



AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA

**REGULAR BOARD OF COMMISSIONERS  
MEETING TO BE HELD**

**May 27, 2026**

1400 W. HILLCREST DRIVE  
NEWBURY PARK, CALIFORNIA

THIS PAGE IS INTENTIONALLY BLANK



**REGULAR MEETING OF THE AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA**

**Wednesday, May 27, 2026 at 3:00 P.M.**

**1400 W. Hillcrest Drive, Newbury Park, CA 91320**

"The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships."

---

**PUBLIC COMMENT**

To allow the opportunity for all to speak, a time limit of 3 minutes per speaker and 30 minutes for all speakers has been set for public speakers wishing to address the Board of Commissioners. The Chair has the discretion to increase or limit this time if warranted.

**HOW TO SUBMIT A PUBLIC COMMENT**

Comments may be submitted by one of the following:

1. **IN PERSON:**
  - Complete a Public Comment card before the meeting begins, if possible, and prior to **Agenda Item #5** and give to a Secretary of the Board, or the designated staff member. Public Comment cards received after the conclusion of Agenda Item #5 will not be addressed.
  - During **Agenda Item #5**, the Chair will call for Public Comments from the cards received.
  - When called upon by the Chair, the speaker has up to three (3) minutes to address the Board unless the Chair exercises the Chair's discretion to increase or limit this time period.
  - Once the Board has received all comments under Agenda Item #5, **only** comments on agendized topics will be taken **if noted by the agenda**.
  - Each speaker shall promptly conclude all comments when the speaker's time to speak has expired.
  - Members of the public cannot cede their time to another speaker.
2. **BY PHONE** by 12:00 pm (Noon) PST on the business day prior to the meeting.
  - Leave your comments on a voice message at **805-480-9991 ext. 850**, please speak clearly. Your voice message will be distributed prior to the meeting.
3. **BY EMAIL** by 12:00 pm (Noon) PST on the business day prior to the meeting.
  - Email your comment to [admin@ahacv.org](mailto:admin@ahacv.org) and include "Public Comment" in the subject line. Your email will be distributed prior to the meeting.

**PLEASE NOTE:**

- Any documentation distributed to the Board **becomes a public document** and may be requested at any time by the public.
- The Board will not respond to these comments, but will take them into consideration and the item may appear on a future agenda.
- Any public comment received **later than 12:00 pm (Noon) PST on the business day prior to the meeting** will be distributed at the next regularly scheduled meeting

**Agenda**  
**Regular Meeting of the Board of Commissioners May 27, 2026**

**1. CALL TO ORDER/WELCOME**

**A. PLEDGE OF ALLEGIANCE**

**B. COMMISSIONER ATTENDANCE:** BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LECH, LUNN, MASON, NIELSEN, PIECHOWSKI, PONCE, RAMOS-CRUZ, RUSSELL, AND WALL

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF April 22, 2026**

**B. SPECIAL MEETING OF May 13, 2026**

**4. CONSENT CALENDAR ITEMS**

Review and approve unless an item is pulled for separate action by the Board and moved to the Regular agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

**A. Receive Executive Director Report (Michael Nigh)**

**B. Receive Financial Report (Sue Rodrigo)**

**C. Receive Section 8 Report (Dennise Avila)**

**D. Receive Housing Programs Report (Dennise Avila)**

**E. Receive Housing Assets and Development Report (Juan Jimenez)**

**5. PUBLIC COMMENTS**

Any member of the public may address the Board of Commissioners on an item appearing on the agenda or any subject within the jurisdiction of the Housing Authority. *Please note that public comments will not be responded to, acted on or discussed during the meeting, but may appear on a future agenda. If you wish to make a comment, please refer to meeting announcement on previous page.*

**6. CLOSED SESSION**

***Government Code Section 54957(b)(1) – Public Employee Appointment***

***Title: Executive Director***

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

Ad Hoc Committee

**7. APPROVE RESOLUTION NO. 1180 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING THE USE OF THE INVESTMENT POLICY**

Sue Rodrigo, Director of Finance

Motion to Approve, Second, Discuss, Roll Call Vote

**8. REQUEST APPOINTMENT TO COLINA VISTA BOARD OF DIRECTORS**

Michael Nigh, Executive Director

Motion to Approve, Second, Discuss, Roll Call Vote

**9. APPROVE RESOLUTION NO. 1181 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA RATIFYING AND APPROVING**

**THE USE OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
ADMINISTRATIVE FEE RESERVES (RANCHO SIERRA SENIOR APARTMENTS)**

Michael Nigh, Executive Director

Motion to Approve, Second, Discuss, Roll Call Vote

**10. APPROVE RESOLUTION NO. 1182 – A RESOLUTION OF THE AREA HOUSING  
AUTHORITY OF THE COUNTY OF VENTURA RATIFYING AND APPROVING  
THE USE OF GENERAL FUND RESERVES FUND TO LOAN TO RANCHO SIERRA  
SENIOR APARTMENTS**

Michael Nigh, Executive Director

Motion to Approve, Second, Discuss, Roll Call Vote

**11. CLOSED SESSION**

**A. Conference With Legal Counsel – Existing Litigation  
(Cal. Government Code § 54956.9(d)(1))**

*Brenda Schuh, et al. v. Area Housing Authority of the County of Ventura  
(Superior Court County of Ventura Case No. 2023CUPP015065)*

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

**B. Conference With Legal Counsel – Existing Litigation  
(Cal. Government Code § 54956.9(d)(1))**

*Name of Case: Area Housing Authority of the County of Ventura v. SHS Guaranteed II,  
L.P. (JAMS Reference # 5220009915)*

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

**C. Conference with Real Property Negotiator Pursuant to Government Code Section  
54956.8**

*Property: 610-623 River St, Fillmore, Ca*

*Agency Negotiator(s): Michael Nigh, Executive Director*

*Negotiating Party: TBD*

*Under Negotiation: Price and terms of payment*

Michael Nigh, Executive Director

**D. Public Employee Appointment  
Government Code (Cal. Government Code § 54957(b)(1))**

*Title: Executive Director*

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

Ad Hoc Committee

**E. Public Employee Performance Evaluation  
(Cal. Government Code § 54957(b)(1))**

*Title: Executive Director*

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

**12. APPROVE RESOLUTION NO. 1183 - A RESOLUTION OF THE AREA HOUSING  
AUTHORITY OF THE COUNTY OF VENTURA (AHA) APPROVING AN  
EMPLOYMENT AGREEMENT WITH CARRIE SABATINI AS THE AREA  
HOUSING AUTHORITY'S EXECUTIVE DIRECTOR AND SECRETARY**

**13. COMMENTS**

- A. Staff**
- B. Deputy Executive Director**
- C. Executive Director**
- D. Legal**

**14. COMMISSIONER COMMENTS**

Comments by Commissioners on matters they consider appropriate and housing related topics for consideration for a future agenda. The Board of Commissioners will not respond to comments but will take them into consideration and the item may appear on a future agenda if discussion is determined necessary. Commissioners are asked to limit their comments to three (3) minutes or less

**15. CHAIR COMMENTS (5 MIN)**

**NEXT SCHEDULED MEETING**  
**Regular Meeting June 24, 2026**  
**1400 W Hillcrest Dr**  
**Newbury Park, CA 91320 AT a 3:00pm**

Americans with Disabilities Act (ADA): In compliance with ADA, if you need special assistance to participate in this meeting, please contact the Area Housing Authority of the County of Ventura via email at [admin@ahacv.org](mailto:admin@ahacv.org) or by phone at (805) 480-9991 ext. 850. Notification at least 72 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.



**REGULAR MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Tracy Bodis**, Simi Valley  
**Angela Bradley**, Resident Commissioner  
**Randy Chapman**, Camarillo  
**Doug Hooper**, Camarillo  
**Susan L. Johnson**, Fillmore  
**Charles Lech**, Thousand Oaks  
**Mark Lunn**, Thousand Oaks  
**Steve Mason**, Ojai  
**Jorgen Nielsen**, Moorpark  
**Joseph Piechowski**, Simi Valley  
**Juan Ponce**, Moorpark  
**Marci Ramos-Cruz**, Fillmore  
**Chelsee Russell**, Unincorporated County  
**Terry Wall**, Unincorporated County

---

**MINUTES –April 22, 2026**

---

**DISCLAIMER:** These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

**1. CALL TO ORDER / WELCOME**

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, April 22, 2026 at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Lunn called the meeting to order at 3:03 pm.

**A. PLEDGE OF ALLEGIANCE**

Commissioner Wall led the Pledge of Allegiance.

**B. ATTENDANCE**

Commissioners present: Tracy Bodis, Randy Chapman, Doug Hooper, Chuck Lech, Mark Lunn, Steve Mason, Jorgen Nielsen, Joseph Piechowski, Juan Ponce, Marci Ramos-Cruz, Terry Wall

Commissioners absent: Angela Bradley, Susan Johnson, Chelsee Russell

Staff present: Executive Director Michael Nigh, Deputy Executive Director Carrie Sabatini, Alejandro Vieyra, Jesús Andrade, Mandy Green, Juan Jimenez Jr., Roxanne Robinson-Jones, Ricardo Torres, Sue Rodrigo

Legal Counsel present: Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP, Seta Sarabekian, Litigation Counsel, Clark Hill LLP<sup>1</sup>

Public present: One member of the public was present.

**2. ADOPTION OF AGENDA**

Chair Lunn called for a motion to approve the Agenda. Commissioner Piechowski moved to adopt the Agenda; the motion was seconded by Commissioner Bodis, Following a voice vote, the Agenda for the Board meeting of April 22, 2026 was adopted.

**3. APPROVAL OF MINUTES: REGULAR MEETING OF March 25, 2026**

Chair Lunn called for a motion to approve the Minutes of March 25, 2026. Commissioner Chapman made a motion and Commissioner Piechowski seconded. Following a voice vote, the Meeting Minutes of March 25, 2026 were approved.

---

<sup>1</sup> Seta Sarabekian joined virtually for item 8.A

**4. CONSENT CALENDAR ITEMS**

The following consent items required no discussion and had no objections: Executive Director Report, Financial Report, Section 8 Report, Housing Programs Report, and the Housing Assets & Development Report.

Chair Lunn called for a motion. Commissioner Mason moved to adopt the Consent Calendar Items; Commissioner Wall seconded. Following a voice vote, the Consent Calendar Items were adopted.

**5. PUBLIC COMMENTS**

None

**6. APPROVE ACTIONS TAKEN TO PROCURE BALCONY AND DECK REPAIR AND REPLACEMENT SERVICES ARE IN ACCORDANCE WITH THE AHA PROCUREMENT POLICY**

Director of Housing Assets, Juan Jimenez, provided an overview of AHA’s procurement policy and the process to procure services in excess of \$250,000.

Chair Lunn called for a motion. Commissioner Piechowski motioned to approve actions taken to procure balcony and deck repair and replacement services were in accordance with the AHA Procurement Policy and authorize the Executive Director to execute the necessary documents; Commissioner Ramos-Cruz seconded. Following a roll call vote, the actions taken to procure balcony and deck repair and replacement services were approved.

AYES: BODIS, CHAPMAN, HOOPER, LECH, LUNN, MASON, NIELSEN, PIECHOWSKI, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: BRADLEY, JOHNSON, RUSSELL

**7. APPROVE RESOLUTION NO. 1179 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE ACQUISITION OF LIMITED PARTNER INTEREST AND REFINANCING (Shadows T.C. Investors, L.P.)**

Executive Director, Michael Nigh gave an update on the acquisition of limited partner interest and refinancing of Shadows T.C Investor, L.P.

Following discussion, Commissioner Piechowski recommended removing specific references to “Michael Nigh” from draft Resolution No. 1179 to clarify that the authority granted therein applies to the AHA’s acting Executive Director, regardless of whether that position is held by Mr. Nigh or another individual.

Chair Lunn called for a motion to adopt Resolution No. 1179, as amended; Commissioner Piechowski motioned and Commissioner Nielsen Seconded. Following a roll call vote, Resolution No. 1179 was adopted.

AYES: BODIS, CHAPMAN, HOOPER, LECH, LUNN, MASON, NIELSEN, PIECHOWSKI, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: BRADLEY, JOHNSON, RUSSELL

**8. CLOSED SESSION**

**A. Conference With Legal Counsel – Existing Litigation  
(Cal. Government Code § 54956.9(d)(1))**

*Brenda Schuh, et al. v. Area Housing Authority of the County of Ventura  
(Superior Court County of Ventura Case No. 2023CUPP015065)  
Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP  
Seta Sarabekian, Litigation Counsel, Clark Hill LLP*

**B. Conference With Legal Counsel – Pending Litigation  
Significant exposure to litigation pursuant to Cal. Government Code § 54956.9(d)(2)**

*One (1) potential case: tort claim on behalf of T. King  
Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP*

**C. Conference With Real Property Negotiator Pursuant to Government Code  
Section 54956.8**

*Property: 610-623 River St, Fillmore, Ca  
Agency Negotiator(s): Michael Nigh, Executive Director  
Negotiating Party: TBD  
Under Negotiation: Price and terms of payment  
Michael Nigh, Executive Director*

**D. Public Employee Appointment  
(Cal. Government Code § 54957(b)(1))**

*Title: Executive Director  
Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP*

At 5:34 pm., Chair Lunn reconvened into Open Session.

Legal Counsel reported that the Board met in Closed Session under Government Code 54956.9(d)(1), on agenda item 8A to receive an update on the status of existing litigation. Legal Counsel stated that the Board took no action on this agenda item in Closed Session.

Legal Counsel then reported that the Board met in Closed Session under Government Code 54956.9(d)(2) on agenda item 8B, to receive an update on the status of a tort claim filed by T. King. Legal Counsel stated that the Board unanimously voted in Closed Session to deny T. King's tort claim.

Legal Counsel also reported that the Board met in Closed Session under Government Code 54956.8, on agenda item 8C to discuss the potential acquisition of real property located at 610-623 River Street in Fillmore, California. Legal Counsel further reported that the Board unanimously approved authorizing its real property negotiator, Michael Nigh, to negotiate with the property's seller within specified parameters. Legal Counsel noted that no agreement has been reached to conclude these real estate negotiations and, accordingly, there is nothing further to report.

Legal Counsel reported that the Board met in Closed Session under Government Code 54957(b)(1), on agenda item 8D, to receive an update from the Ad Hoc Committee regarding the public and open recruitment for the position of Executive Director. Legal Counsel stated that the Board took no action on this agenda item in Closed Session and therefore there is nothing further to report.

Lastly, Legal Counsel reported that, during Closed Session, the Board lost its quorum following action on item 8C, thereby limiting its ability to take action on any subsequent items.

**9. COMMENTS**

**A. Staff**

None

**B. Deputy Executive Director**

Deputy Executive Director provided an update regarding the FY27 President’s proposed budget and the proposed policy provision included in the proposed budget. Ms. Sabatini also announced that the agency applied for twenty (20) VASH vouchers, and there is optimism that those will be awarded to the agency.

**C. Executive Director**

None

**B. Legal**

Reminder to the Board that Sexual Harassment training certification is due and the deadline to provide proof of completion is on April 22, 2026.

**10. COMMISSIONER COMMENTS**

None

**11. CHAIR COMMENTS**

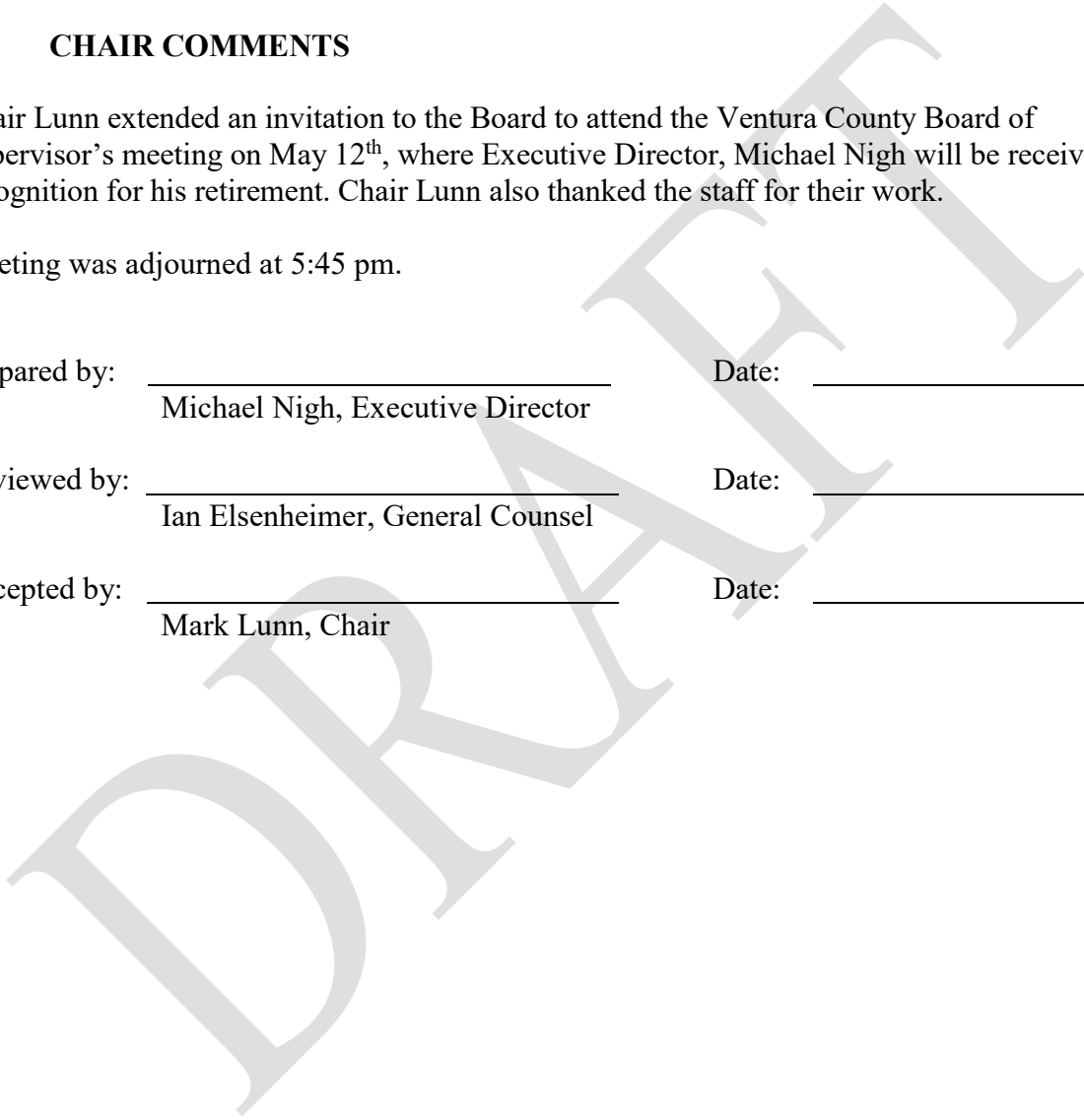
Chair Lunn extended an invitation to the Board to attend the Ventura County Board of Supervisor’s meeting on May 12<sup>th</sup>, where Executive Director, Michael Nigh will be receiving a recognition for his retirement. Chair Lunn also thanked the staff for their work.

Meeting was adjourned at 5:45 pm.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael Nigh, Executive Director

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Ian Elsenheimer, General Counsel

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Lunn, Chair





**REGULAR MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Tracy Bodis**, Simi Valley  
**Angela Bradley**, Resident Commissioner  
**Randy Chapman**, Camarillo  
**Doug Hooper**, Camarillo  
**Susan L. Johnson**, Fillmore  
**Charles Lech**, Thousand Oaks  
**Mark Lunn**, Thousand Oaks  
**Steve Mason**, Ojai  
**Jorgen Nielsen**, Moorpark  
**Joseph Piechowski**, Simi Valley  
**Juan Ponce**, Moorpark  
**Marci Ramos-Cruz**, Fillmore  
**Chelsee Russell**, Unincorporated County  
**Terry Wall**, Unincorporated County

---

## **SPECIAL BOARD MEETING MINUTES –May 13, 2026**

---

**DISCLAIMER:** These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

### **1. CALL TO ORDER / WELCOME**

This special meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, May 13, 2026 at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Lunn called the meeting to order at 2:46 pm.

#### **A. PLEDGE OF ALLEGIANCE**

Commissioner Bodis led the Pledge of Allegiance.

#### **B. ATTENDANCE**

Commissioners present: Tracy Bodis, Angela Bradley, Randy Chapman, Doug Hooper, Chuck Lech, Mark Lunn, Steve Mason, Jorgen Nielsen, Joseph Piechowski<sup>1</sup>, Juan Ponce<sup>2</sup>, Marci Ramos-Cruz, Chelsee Russell, Terry Wall

Commissioners absent: Susan Johnson

Staff present: Roxanne Robinson-Jones and Ricardo Torres

Legal Counsel present: Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP,

### **2. ADOPTION OF AGENDA**

Chair Lunn called for a motion to approve the Agenda. Vice-Chair Ramos-Cruz moved to adopt the Agenda; the motion was seconded by Commissioner Mason, Following a voice vote, the Agenda for the special Board meeting of May 13, 2026 was adopted.

### **3. PUBLIC COMMENTS**

None

### **4. CLOSED SESSION**

***Public Employee Appointment  
(Cal. Government Code § 54957(b)(1))***

*Title: Executive Director*

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

---

<sup>1</sup> Commissioner Piechowski arrived at 2:57pm

<sup>2</sup> Commissioner Ponce arrived at 2:49pm

Legal counsel reported that the Board met in Closed Session pursuant to Government Code Section 54957(b)(1) regarding Agenda Item No. 4, to interview candidates for the position of Executive Director. Following the interview process, Commissioner Piechowski moved to select Carrie Sabatini as the Agency’s next Executive Director, effective upon the retirement of current Executive Director Michael Nigh. The motion was seconded by Commissioner Russell and approved unanimously by the Board.

Legal counsel further reported that the Board directed the Ad Hoc Committee to begin the process of preparing and negotiating Carrie Sabatini’s employment agreement and related terms and conditions of employment.

**5. ADJOURNMENT**

The meeting was adjourned at 5:46pm.

Prepared by:	_____	Date:	_____
	Ricardo Torres, Director of Government and Community Affairs		
Reviewed by:	_____	Date:	_____
	Ian Elsenheimer, General Counsel		
Accepted by:	_____	Date:	_____
	Mark Lunn, Chair		

DRAFT

**Meeting Date:** May 27, 2026  
**Agenda Item:** 4A  
**Subject:** Executive Director Report  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

---



This report reflects progress for the period of April 17, 2026 to May 21, 2026. I continue to actively pursue the goals established by the Board of Commissioners. Please contact me for additional information or questions.

- Finalized document submission and completed the conversion from construction financing to permanent financing for Vista Campanario (Camarillo)
- Met with financial consultant to initiate the next step with the California Tax Credit Allocation Committee to finalize Vista Campanario
- Participated in weekly conference calls regarding Rancho Sierra's (unincorporated county) conversion to permanent financing
- Continue to meet with Many Mansions leadership to discuss conversion to permanent financing of Rancho Sierra
- Continue negotiations on AHA's acquisition of the limited partner's interest of the owning partnership of Oak Creek Senior Villas (Thousand Oaks) Note: 15-year tax credit compliance term has ended
- Received a proclamation from the Ventura County Board of Supervisors at their May 12<sup>th</sup> meeting recognizing 38 years of impactful leadership and community service in Ventura County
- Collaborated with City of Fillmore to determine AHA's historical participation in the construction of senior apartment buildings in the City in the early 1980s
- Collaborated with legal counsel to submit Letter of Intent to current owners of an apartment complex in Fillmore to for potential acquisition and subsequently met to discuss terms
- Began sorting through historical files to determine retention significance
- Monitored and assessed the impact of the Sandy Fire on agency-owned developments and Housing Choice Voucher participants
- Continue to monitor Housing Choice Voucher funding, impact on current voucher holders, and future voucher issuance
- Continue to communicate with HUD Shortfall Prevention Team regarding funding for the Section 8 program
- Continue to follow city council and planning commission meetings for our jurisdictions
- Continue to monitor HUD communications on proposed program changes and funding
- Continue to lead the management team's succession planning, examine scenarios impacting future operations, and planning for physical and organizational changes necessary to continue to serve our clients

Please contact me at extension 850 or via email at [mnigh@ahacv.org](mailto:mnigh@ahacv.org) in order to discuss you individual questions.

**Meeting Date:** May 27, 2026  
**Agenda Item:** 4B  
**Subject:** Financial Report  
**Prepared by:** Sue Rodrigo, Director of Finance  
**Requested Action:** Information Only

---



**February 2026 Financial Statements**

Please find the following financial reports as of March, 2026.

- **Statement of Revenue, Expenditures and Changes in Net Position**

The following occurred in March 2026:

1. Whispering Oaks (Ojai) – approximately \$15,768 for vacancy turnover costs
  2. Florence Janss (Thousand Oaks) – approximately \$9,945 for tree removal & trimming throughout the property
  3. Roth Apts (Ojai) – approximately \$5,677 for vacancy turnover costs
  4. Fiore Gardens (Thousand Oaks) – approximately \$7,200 for roof tile repairs
  5. Royal Oaks (Thousand Oaks) – approximately \$4,376 for landscape work throughout the property
  6. Los Arboles (Thousand Oaks) – approximately \$7,800 for stairs and stucco repairs
  7. Sunset Villas (Thousand Oaks) – approximately \$9,897 for landscape work throughout the property
- **Analysis of Reserve Summary**  
This report includes all year-to-date activity for the fiscal year, including the November 2025 payoff of the mortgages of Glenn Oaks (Thousand Oaks) and Los Arboles (Thousand Oaks).

Please contact me at extension 630 or via email at [srodrigo@ahacv.org](mailto:srodrigo@ahacv.org) in order to discuss you individual questions.

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Public Housing - Statement of Revenue, Expenditures and Changes in Net Position**  
 For the Fiscal Year through March 31, 2026

	Whispering Oaks 100 units Senior/Disabled Ojai	Florence Janss 63 units Senior/Disabled Thousand Oaks	Leggett Court 48 units Family Thousand Oaks	Roth Apts 34 units Family Ojai	Tafoya Terrace 30 units Senior/Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
INCOME							
NET TENANT INCOME	346,293	242,193	367,001	168,539	114,827	252,675	522,567
GRANT INCOME	222,971	147,140	47,795	111,101	53,400	5,243	10,479
OTHER INCOME	9,654	2,387	5,434	3,239	2,404	4,791	9,195
TOTAL INCOME	578,919	391,720	420,229	282,879	170,630	262,709	542,241
EXPENSES							
ADMINISTRATIVE EXPENSES	193,690	135,747	107,937	81,032	70,811	67,897	113,465
TENANT SERVICES EXPENSES	8,982	16,743	26,991	9,482	9,399	23,046	31,539
UTILITY EXPENSES	103,556	77,996	74,843	62,243	24,894	36,624	103,966
MAINTENANCE EXPENSES	186,884	98,726	76,113	85,981	45,801	59,331	96,282
GENERAL EXPENSES	22,701	22,224	13,773	9,988	11,867	9,616	19,273
EXTRAORDINARY EXPENSES	5,391	9,945	-	-	9,150	845	7,200
TOTAL EXPENSES	521,204	361,381	299,658	248,725	171,921	197,359	371,725
CHANGE IN NET POSITION	57,715	30,339	120,572	34,154	(1,291)	65,350	170,515

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position**  
 For the Fiscal Year through March 31, 2026

	Raemere St 2 units Family Camarillo	Glenn Oaks 39 units Senior Thousand Oaks	Royal Oaks 5 units Family Thousand Oaks	Los Arboles 43 units Family Thousand Oaks	Sunset Villas 11 units Family Thousand Oaks	Grand Avenue 5 units Family Ojai	Summer Street 10 units Family Ojai	Summerwind Apartments 15 units Family unincorporated/P iru	Pepper Tree Court 36 units Senior Simi Valley	Casas de Sueño 2 units Family Camarillo	Casa Velasquez 10 units Family Camarillo	Meadowbrook 13 units Family Camarillo
INCOME												
NET TENANT INCOME	39,251	565,651	123,239	728,691	206,686	54,438	111,050	146,067	572,910	172,605	236,362	259,779
OTHER INCOME	1,400	1,644,889	4,969	1,684,844	8,614	1,450	49	2,070	859	1,353	2,152	1,541
TOTAL INCOME	40,651	2,210,540	128,207	2,413,535	215,300	55,888	111,099	148,137	573,770	173,958	238,514	261,320
EXPENSES												
ADMINISTRATIVE EXPENSES	4,983	71,787	7,705	86,542	15,335	30,290	19,430	39,382	71,304	21,458	26,299	41,237
TENANT SERVICES EXPENSES	-	152	-	-	-	-	-	-	1,681	-	-	-
UTILITY EXPENSES	2,640	36,546	8,291	114,187	24,631	10,453	15,350	30,675	64,085	20,410	17,637	16,624
MAINTENANCE EXPENSES	8,397	92,176	13,740	120,659	29,016	32,012	24,134	24,157	110,851	29,194	39,750	38,986
GENERAL EXPENSES	658	8,110	2,463	14,500	4,014	1,563	3,404	3,818	9,665	4,882	4,497	7,916
EXTRAORDINARY EXPENSES	-	-	4,376	-	-	-	6,500	-	24,075	-	9,870	-
FINANCING EXPENSES	-	25,947	-	26,693	-	-	39,529	-	127,179	35,507	51,051	-
TOTAL EXPENSES	16,679	234,718	36,575	362,582	72,996	74,318	108,347	98,032	408,839	111,451	149,103	104,764
CHANGE IN NET POSITION	23,973	1,975,822	91,633	2,050,953	142,305	(18,431)	2,752	50,105	164,931	62,506	89,410	156,557

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

**Summary Financial Statement**

For the Fiscal Year through March 31, 2026

	Housing Choice Voucher	Combined Low Rent Public Housing	Combined Agency Owned Housing	General Fund	Tax Credit Property Management
<b>Statement of Net Position</b>					
<b>ASSETS:</b>					
CURRENT ASSETS	4,862,933	3,607,625	7,432,825	14,876,532	255,729
NONCURRENT ASSETS	16,285	6,325,312	15,016,588	1,081,575	771
<b>TOTAL ASSETS</b>	<b>4,879,219</b>	<b>9,932,937</b>	<b>22,449,413</b>	<b>15,958,107</b>	<b>256,500</b>
<b>LIABILITIES:</b>					
CURRENT LIABILITIES	(141,378)	(213,804)	(257,722)	(224,771)	(213,009)
NONCURRENT LIABILITIES	(438,948)	(19,175)	(8,234,347)	(1,909,749)	(65,234)
<b>TOTAL LIABILITIES</b>	<b>(580,326)</b>	<b>(232,979)</b>	<b>(8,492,069)</b>	<b>(2,134,520)</b>	<b>(278,243)</b>
<b>NET POSITION</b>					
RESERVED FUND BALANCE	(293,455)	-	-	-	-
RETAINED EARNINGS	(4,005,438)	(9,699,959)	(13,957,344)	(13,823,587)	21,743
<b>TOTAL NET POSITION</b>	<b>(4,298,893)</b>	<b>(9,699,959)</b>	<b>(13,957,344)</b>	<b>(13,823,587)</b>	<b>21,743</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>(4,879,219)</b>	<b>(9,932,937)</b>	<b>(22,449,413)</b>	<b>(15,958,107)</b>	<b>(256,500)</b>
<b>Current Ratio (Current Assets/Current Liabilities)</b>	<b>34.4</b>	<b>16.9</b>	<b>28.8</b>	<b>66.2</b>	<b>1.2</b>
<b>Statement of Revenues, Expenditures and Change in Net Position</b>					
<b>TENANT INCOME</b>					
Total Rental Income	-	1,978,605	3,186,304	-	-
Total Other Tenant Income	-	35,490	30,425	-	-
<b>NET TENANT INCOME</b>	<b>-</b>	<b>2,014,095</b>	<b>3,216,729</b>	<b>-</b>	<b>-</b>
<b>TOTAL GRANT INCOME</b>	<b>38,919,462</b>	<b>598,129</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OTHER INCOME</b>	<b>109,885</b>	<b>37,104</b>	<b>3,354,190</b>	<b>860,763</b>	<b>743,707</b>
<b>TOTAL INCOME</b>	<b>39,029,347</b>	<b>2,649,327</b>	<b>6,570,919</b>	<b>860,763</b>	<b>743,707</b>
<b>EXPENSES</b>					
TOTAL ADMINISTRATIVE EXPENSES	3,256,027	770,578	435,753	949,735	698,415
TOTAL TENANT SERVICES EXPENSES	-	126,182	1,834	-	-
TOTAL UTILITY EXPENSES	29,806	484,121	361,530	8,682	4,132
TOTAL MAINTENANCE EXPENSES	64,050	649,118	563,071	28,145	128,933
TOTAL GENERAL EXPENSES	5,628	109,442	65,489	8,403	2,245
TOTAL EXTRAORDINARY EXPENSES	-	32,531	44,821	-	-
TOTAL HOUSING ASSISTANCE PAYMENTS	35,813,474	-	-	-	-
TOTAL FINANCING EXPENSES	-	-	305,906	55,616	-
TOTAL OPERATING TRANSFER	-	-	-	3,271,480	-
<b>TOTAL EXPENSES</b>	<b>39,168,985</b>	<b>2,171,973</b>	<b>1,778,403</b>	<b>4,322,061</b>	<b>833,724</b>
<b>CHANGE IN NET POSITION</b>	<b>(139,638)</b>	<b>477,354</b>	<b>4,792,516</b>	<b>(3,461,299)</b>	<b>(90,017)</b>

Area Housing Authority of the County of Ventura  
**Analysis of Projected Reserves By Program**  
 March 2026

	AHA General Fund	Agency Owned	Housing Choice Voucher*	Low Rent Public Housing*
<b><u>Cash &amp; Equivalents</u></b>				
Cash	69,255	153,098	1,197	70,323
Investments	3,822,116	7,149,290	4,286,509	3,398,930
Replacement Reserve	-	56,631	-	-
Accounts Receivable	411,076	16,753	51,776	47,759
<b>Total Cash &amp; Equivalents</b>	<b>4,302,448</b>	<b>7,375,772</b>	<b>4,339,482</b>	<b>3,517,013</b>
<b><u>Uses of Cash &amp; Equivalents</u></b>				
Accounts Payable	-	-	(2,376)	-
Accrued Liabilities	(224,771)	(257,722)	(139,002)	(213,804)
<b>Total Uses of Cash &amp; Equivalents</b>	<b>(224,771)</b>	<b>(257,722)</b>	<b>(141,378)</b>	<b>(213,804)</b>
<b>Projected End of Year Balance</b>	<b>4,077,676</b>	<b>7,118,050</b>	<b>4,198,105</b>	<b>3,303,209</b>

\*Restricted use for specific program only.

*This report is not prepared in accordance with GAAP and is intended for internal use only.*

**Area Housing Authority of the County of Ventura  
Investment Summary Data for the Quarter Ended March 31, 2026**

Bank / Institution	Type of Investment	Date of Purchase	Interest Rate	Maturity Date	Source of Funds	Purchase Value	Market Value
<b>Bank of America</b>	Money Market	N/A	0.20%	N/A	Flow of Income (HUD ACC/Subsidy/Grants)	4,125,720	4,125,720
<b>Montecito Bank</b>	Public Checking	N/A	0.00%	N/A	<b>Total B of A</b> General Fund	<b>4,125,720</b> 135,209	<b>4,125,720</b> 135,209
	Certificate of Deposits	3/13/2025	1.49%	3/12/2027	General Fund	61,024	61,024
	Premier Public Funds Account	N/A	1.78%	N/A	Reserves	7,496,235	7,496,235
<b>Local Agency Investment Fund* (LAIF)</b>	Public Pool	N/A	3.98%	N/A	<b>Total Montecito</b> Reserves	<b>7,692,468</b> 6,895,687	<b>7,692,468</b> 6,895,555
*NOTE: Market Valuation provided by the State of California.						<b>Total LAIF</b>	<b>6,895,555</b>
<b>Total Funds Invested \$</b>						<b>18,713,876</b>	<b>18,713,744</b>

I hereby certify that: 1) All investment actions executed since the last report have been made in full compliance with the investment policy; and

2) The Area Housing Authority will meet its expenditure obligations for the next six months.



Michael Nigh, Executive Director

March 4, 2026

Date

**Meeting Date:** May 27, 2026  
**Agenda Item:** 4C  
**Subject:** Section 8  
**Prepared by:** Dennise Avila, Director of Housing Programs  
**Requested Action:** Information Only



**HOUSING CHOICE VOUCHER PROGRAM STATUS**

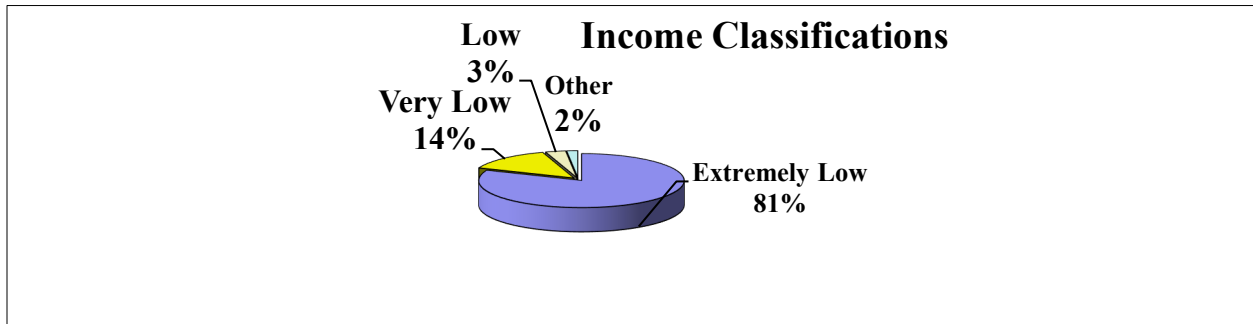
Total Family Members Assisted 4,287

**WAITING LIST STATUS**

Current S8 Waiting List Closed 02/13/24 4,018

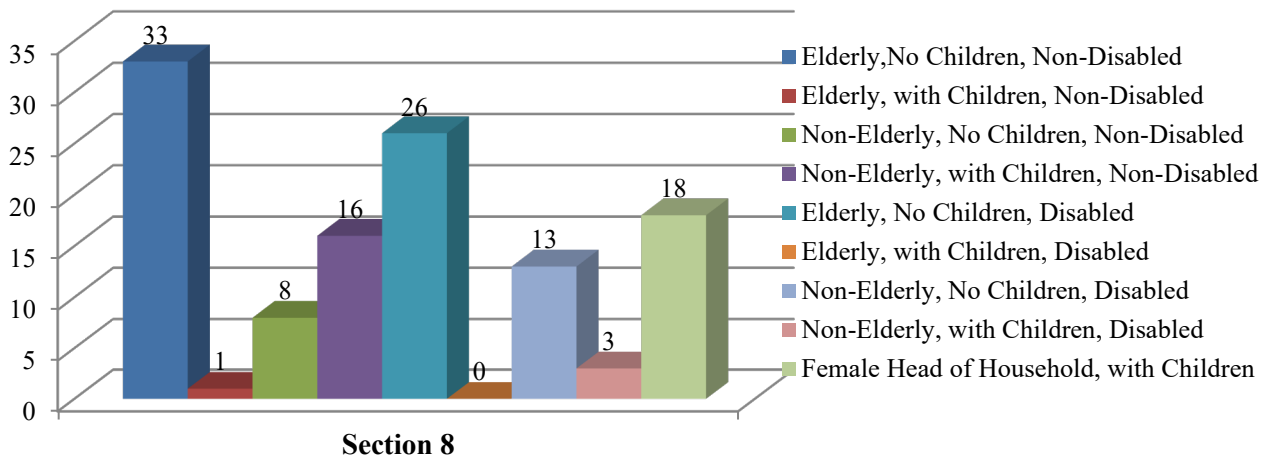
**DEMOGRAPHICS**

**Percent Voucher Holders Income Classifications - All Cities**

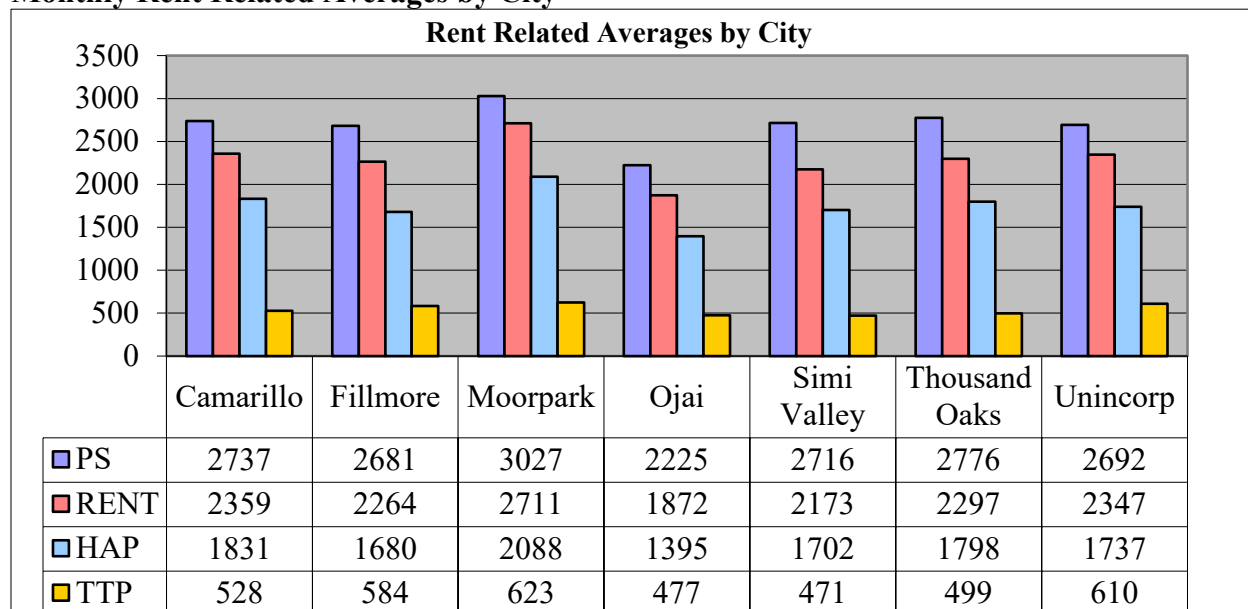


**EXTREMELY LOW, <= 30% of Median Income; VERY LOW, >30% and <= 50% of Median Income; LOW, > 50% and <= 80% of Median Income; OTHER, > 80% of Median Income**

**Percent Voucher Holders Family Types - All Cities**



**Monthly Rent Related Averages by City**



PS = Avg Payment Standard at time of Lease Up  
 RENT = Contract Rent  
 HAP = Housing Assistance Payment  
 TTP = Total Tenant Payment (Tenant Portion of Rent)

DEMOGRAPHICS

**Monthly Vouchers in use, Dollars – Comparison of City to All Vouchers**

	Vouchers	% of All Vouchers	HAP Dollars	% of all HAP Dollars
Camarillo	609	27.4%	\$1,115,317	28.8%
Fillmore	225	10.1%	\$378,107	9.8%
Moorpark	113	5.1%	\$235,986	6.1%
Ojai	58	2.6%	\$80,937	2.1%
Simi Valley	603	27.1%	\$1,026,289	26.5%
Thousand Oaks	481	21.6%	\$864,790	22.3%
Unincorporated	97	4.4%	\$168,450	4.4%
Outside of Area	37	1.7%	\$0	0.0%
	<b>2223</b>	<b>100.0%</b>	<b>\$3,869,876</b>	<b>100.0%</b>

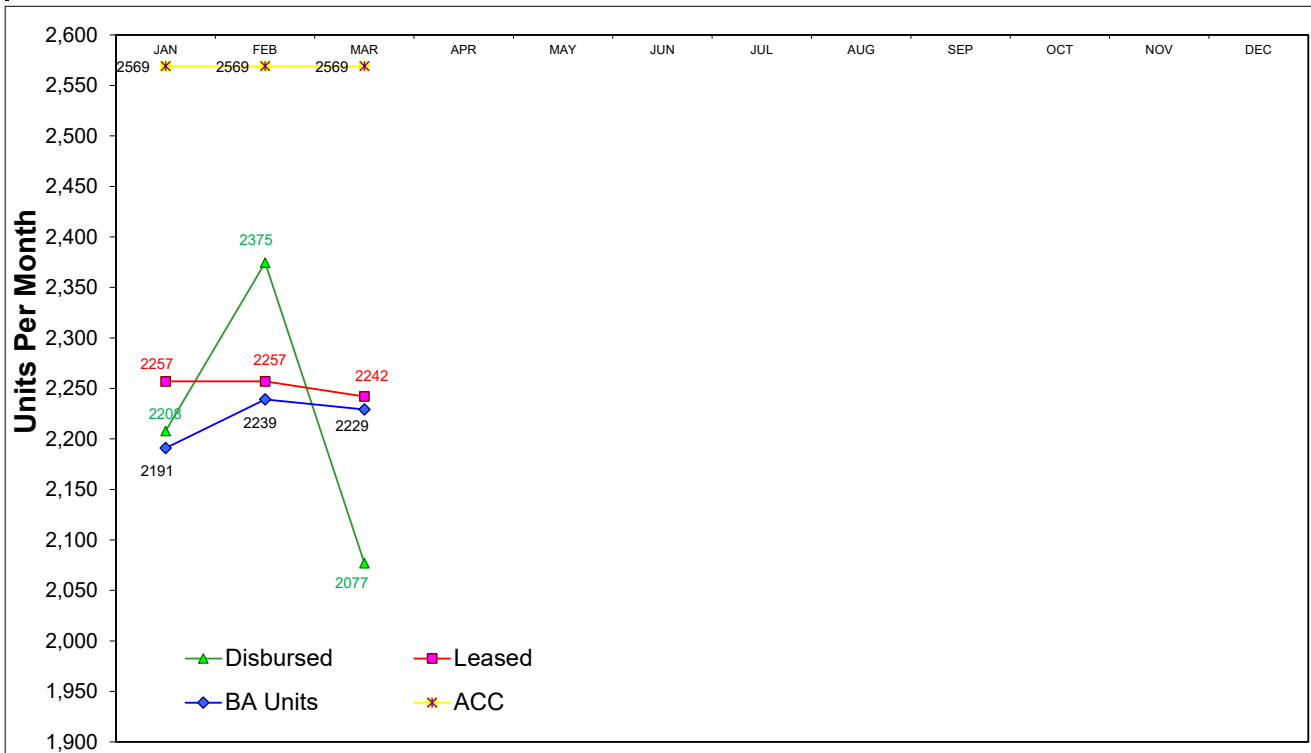
Vouchers = Number of vouchers actively in use in designated city.  
 % of Vouchers = Percentage of monthly vouchers leased in a city compared to all vouchers in use.  
 HAP Dollars = Total monthly Housing Assistance Payments made in designated city.  
 % of Dollars = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.

Please contact me at extension 265 or via email at [davila@ahacv.org](mailto:davila@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura  
**Section 8 Voucher Program Leasing Summary**  
 January 1, 2026 - March 31, 2026

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
<b>Housing Assistance Payments</b>					
Current Month	\$3,893,487	\$3,627,740	\$3,915,843	100.6%	\$1,747
Year To Date	\$11,680,461	\$11,680,461	\$11,851,302	101.5%	\$1,754
<b>Administrative/Other Fees</b>					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$311,201	\$305,906		
Year To Date		\$933,603	\$928,316		
<b>Total Dollars (HAP+Admin Fees)</b>					
Current Month		\$3,938,941	\$4,221,749		
Year To Date		\$12,614,064	\$12,779,618		

<b>Units Leased</b>						
	Budget Authority (BA) Funded Units	HUD Disbursement Funded Units	AHA Actual Units	% of Actual Compared to BA	HUD BA Units (Over) / Under Leased	Average Units Leased
Current Month	2,229	2,077	2,242	100.6%	(13)	
Year To Date	6,659	6,660	6,756	101.5%	(97)	2,252



**Meeting Date:** May 27, 2026  
**Agenda Item:** 4D  
**Subject:** Housing Programs  
**Prepared by:** Dennise Avila, Director of Housing Programs  
**Requested Action:** Information Only



**PUBLIC HOUSING PROGRAM STATUS**

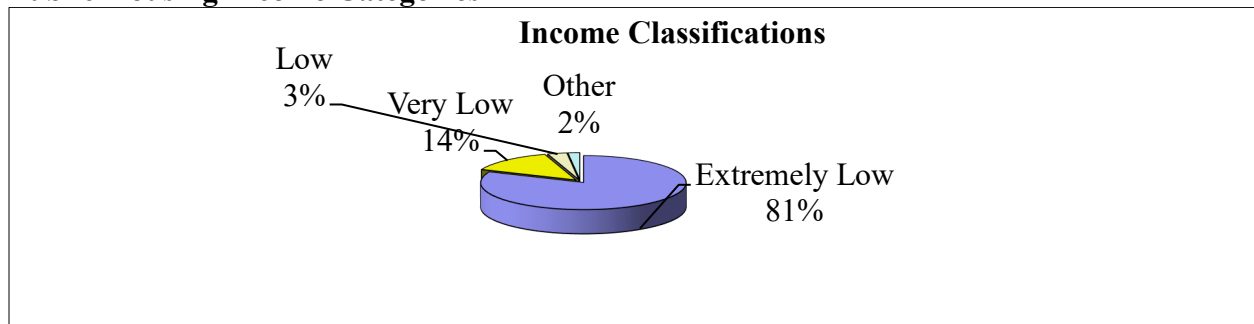
Total Family Members Assisted 719

**WAITING LIST STATUS**

Current Public Housing Elderly Waiting List 823  
 Current Public Housing Family Waiting List 1,390  
 Waiting List Closed 02/15/2023

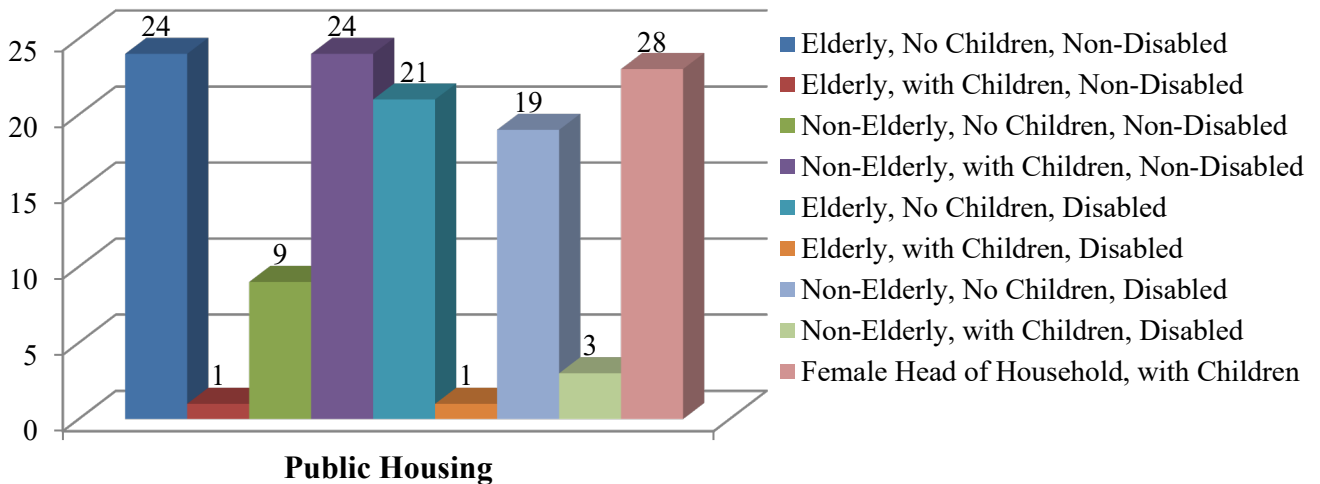
**DEMOGRAPHICS**

**Public Housing Income Categories**



**EXTREMELY LOW, <= 30% of Median Income; VERY LOW, >30% and <= 50% of Median Income; LOW, > 50% and <= 80% of Median Income; OTHER, > 80% of Median Income**

**Public Housing Family Types**



**Occupancy By Program**

	<b>Units</b>	<b>Units</b>	<b># of</b>	<b>Occupancy</b>
		<b>Leased</b>	<b>Vacancies</b>	<b>%</b>
Public Housing	350	344	6	98%
Agency Owned	202	200	2	99%
TCP Managed Property	271	266	5	98%
Mira Vista Village	303	302	1	99%
	1126	1112	14	99%

**RESIDENT SERVICES:**

The AHA property management staff delivers services and resident support through a wide network of agencies. A partial list partner organizations include California Lutheran University, Conejo Valley Senior Concerns, Ventura County Area Agency on Aging, LifeSTEPS, and Help of Ojai.

Please contact me at extension 265 or via email at [davila@ahacv.org](mailto:davila@ahacv.org) in order to discuss your individual questions.

**Meeting Date:** May 27, 2026  
**Agenda Item:** 4E  
**Subject:** Housing Assets Report  
**Prepared by:** Juan Jimenez, Jr., Director of Housing Assets  
**Requested Action:** Information Only



The following chart provides a comprehensive update on projects currently underway at Area Housing Authority properties, as of May 20, 2026.

<b>Housing Assets Project Update (05/20/2026)</b>					
<b>Project Name</b>	<b>Property</b>	<b>Project Location</b>	<b>Project Budget</b>	<b>Project Phase</b>	<b>Completion %</b>
<b>Waterline Project</b>	Roth Apartments	Meiners Oaks	\$190K	Project has been completed and all buildings are now connected to the new water line system.	100%
<b>Roof Project</b>	Whispering Oaks	Ojai	\$2.97M	Project has been completed and all roofs and roofing systems have been replaced.	100%
<b>Roof/Deck Project Phase 1 Planning</b>	Florence Janss	Thousand Oaks	\$955K	Environmental Review has been completed and is pending approval by the City of Thousand Oaks, upon completion of the additional 5-Step Decision Making Report.	<i>In Process</i>
<b>Window Replacement Project</b>	Oak Creek Villas	Thousand Oaks	\$50K	Project is scheduled to commence on 5/26/26 and includes the replacement of 66 casement operator windows.	<i>In Process</i>
<b>Deck Repair Project</b>	Pepper Tree Court	Simi Valley	\$451K	Contract has been executed and the project is pending scheduling of the pre-construction meeting.	<i>In Process</i>
<b>Patio Door Project (Ph. 3) Procurement</b>	Fiore Gardens	Thousand Oaks	\$77.5K	Project has been completed, including the replacement of 10 sliding glass doors.	100%
<b>Parking Lot Slurry Project</b>	Leggett Court	Thousand Oaks	\$9.5K	Project has been completed. All asphalt areas have been resealed and restriped.	100%

Please contact me at extension 505 or via email at [jjimenez@ahacv.org](mailto:jjimenez@ahacv.org) in order to discuss you individual questions.

**Meeting Date:** May 27, 2026

**Agenda Item:** 6

**Subject:** Closed Session

**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP



---

**Public Employee Appointment**

**Closed Session**

*Government Code § 54957(b)(1)*

*Public Employee Appointment*

*Title: Executive Director*

**Meeting Date:** May 27, 2026  
**Agenda Item:** 7  
**Subject:** **Resolution No. 1180 – A Resolution of the Area Housing Authority of the County of Ventura Reauthorizing the Use of the Investment Policy**



**Prepared by:** Sue Rodrigo, Director of Finance

**Requested Action:** Motion to Approve, Second, Discuss, Roll Call Vote

---

California State law requires the Authority to adopt an Investment Policy each year. The Authority is bound by State law and has further constraints imposed by the U.S. Department of Housing and Urban Development (HUD). The investment policy governs investment of Authority funds to ensure compliance with the applicable requirements. There are no proposed changes to the policy. The Board adopted the current Investment Policy on May 28, 2025.

The Investment Policy for 2026-2027 has been sent as a separate email attachment.

Staff requests Board approval of Resolution No. 1180

Please contact me at extension 630 or via email at [srodrigo@ahacv.org](mailto:srodrigo@ahacv.org) in order to discuss you individual questions.



## RESOLUTION NO. 1180

### **A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING THE USE OF THE INVESTMENT POLICY**

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the “AHA”), held on May 27, 2026, the following resolution was adopted

**WHEREAS**, State of California law requires that the Board of Commissioners reauthorize the Area Housing Authority of the County of Ventura's Investment Policy annually; and

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code [CGC] section 53600.6); and

**WHEREAS**, the legislative body of a local agency may invest surplus monies not required for immediate necessities of the local agency in accordance with the provisions of HUD and the CGC 53601; and

**WHEREAS**, the Executive Director of the AHA is required to annually review and submit the investment policy, and such policy, and any changes thereto, shall be considered by the Board of Commissioners of the Area Housing Authority of the County of Ventura at a public meeting (CGC 53646(a)); and

**WHEREAS**, there have been no changes to the previously approved Investment Policy;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Area Housing Authority of the County of Ventura that it does hereby approve and adopt the Investment Policy for the period from July 2026 through June 2027.

*[Remainder of Page Intentionally Blank]*

DATED: May 27, 2026

\_\_\_\_\_  
MARK LUNN, CHAIR  
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on May 27, 2026 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN

ABSENT:

\_\_\_\_\_  
MICHAEL NIGH, EXECUTIVE DIRECTOR  
Area Housing Authority of the County of Ventura

**Meeting Date:** May 27, 2026  
**Agenda Item:** 8  
**Subject:** Request Appointment to Colina Vista Board of Directors  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Motion to Approve, Second, Discuss, Roll Call Vote

---



Colina Vista Family Apartments is a tax credit property providing a mixture of three and four bedroom units. The complex is located at 424 Main Street, Piru, California and serves the needs of the very low and low income households.

The Area Housing Authority (AHA) formed Colina Vista, Inc. (CVI) as the managing general partner of the owning partnership of Colina Vista Family Apartments. The AHA was instrumental in the development of the property and continues to provide general guidance and management to CVI.

CVI Bylaws state the authorized number on CVI's Board of Directors shall be at least five (5) and not more than eleven (11) persons.

CVI Board of Directors' term of office is three (3) years or until a successor is appointed. This is a volunteer position. The Directors serve without compensation though they may be reimbursed for their expenditure of monies on behalf of the Corporation.

Past practice has been for the AHA Board to appoint three (3) members of the AHA Board and two (2) members of AHA staff to serve on the CVI Board. The current Board of Directors has four (4) members:

- Commissioner Susan L. Johnson
- Commissioner Marci Ramos-Cruz
- Commissioner Chelsea Russell
- Executive Deputy Director Carrie Sabatini

Former staff member Linda Fisher-Helton served on the CVI Board until her retirement from the organization in January 2026, leaving a vacancy on the CVI Board.

Because the next CVI Board meeting may occur after the expiration of the current Board of Directors' terms, staff recommends the reappointment of Commissioners Johnson, Ramos-Cruz, and Russell to the CVI Board.

Additionally, staff recommends the appointment of Ricardo Torres, Director of Government and Community Affairs, to fill the current vacancy on the CVI Board, as well as the appointment of Dennise Avila, Director of Housing Operations, to succeed Carrie Sabatini, who will resign from the CVI Board upon her transition to Executive Director.

Enclosed: Colina Vista Director Responsibilities & Colina Vista Bylaws

Please contact me at extension 850 or via email at [mnigh@ahacv.org](mailto:mnigh@ahacv.org) in order to discuss you individual questions.

# **OVERVIEW of COLINA VISTA, INC. DIRECTOR RESPONSIBILITIES**

## **A California Nonprofit Public Benefit Corporation**

The Area Housing Authority of the County of Ventura (AHA) formed Colina Vista, Inc. (CVI) as the managing general partner of the owning partnership of Colina Vista Family Apartments. The AHA was instrumental in the development of the property and continues to provide general guidance and management to CVI.

Colina Vista Family Apartments is a tax credit property providing housing for families in a mixture of three and four bedroom units. The complex is located at 424 Main Street, Piru, California and serves the needs of the very low and low income households.

In order to effectively participate as a Director of Colina Vista Inc. (CVI), the ideal candidate must have:

- The ability to clearly communicate thoughts and ideas both verbally and in writing
- Transportation to meetings
- Time to attend Board meetings and Special meetings as needed
- The basic understanding of proper meeting etiquette as set forth in Robert's Rules of Order
- Access to e-mail and the internet is desirable, but not required

This is a volunteer position. The directors shall serve without compensation though they may be reimbursed for their expenditure of monies on behalf of the Corporation

# ***Colina Vista, Inc.***

1400 W. Hillcrest Drive, Newbury Park, CA 91320-2721 • (805) 480-9991 • FAX (805) 480-1021

---

## **BYLAWS OF COLINA VISTA, INC., A California Nonprofit Public Benefit Corporation**

### Article 1

#### NAME

Section 1.1. The name of this corporation is Colina Vista, Inc. (the “Corporation”).

### Article 2

#### OFFICES

Section 2.1. Principal Office. The principal office for the transaction of affairs and activities of the Corporation is located at 1400 W. Hillcrest Drive, Newbury Park, CA 91320-2721. The Board of Directors (the “Board”) may change the principal office from one location to another. Any change shall be noted on these Bylaws, or this section may be amended to state the new location.

Section 2.2. Other Offices. The Board may, at any time, establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

### Article 3

#### MEMBERS

Section 3.1. This Corporation shall have no members. All corporate actions shall be approved by the Board as provided in these Bylaws. All rights which would otherwise rest in the members shall rest in the Directors.

## Article 4

### DIRECTORS

Section 4.1. General Corporate Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised by and under the direction of the Board of Directors (the "Board").

Section 4.2. Specific Powers. Without prejudice to the general powers set forth in Section 4.1 of these Bylaws, but subject to the same limitations, the Board shall have the power to:

- (a) Appoint and remove, at the pleasure of the Board, all the Corporation's officers, agents and employees; prescribe powers and duties for them that are consistent with the law, the Articles of Incorporation, and with these bylaws; and fix their compensation and require from them security for faithful performance of their duties.
- (b) Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country and conduct its activities within or outside California; and designate any place within or outside California for holding any meeting of the Board.
- (c) Adopt or alter and use a corporate seal.
- (d) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, and other evidences of debt and securities.
- (e) To construct, operate, maintain and improve, and to buy, sell, convey, assign, mortgage or lease any real estate and personal property necessary and incident to the provision of housing for low income persons.

Section 4.3. Authorized Number of Directors. The authorized number of directors shall be at least five (5) and not more than eleven (11). The initial number of directors shall be five (5). This number may be increased by a vote of a majority of the current directors.

Section 4.4. Compensation and Reimbursement of Directors. The directors shall serve without compensation though they may be reimbursed for their expenditure of monies on behalf of the Corporation.

Section 4.5. Restriction on Interested Persons as Directors. No more than 49 percent of the persons serving on the Board may be interested persons. An interested person is (a)

any person compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 4.6. Appointment, Term of Office and Qualification of Directors.

- (a) The initial directors shall be appointed by the Incorporator. All subsequent directors shall be appointed by the Board of Commissioners of the Area Housing Authority of the County of Ventura (the "Housing Authority").
- (b) Each director may be, but is not required to be, a director, officer or employee of the Housing Authority.
- (c) The term of office for each director of this Corporation shall be three (3) years or until his or her successor is appointed.
- (d) Appointment of directors shall take place annually at a regular meeting or a special meeting of the Housing Authority.

Section 4.7. Vacancies on the Board of Directors. A vacancy shall be deemed to exist in the event that the actual number of directors is less than the authorized number for any reason.

Section 4.8. Removal of Directors. The Board of Commissioners of the Housing Authority may remove any director it appointed with or without cause. Absence of a director from three or more consecutive Board meetings shall constitute cause for removal.

Section 4.9. Resignations of Directors. Except as provided below, any director may resign by giving written notice to the president or secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Housing Authority shall appoint a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no director may resign if the Corporation would be left without a duly appointed director or directors.

Section 4.10. Filling Vacancies. Vacancies shall be filled by the Board of Commissioners of the Housing Authority.

Section 4.11. No Vacancy on Reduction of Number of Directors. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

Section 4.12. Meetings of the Board. A regular meeting of the Board shall be held at least once a year at such time and place as shall from time to time be fixed by the directors for the purpose of organization, election of officers and the transaction of other business. The directors may, by resolution, increase the frequency of regular meetings.

Section 4.13. Special Meetings. Special meetings of the Board for any purpose may be called at any time by the president or any vice president, or the secretary or any two directors.

Section 4.14. Notice. Notice of regular and special meetings shall be given to the directors not less than four (4) days prior to the meeting if delivered by first class mail or not less than forty-eight (48) hours prior to the meeting if the notice is delivered personally or by telephone. The notice must state the date and time of the meeting, the place of the meeting if it is other than the principal office of the Corporation, and the purpose of the meeting.

Section 4.15. Waiver of Notice. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 4.16. Quorum. A majority of the authorized number of directors shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the directors present at a duly held meeting of which a quorum is present shall be the act of the Board.

Section 4.17. Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given to the directors who were not present at the time of the adjournment.

Section 4.18. Action Without a Meeting. Any action that the Board is required or permitted to take may be taken without a meeting if all members of the Board consent in writing to the action. Such action by written consent shall have the same force and effect as any action approved at a meeting by the unanimous vote of the directors. For the purpose of this section, "all members of the Board" shall not include an "interested director" as defined by Section 5233 of the California Corporations Code. All such consents shall be filed with the minutes of the proceedings of the Board.

Section 4.19. Meetings by Conference Telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all persons participating in the meeting can hear one another. Participation by directors in a meeting in the manner provided in this section constitutes presence in person at the meeting.

Section 4.20. Committees of Directors. The Board may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of three or more directors, to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the directors then in office. Any committee, to the extent provided in the resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee;
- (b) Fix compensation of directors for serving on the Board or any committee;
- (c) Amend or repeal the bylaws or adopt new bylaws;
- (d) Amend or repeal any resolution of the Board which is not by its express terms so amendable or repealable;
- (e) Appoint any other committees of the Board or the members of these committees;
- (f) Spend corporate funds to support a nominee for director after there are more people nominated for director than can be elected;
- (g) Approve any self-dealing transaction except as provided by Section 5233(d)(3) of the California Corporations Code.

Section 4.21. Committee Meetings. Meetings and actions of committees shall be governed by and held and taken in accordance with the provisions of this Article IV concerning meetings of directors, with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board and its members. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee not inconsistent with the provisions of these bylaws concerning meetings of directors.

Section 4.22. Standard of Care – General. A director shall perform the duties of a director, including duties as a member of any committee of the Board on which the director may serve, in good faith, in a manner such director believes to be in the best interest of this Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- (a) One or more officers or employees of the Corporation whom the director believes to be reliable and competent in the matters presented;
- (b) Counsel, independent accountants or other persons as to matters which the director believes to be within such person's professional or expert competence;
- (c) A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director believes to merit confidence; or
- (d) So long as in any such case, the director acts in good faith, after reasonable inquiry when the need thereof is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Except in the case of a self-dealing director, as described in Section 5233 of the California Corporations Code, a person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation, or assets held by it, are dedicated.

Section 4.23. Standard of Care – Investments. Except with respect to assets held for use or used directly in carrying out this Corporation's charitable activities, in investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Corporation's investments, the Board shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the Corporation's capital. The provisions of Section 4.22 of these bylaws shall apply to this Section.

The Board shall also comply with all additional standards, if any, imposed by the Articles of Incorporation, these bylaws, or the express terms of any instrument or agreement pursuant to which the assets were obtained by the Corporation.

Section 4.24. Self-Dealing Transactions. A self-dealing transaction is one to which the Corporation is a party and (i) in which one or more of the directors has a material financial interest or (ii) a transaction between the Corporation and any entity in which one or more of its directors has a material financial interest. The Board shall approve a self-dealing transaction only if:

- (a) the Corporation is entering into the transaction for its own benefit;

- (b) the transaction is fair and reasonable as to the Corporation at the time the Corporation entered into the transaction;
- (c) the Board's approval occurs prior to consummating the transaction or any part thereof;
- (d) the Board's approval is made in good faith;
- (e) the Board's approval is made by a vote of a majority of the directors then in office without counting the vote of the interested director or directors;
- (f) the Board's approval is made with knowledge of (i) the material facts concerning the transaction and (ii) the director's or directors' interest in the transaction; and
- (g) after reasonable investigation, the Board has considered, and in good faith determined, that under the circumstances, the Corporation could not have obtained a more advantageous arrangement with reasonable effort.

Section 4.25. Inspection. Every director shall, at his or her own expense, have the absolute right at any reasonable time during the business hours of the Corporation to inspect and copy all books, records and documents, and to inspect the physical properties of this Corporation.

## Section 5

### OFFICERS

Section 5.1. Officers of the Corporation. The officers of the Corporation shall be a president, a vice-president, and a secretary. The Corporation may also have, at the Board's discretion, one or more vice-presidents, one or more assistant secretaries, and such other officers as may be appointed in accordance with Section 5.3 of these bylaws. Any number of offices may be held by the same person, except that the secretary may not serve concurrently as the president.

Section 5.2. Election of Officers. The officers of the Corporation, except those appointed under Section 5.3 of these bylaws, shall be chosen by a majority of the Board and shall serve at the pleasure of the Board. Officers must be chosen from the directors of the Corporation.

Section 5.3. Other Officers. The Board may appoint or may authorize the president, or other officer, to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the bylaws or determined by the Board.

Section 5.4. Removal of Officers. Any officer may be removed with or without cause by the Board and also, if the officer was appointed by an officer, by the officer who appointed him or her.

Section 5.5. Resignation of Officers. Any officer may resign at any time by giving written notice to the president or secretary of the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall not affect the rights, if any, of the Corporation under any contract to which the officer is a party. Nor shall the resignation of any officer from the office he or she holds affect his or her position as a director of the Corporation.

Section 5.6. Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to that office, provided, however, that vacancies may be filled as they occur.

Section 5.7. Reimbursement of Expenses. The Corporation shall provide reimbursement for monies expended on behalf of the Corporation by its officers.

Section 5.8. President. The president shall preside at meetings of the Board and shall exercise and perform such other powers and duties as may from time to time be assigned to the president of the Board. Subject to the control of the Board, the president shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers.

Section 5.9. Vice Presidents. If the president is absent or disabled, the vice president(s), if any, in order of their rank as fixed by the Board, or, if not ranked, a vice president designated by the Board, shall perform all duties of the president. When so acting, a vice president shall have all powers of, and be subject to all restrictions on, the president. The vice president(s) shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

Section 5.10. Secretary. The secretary shall have the following duties:

- (a) The secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that meeting was held, whether the meeting was annual, regular, or special, and if special, how authorized and the notice given.
- (b) The secretary shall keep, or cause to be kept at the principal office, a copy of the Articles of Incorporation and bylaws of the Corporation, as amended to date.

- (c) The secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these bylaws to be given. The secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

## Article 6

### MISCELLANEOUS

Section 6.1. Fiscal Year. The fiscal year of this Corporation shall end each year on December 31.

Section 6.2. Corporate Seal. This Corporation may have a seal which shall be specified by resolution of the Board. The seal may be affixed to any corporate instruments, as directed by the Board, or any of its officers, but failure to affix it shall not affect the validity of the instrument.

Section 6.3. Contracts. All contracts entered into on behalf of the Corporation must be authorized by the Board, or, where the contract is for less than \$5000, by the president.

Section 6.4. Execution of Checks. Except as otherwise provided by law, every check, draft, promissory note, money order, or other evidence of indebtedness of the Corporation shall be signed by such individuals as are authorized by the Board.

Section 6.5. Indemnification. The Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such position, to the fullest extent permitted by law, against all expenses, judgments, fines and other amounts actually and reasonably incurred by them in connection with any threatened, pending or completed action or proceeding, whether it is civil, criminal, administrative or investigative.

In all cases where indemnification is sought, the Corporation shall be subject to the restrictions and requirements contained in Section 5238 of the California Corporations Code.

Section 6.6. Insurance. The Board may adopt a resolution authorizing the purchase of insurance on behalf of any director, officer, employee or agent of this Corporation against any liability asserted against or incurred by the director, officer, employee or agent in such capacity or arising out of the director's, officer's, employee's or agent's status as such, whether or not this Corporation would have the power to indemnify the director, officer, employee, or agent against that liability under law, to the extent such insurance is commercially available and it is economically feasible for the Corporation to purchase such insurance.

Section 6.7. Annual Report to Directors. The Board shall cause an annual report to be sent to the directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the Corporation, both unrestricted and restricted for particular purposes, for the fiscal year;
- (d) The expenses or disbursements of this Corporation, for both general and restricted purposes, during the fiscal year.

Section 6.8. Annual Statement of Certain Transactions. As part of the annual report to the directors pursuant to Section 6.7, the Corporation shall annually furnish a written statement to all directors that lists covered transactions which (i) the Corporation, (ii) its parent or (iii) subsidiary was a party, and in which any director or officer of the Corporation, its parent or subsidiary had a direct or indirect material financial interest. A mere common directorship is not a material financial interest. For the purpose of this Section 6.8, covered transactions required to be reported are (i) any transaction during the previous fiscal year involving more than fifty thousand dollars (\$50,000), or (ii) which was one of a number of covered transactions in which the same interested person had a direct or indirect material financial interest, and which in the aggregate involved more than \$50,000. The statement prepared pursuant to this Section 6.8 shall contain the following information:

- (a) a brief description of the transaction;
- (b) the names of the interested person or persons;
- (c) a brief description of the person's relationship to the Corporation;
- (d) a brief description of the nature of the person's interest in the transaction, and, where practicable, the amount of such interest (provided, that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated).

The statement prepared pursuant to this Section 6.8 shall also briefly describe the amount and circumstances of any indemnifications or advances aggregating more than ten thousand dollars (\$10,000) paid during the fiscal year to any officer or director of the Corporation pursuant to Section 6.5.

Section 6.9. Amendment of Bylaws. The bylaws may be amended or repealed and new bylaws adopted by the vote of a majority of the members of the Board of Directors. Such amended or newly adopted bylaws shall take effect immediately.

## CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

- (1) That I am the duly elected and acting Secretary of Colina Vista, Inc., a California nonprofit public benefit corporation; and
- (2) That the foregoing bylaws, comprising eleven (11) pages, constitute the bylaws of such corporation as duly amended and restated by action of the Board of Directors of the corporation duly taken on December 23, 1992.

IN WITNESS THEREOF, I have hereunto subscribed my name, this 23<sup>rd</sup> day of December, 1992.

*[Carolyn Briggs]*

Secretary

## COLINA VISTA, INC.

### Certification Regarding Adoption of Revised Bylaws and Appointment of New Directors

I, Edward Adams, as the President of Colina Vista, Inc. (the "Corporation") pursuant to the Articles of Incorporation filed in the Office of the Secretary of State on October 19, 1992, hereby adopt the revised Bylaws for the Corporation in the form attached to this certification.

Section 4.6(c) of the Bylaws is revised to state that the term of appointment will be three (3) years, with no person serving more than three successive, complete terms.

The following persons are hereby elected as directors of the Corporation.

1. Edward L. Adams, President
2. Richard Parke, Vice President
3. Herbert Morrison, Secretary/Treasurer
4. Joseph Smolarski
5. Vina June Milburn

Executed on this 13<sup>th</sup> day of July, 2000.

By: *[Edward Adams]*  
Edward L. Adams, President

## COLINA VISTA, INC.

### Certification Regarding Adoption of Revised Bylaws and Appointment of New Directors

I, Douglas A. Tapking, as the President of Colina Vista, Inc. (the "Corporation") pursuant to the Articles of Incorporation filed in the Office of the Secretary of State on October 19, 1992, hereby adopt the revised Bylaws for the Corporation in the form attached to this certification.

Section 2.1, page 1, states that the principal office for the transaction of affairs and activities of the Corporation shall be located at 1400 W. Hillcrest Drive, Newbury Park, CA 91320-2721.

Section 5.1, page 7, is revised to state the officers of the Corporation shall be a President, a Vice-President, and a Secretary. All mention to having the office of Chief Financial Officer has been deleted.

Section 5.11 (a) and (b), page 9, referring to the office of the Chief Financial Officer, has been deleted.

The following persons are hereby elected as Directors of the Corporation.

1. Douglas A. Tapking, President
2. Roger De Bruno, Vice-President
3. Gail Johnson, Secretary
4. Vina June Milburn
5. Elaine Ziegler

Executed on this 8<sup>th</sup> day of February, 2006.

By: [Douglas A. Tapking]  
Douglas A. Tapking, President

## CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

- (3) That I am the duly elected and acting Secretary of Colina Vista, Inc., a California nonprofit public benefit corporation; and
- (4) That the foregoing bylaws, comprising eleven (11) pages, constitute the bylaws of such corporation as duly amended and restated by action of the Board of Directors of the corporation duly taken on December 18, 2007.

IN WITNESS THEREOF, I have hereunto subscribed my name, this 18<sup>th</sup> day of December, 2007.

*[Gail Johnson]*  
Secretary

## CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

- (5) That I am the duly elected and acting Secretary of Colina Vista, Inc., a California nonprofit public benefit corporation; and
- (6) That the foregoing bylaws, comprising eleven (11) pages, constitute the bylaws of such corporation as duly amended and restated by action of the Board of Directors of the corporation duly taken on December 18, 2007.

IN WITNESS THEREOF, I have hereunto subscribed my name, this 13<sup>th</sup> day of October, 2011.

*[Gail Johnson]*  
Secretary

**Meeting Date:** May 27, 2026  
**Agenda Item:** 9  
**Subject:** **Resolution No. 1181 – A resolution of the Area Housing Authority of the County of Ventura Ratifying and Approving the Use of Section 8 Housing Choice Voucher Program Administrative Fee Reserves (Rancho Sierra Senior Apartments)**  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Review, Motion, Second, Discuss, Roll Call Vote

---



The Board of Commissioners of the Area Housing Authority of the County of Ventura (AHA) previously authorized participation in the development and ownership of Rancho Sierra Senior Apartments, a 50-unit low income senior project located at 1732 S Lewis Rd, Camarillo, CA 93012 by Resolution 1092 on October 28, 2020.

The AHA is a co-general partner of Rancho Sierra I LP, owner, developer and operator of Rancho Sierra Senior Apartments. General partners are required guaranty that any development costs not covered by the construction financing shall be the responsibility of the general partners. During the course of construction of Rancho Sierra Senior Apartments, several factors caused timeline delays and cost increases. As a result, the general partners are required to cover the additional costs that cannot be covered by the construction sources.

As a source of that development funding, the AHA committed to provide a 55 year, residual receipts loan to the project in the amount of \$1,500,000. The funding source identified for this loan is from the Section 8 Housing Choice Voucher administrative fee reserves. The Loan shall be repaid with interest by the partnership from residual receipts for a term no more than 55 years, per loan agreement. These reserves are restricted to use for Section 8 Housing Choice Voucher program activities only. The U.S. Department of Housing and Urban Development (HUD) permits use of these funds for development of projects with project-based Section 8 Housing Choice Vouchers (PBVs) under HUD PIH Notice 2015-17.

The project was awarded 49 PBVs from the AHA's Section 8 Housing Choice Voucher Program at the Board of Commissioner's meeting on July 27, 2022.

The AHA formally requested and received approval from HUD the use of \$1,500,000 of its Section 8 Housing Choice Voucher Program administrative reserves.

Upon repayment of this loan by the partnership to the AHA the funds will no longer be restricted as Section 8 funds. The AHA will have control over any future use of them.

The AHA's Section 8 Housing Choice Voucher current administrative fee reserve balance as of April 30, 2026 was \$4,354,211.

Staff requests Board approval of Resolution No. 1181.

Please contact me at extension 850 or via email at [mnigh@ahacv.org](mailto:mnigh@ahacv.org) in order to discuss you individual questions.



## RESOLUTION NO. 1181

### **A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA RATIFYING AND APPROVING THE USE OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE FEE RESERVES (RANCHO SIERRA SENIOR APARTMENTS)**

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the “AHA”), held on May 27, 2026, the following resolution was adopted:

**WHEREAS**, the Board of Commissioners of the Area Housing Authority of the County of Ventura (the “AHA”) authorized participation in Rancho Sierra Senior Apartments, an affordable housing project consisting of 50 units of multifamily senior housing located at 1732 Lewis Road, Camarillo, California (the “Project”); and

**WHEREAS**, the AHA and Many Mansions entered into a joint development agreement as equal partners and formed Rancho Sierra I LLC (the “General Partner”) of Rancho Sierra I LP, a California limited partnership (the “Partnership”) formed for the purpose of owning, developing and operating the project; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (“HUD”) has established the use of Section 8 Housing Choice Voucher administrative fee reserves (HUD Notice 2015-17) for development of projects with project based voucher assistance as an authorized use; and

**WHEREAS**, the partnership was awarded 49 PBVs from the AHA’s Section 8 Housing Choice Voucher Program on October 11, 2022; and

**WHEREAS**, the AHA, as authorized by Resolution 1134 on November 16, 2022, acting as a co-General Partner, was required to entered into a guaranty for the construction and operation of Rancho Sierra I LP; and

**WHEREAS**, Rancho Sierra I LP required additional funds to complete construction financing; and

**WHEREAS**, the AHA, as co-General Partner, is required to provide funds to the partnership to complete construction financing in accordance with its guaranty; and

**WHEREAS**, the AHA as co-General Partner committed to provide funds through a loan of \$1,500,000 of Section 8 Housing Choice Voucher administrative fee reserves to the partnership for the development of the project; and

**WHEREAS**, the loan shall be repaid with interest by the partnership from residual receipts for a term of no more than 55 years per loan agreement, upon which the AHA shall deposit repayments into the AHA general account without restriction on re-use; and

**NOW, THEREFORE, BE IT RESOLVED** that the AHA Board of Commissioners ratifies and approves a loan in an amount not to exceed \$1,500,000 of Section 8 Housing Choice Voucher Administrative Fee Reserves to the Partnership as additional financing of the construction of Rancho Sierra Senior Apartments.

**BE IT FURTHER RESOLVED** that the AHA Board of Commissioners authorizes and directs the Executive Director, or the Chair or Vice Chair of the Board of Commissioners, acting on behalf of the AHA, on its own behalf and/or as co-General Partner of the Partnership, to take any and all other necessary or appropriate actions including but not limited to sign any and all documents or agreements to execute the loan.

*[Remainder of Page Intentionally Blank]*

DATED: May 27, 2026

\_\_\_\_\_  
MARK LUNN, CHAIR  
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on May 27, 2026 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN

ABSENT:

\_\_\_\_\_  
MICHAEL NIGH, EXECUTIVE DIRECTOR  
Area Housing Authority of the County of Ventura

**Meeting Date:** May 27, 2026  
**Agenda Item:** 10  
**Subject:** Resolution No. 1182 – A resolution of the Area Housing Authority of the County of Ventura Ratifying and Approving the Use of General Fund Reserves (Rancho Sierra Senior Apartments)  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Review, Motion, Second, Discuss, Roll Call Vote

---



The Board of Commissioners of the Area Housing Authority of the County of Ventura (AHA) previously authorized participation in the development and ownership of Rancho Sierra Senior Apartments, a 50-unit low income senior project located at 1732 S Lewis Rd, Camarillo, CA 93012 by Resolution 1092 on October 28, 2020.

The AHA is a co-general partner of Rancho Sierra I LP, owner, developer and operator of Rancho Sierra Senior Apartments. General partners are required guaranty that any development costs not covered by the construction financing shall be the responsibility of the general partners. During the course of construction of Rancho Sierra Senior Apartments, several factors caused timeline delays and cost increases. As a result, the general partners are required to cover the additional costs that cannot be covered by the construction sources.

As a source of that development funding, the AHA committed to provide a 55 year, residual receipts loan to the project in an amount not to exceed \$650,000. The funding source identified for this loan is from the AHA General Fund Reserves. The Loan shall be repaid with interest by the partnership from residual receipts for a term no more than 55 years, per loan agreement.

Upon repayment of this loan by the partnership to the AHA the funds will deposit repayments into the AHA general account without restriction on re-use.

The balance of the general funds reserves as of April 30, 2026 was \$4,754,639

Staff requests Board approval of Resolution No. 1182

Please contact me at extension 850 or via email at [mnigh@ahacv.org](mailto:mnigh@ahacv.org) in order to discuss you individual questions.



## RESOLUTION NO. 1182

### **A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA RATIFYING AND APPROVING THE USE OF GENERAL FUND RESERVES (RANCHO SIERRA SENIOR APARTMENTS)**

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the “AHA”), held on May 27, 2026, the following resolution was adopted:

**WHEREAS**, the Board of Commissioners of the Area Housing Authority of the County of Ventura (the “AHA”) authorized participation in Rancho Sierra Senior Apartments, an affordable housing project consisting of 50 units of multifamily senior housing located at 1732 Lewis Road, Camarillo, California (the “Project”); and

**WHEREAS**, the AHA and Many Mansions entered into a joint development agreement as equal partners and formed Rancho Sierra I LLC (the “General Partner”) of Rancho Sierra I LP, a California limited partnership (the “Partnership”) formed for the purpose of owning, developing and operating the project; and

**WHEREAS**, the partnership was awarded 49 PBVs from the AHA’s Section 8 Housing Choice Voucher Program on October 11, 2022; and

**WHEREAS**, the AHA, as authorized by Resolution 1134 on November 16, 2022, acting as a co-General Partner, was required to entered into a guaranty for the construction and operation of Rancho Sierra I LP; and

**WHEREAS**, Rancho Sierra I LP required additional funds to complete construction financing; and

**WHEREAS**, the AHA as co-General Partner committed to provide funds through a loan of \$650,000 of Area Housing Authority General Fund Reserves to the partnership for the development of the project; and

**WHEREAS**, the loan shall be repaid with interest by the partnership from residual receipts for a term of no more than 55 years per loan agreement, upon which the AHA shall deposit repayments into the AHA general account without restriction on re-use; and

**NOW, THEREFORE, BE IT RESOLVED** that the AHA Board of Commissioners ratifies and approves the use of an amount not to exceed \$650,000 of Area Housing Authority General Fund Reserves to loan to the Partnership as additional financing of the construction of Rancho Sierra Senior Apartments.

**BE IT FURTHER RESOLVED** that the AHA Board of Commissioners authorizes and directs the Executive Director, or the Chair or Vice Chair of the Board of Commissioners, acting on behalf of the AHA, on its own behalf and/or as co-General Partner of the Partnership, to take any and all other necessary or appropriate actions including but not limited to sign any and all documents or agreements to execute the loan.

*[Remainder of Page Intentionally Blank]*

DATED: May 27, 2026

\_\_\_\_\_  
MARK LUNN, CHAIR  
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on May 27, 2026 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN

ABSENT:

\_\_\_\_\_  
MICHAEL NIGH, EXECUTIVE DIRECTOR  
Area Housing Authority of the County of Ventura

**Meeting Date:** May 27, 2026  
**Agenda Item:** 11A & 11B  
**Subject:** Closed Session  
**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP

---



**CLOSED SESSION**

**Existing Litigation**

- A. Conference With Legal Counsel – Existing Litigation  
(Cal. Government Code § 54956.9(d)(1))  
Brenda Schuh, et al. v. Area Housing Authority  
of the County of Ventura  
(Superior Court County of Ventura Case No.  
B. 2023CUPP015065)***

**Existing Litigation**

- B. Conference With Legal Counsel – Existing Litigation  
(Cal. Government Code § 54956.9(d)(1))  
Name of Case: Area Housing Authority of the County of  
Ventura v. SHS Guaranteed II, L.P.  
(JAMS Reference # 5220009915)***

**Meeting Date:** May 27, 2026  
**Agenda Item:** 11C  
**Subject:** Closed Session  
**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

---



**Conference with Real Property Negotiators**

**Closed Session**

*Cal. Government Code § 54956.8  
Property: 610-623 River St, Fillmore, Ca  
Agency negotiator: Michael Nigh, Area Housing  
Authority of the County of Ventura  
Negotiating parties: TBD  
Under negotiation: Purchase of the properties, including  
purchase price and terms of payment.*

**Meeting Date:** May 27, 2026

**Agenda Item:** 11D

**Subject:** Closed Session

**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP



---

**Public Employee Appointment**

**Closed Session**

*Government Code § 54957(b)(1)*

*Public Employee Appointment*

*Title: Executive Director*

**Meeting Date:** May 27, 2026  
**Agenda Item:** 11E  
**Subject:** Closed Session  
**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP

---



**Public Employee Performance Evaluation**

**Closed Session**

*Government Code § 54957(b)(1)  
Public Employee Performance Evaluation  
Title: Executive Director*

**Meeting Date:** May 27, 2026

**Agenda Item:** 12

**Subject:** **APPROVE RESOLUTION NO. 1183 - A  
RESOLUTION OF THE AREA HOUSING  
AUTHORITY OF THE COUNTY OF VENTURA  
(AHA) APPROVING AN EMPLOYMENT  
AGREEMENT WITH CARRIE SABATINI AS THE  
AREA HOUSING AUTHORITY'S EXECUTIVE  
DIRECTOR AND SECRETARY**



**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP

**Requested Action:** Review, Motion, Second, Discuss, Roll Call Vote

---

Adopt Resolution 1183 approving an Employment Agreement between the Area Housing Authority of the County of Ventura (AHA) and Carrie Sabatini to serve as the Executive Director and Secretary of the Authority.

At a special meeting of the board held on May 13, 2026 the Board of Commissioners selected Carrie Sabatini to serve as the next Executive Director of the AHA following the planned retirement of Executive Director Michael Nigh. Carrie currently serves as the AHA's Deputy Executive Director.

Pursuant to the Board's direction, staff and legal counsel will prepare and finalize an Employment Agreement outlining the terms and conditions of Carrie Sabatini's employment as Executive Director and Secretary of the Authority. Through adoption of the proposed resolution, the Board will authorize the execution of an agreement in substantially the form and upon the terms approved by the Board, including duties, compensation, benefits, and other conditions of employment associated with the position.



**RESOLUTION NO. 1183**

**A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA APPROVING AN EMPLOYMENT AGREEMENT WITH CARRIE SABATINI AS THE AREA HOUSING AUTHORITY'S EXECUTIVE DIRECTOR AND SECRETARY**

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the "AHA"), held on May 27, 2026, the following resolution was adopted:

**WHEREAS**, the Area Housing Authority of the County of Ventura (the "Authority") desires to enter into an employment agreement with Carrie Sabatini pursuant to which Carrie Sabatini will serve as Executive Director and Secretary of the Authority; and

**WHEREAS**, the Authority desires that the terms of Carrie Sabatini's employment as Executive Director and Secretary be in substantially the same form as those provided in an Agreement for Professional Services as agreed by the Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Area Housing Authority of the County of Ventura that the Employment Agreement between the Area Housing Authority and Carrie Sabatini for the position of Executive Director is hereby approved in substantially the form presented to the Board; and

**BE IT FURTHER RESOLVED** that the Chairperson of the Board, or designee, is hereby authorized to execute the Employment Agreement and any related documents necessary to carry out the intent of this Resolution;

**BE IT FURTHER RESOLVED** that the AHA Board of Commissioners authorizes the Executive Director, or the Chair or Vice Chair of the Board of Commissioners, is authorized to take any additional actions necessary to implement the terms of the Agreement.

*[Remainder of Page Intentionally Blank]*

DATED: May 27, 2026

\_\_\_\_\_  
MARK LUNN, CHAIR  
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on May 27, 2026 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN

ABSENT:

\_\_\_\_\_  
MICHAEL NIGH, EXECUTIVE DIRECTOR  
Area Housing Authority of the County of Ventura