## CITY OF SANTA CLARA HOUSING AND COMMUNITY SERVICES DIVISION

# NEIGHBORHOOD CONSERVATION AND IMPROVEMENT PROGRAM HOUSING REHABILITATION LOAN COMMITTEE MINUTES OF REGULAR MEETING (SUBJECT TO COMMITTEE APPROVAL) July 23, 2015 8:00 A.M.

Committee Members Present: Teresa O'Neill-Chair Bianca Placencia

Ken Wright Carmen Pascual

Staff Present: Sandra Soria, Financial Consultant

Kelvin Malko, Housing Inspector

Brigitte Fox, Accountant

Requested a volunteer to chair the meeting in the absence of Teresa O'Neill. Bianca Placencia volunteered to chair the meeting. Teresa O'Neill to vote via email on all items at this meeting.

#### I. CONSENT CALENDAR

Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Committee, staff or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.

1. Minutes from April 9, 2015 Motion approved (3-0)

#### II. ITEMS FOR DISCUSSION/ACTION

- 1. Review of the NCIP Budget and Program Status: Accepted the Program Status and continued the NCIP Budget to the October meeting.
- 2. Project Pending Review and Action: Approved the following loans.
  - A. Client Number 10506 Stardust Court

Motion: Approved additional amount of \$10,000 plus a 10% contingency for identified work- Trench free water main replacement, access in kitchen, 3% interest, and twenty year deferred payment. Subject to availability of program funds

**Motion approved (3-0)** 

B. Client Number 10284 - Pomeroy Ave

Motion: Approved an amount of \$15,000 plus a 10% contingency for identified work – Re-roof (shake roof to composition) with recommended gutter guards, 3% interest, and twenty year deferred payment. Subject to availability of program funds

**Motion approved (3-0)** 

C. Client Number 10497 - Halford Ave.

Motion: Approved an additional amount of \$2,500 plus a 10% contingency for identified work – add vanity replacement and new baseboards, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

# **Motion approved (3-0)**

D. Client Number 10309 - Gammell Brown Place

Motion: <u>Approved an additional amount of \$8,000 plus a 10% contingency for identified work – add additional flooring, 3% interest, and twenty year deferred payment.</u> Subject to availability of program funds.

**Motion approved (3-0)** 

E. Client Number 10401- San Miguel Ave

Motion: Approved an additional amount of \$14,000 plus a 10% contingency for identified work – Complete bath rehab, 3% interest, and twenty year deferred payment. Subject to availability of program funds. Committee Member Pascual abstained from voting due to conflict of interest. Will vote on next meeting.

**Motion approved (2-0)** 

3. Water Pump Program: The Water Conservation Program is an eligible CDBG Grant expenditure. It will include the following: shower heads, trigger sprayers outside front and back, aerators, hot water circulating pumps and toilets using 0.8 gallons per flush. The labor is funded by the Housing department and the materials from both the Water and Housing Departments. The Loan Committee approved the Water Conservation Manual pending legal approval. Kelvin will go over the implementation process of the program in the next meeting. He will be contacting our existing clients. Motion approved (3-0)

## III. OTHER BUSINESS

1. Raising the limit for NCIP loans to be discussed at the next meeting.

### IV. ADJOURNMENT

Meeting was adjourned to next scheduled meeting on October 8, 2015 at 8:00 AM.