Summer/Fall 2016
	Obtain Financing	Fall 2016
	Construction	Spring/Summer 2017

John remarked that state law requires a relocation plan to be in place. Residents' belongings would most likely be placed in storage containers while units are being remodeled, and that residents would be temporarily moved into hotels. Assistance will be offered to those residents who are handicapped and unable to pack their belongings. There is a possibility for creating a master community garden with a tool shed and training available to residents for safety and education.

Since the Power Point presentation could not be produced due to lack of a projector, Alling directed staff to provide onsite management with a copy of the slide show. Marlene Duran agreed to post the Power Point presentation in the laundry room.

Walker distributed copies of financial statements to the Board, including the balance sheet, profit and loss and fund balances.

At this point in the meeting, Riley departed the meeting and did not return.

Walker suggested starting the new FY 2016/17 budget with the current 2015/16 budget until the next Board meeting. Motion was made by Wallace and seconded by Alling. Motion carried unanimously.

Interim Executive Director Kope circulated a draft of the 2016/17 work program which will be formalized at the next Board meeting.

Barnett stated that he would like to hold another Board meeting no later than the end of July. Additionally, a Saint Joseph LLC meeting is in the process of being scheduled for a date sometime in July.

The meeting was adjourned at 8:35 pm.

Submitted by Cathy Kope  
Interim Executive Director