



City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA
DECEMBER 7, 2022
10:30 a.m.

Chair Ken Calvo
Vice Chair Tim Seal
Board Member James Bickel
Board Member, Phil Cook
Board Member Timothy O’Gorman

Location: City Council Chamber, 15651 Mayor Dave Way, City of Industry, California

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- **Pursuant to AB 361 (Government Code Section 54953(e)), this meeting will be held in person and telephonically. Members of the public can attend the hybrid meeting and offer public comments either in person or telephonically, by calling the following conference call number: 657-204-3264, then entering the following Conference ID: 273 633 324# Pursuant to the Governor’s Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Industry Property and Housing Management Authority meeting (including assisted listening devices), please contact the City Clerk’s Office at (626) 333-2211 by 12:00 p.m. on Tuesday, December 6, 2022, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.**

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- **Agenda Items:** Members of the public may address the Industry Property and Housing Management Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda.
 - **Public Comments (Non-Agenda Items Only):** Anyone wishing to address the IPHMA on an item not on the Agenda may do so during the “Public Comments” period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda.

Agendas and other writings:

In compliance with Government Code Section 54957.5(b), staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 Mayor Dave Way, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday, 8:00 a.m. to 5:00 p.m., Fridays 8:00 a.m. to 4:00 pm. City Hall doors are closed between 12:00 p.m. to 1:00 p.m. each day. Any person with a question concerning any agenda item may call the City Clerk’s Office at (626) 333-2211.

1. Call to Order

2. Flag Salute

3. Roll Call

4. Public Comments

5. **CONSENT CALENDAR**

5.1 Consideration of the Register of Demands for December 7, 2022

RECOMMENDED ACTION: *Approve the Register of Demands.*

5.2 Consideration of Resolution No. IPHMA 2022-15 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2022-15.*

6. **BOARD MATTERS**

6.1 Consideration of Amendment Requests to Residential Rental Agreements for the following properties:

- a) 16000 Temple Avenue Unit A
- b) 16000 Temple Avenue Unit B
- c) 16000 Temple Avenue Unit D
- d) 16212 Temple Avenue
- e) 16217 Temple Avenue
- f) 16224 Temple Avenue
- g) 16227 Temple Avenue
- h) 16238 Temple Avenue
- i) 16242 Temple Avenue
- j) 15702 Nelson Avenue
- k) 15736 Nelson Avenue
- l) 14063 Proctor Avenue

RECOMMENDED ACTION: *Review and provide direction.*

7. **EXECUTIVE DIRECTOR REPORTS**
8. **AB 1234 REPORTS**
9. **BOARD MEMBER COMMUNICATIONS**
10. Adjournment. Next regular meeting: Wednesday, January 11, 2023, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting December 7, 2022

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	4,632.50
160	INDUSTRY PROPERTY & HOUSING	63,123.36
TOTAL ALL FUNDS		67,755.86

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	67,755.86
TOTAL ALL BANKS		67,755.86

APPROVED PER CITY MANAGER

Industry Property Housing and Management Authority
Voided Checks
December 7, 2022

Check	Date	Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking			
200328	11/16/2022	11/21/2022	LA PUENTE VALLEY COUNTY WATER (\$1,967.28)
	Invoice	Description	Amount
		VOIDED - SIGNED IN ERROR	
	2023-00000779	11/01/2022	08/17-10/17/22 SVC - 15652 NELSON (\$353.64)
	2023-00000780	11/01/2022	08/17-10/17/22 SVC - 15702 NELSON (\$250.60)
	2023-00000781	11/01/2022	08/17-10/17/22 SVC - 15714 NELSON (\$327.88)
	2023-00000782	11/01/2022	08/17-10/17/22 SVC - 15722 NELSON (\$364.68)
	2023-00000783	11/01/2022	08/17-10/17/22 SVC - 15730 NELSON (\$412.52)
	2023-00000784	11/01/2022	08/17-10/17/22 SVC - 15736 NELSON (\$257.96)

Checks	Status	Count	Transaction Amount
	Total	1	(\$1,967.28)

**Industry Property Housing and Management Authority
Board Meeting
December 7, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200327	11/09/2022		ROWLAND WATER DISTRICT	\$401.30
	Invoice	Date	Description	Amount
	2023-00000717	10/26/2022	09/07-10/09/22 SVC - 17217 & 17229 CHESTNUT - IRR	\$253.70
	2023-00000718	10/26/2022	09/07-10/09/22 SVC - 17217 CHESTNUT ST	\$92.85
	2023-00000719	10/26/2022	09/07-10/09/22 SVC - 17229 CHESTNUT ST	\$54.75
200328	11/16/2022	11/21/2022	LA PUENTE VALLEY COUNTY WATER	\$1,967.28
	Invoice	Date	Description	Amount
	2023-00000779	11/01/2022	08/17-10/17/22 SVC - 15652 NELSON	\$353.64
	2023-00000780	11/01/2022	08/17-10/17/22 SVC - 15702 NELSON	\$250.60
	2023-00000781	11/01/2022	08/17-10/17/22 SVC - 15714 NELSON	\$327.88
	2023-00000782	11/01/2022	08/17-10/17/22 SVC - 15722 NELSON	\$364.68
	2023-00000783	11/01/2022	08/17-10/17/22 SVC - 15730 NELSON	\$412.52
	2023-00000784	11/01/2022	08/17-10/17/22 SVC - 15736 NELSON	\$257.96
200329	11/22/2022		INDUSTRY PUBLIC UTILITIES	\$2,072.97
	Invoice	Date	Description	Amount
	2023-00000839	11/01/2022	08/17-10/17/22 SVC - HANDORF LOOP RD-IRRIG BOOSTER STN	\$77.22
	2023-00000840	11/01/2022	08/17-10/17/22 SVC - HANDORF LOOP RD-IRRIGATION	\$48.17
	2023-00000841	11/01/2022	08/17-10/17/22 SVC - 14063 PROCTOR	\$295.28
	2023-00000842	11/01/2022	08/17-10/17/22 SVC - 16200 TEMPLE CONDOS A & B	\$294.70
	2023-00000843	11/01/2022	08/17-10/17/22 SVC - 16200 TEMPLE CONDOS C & D	\$242.51
	2023-00000844	11/01/2022	08/17-10/17/22 SVC - 16212 TEMPLE	\$212.44
	2023-00000845	11/01/2022	08/17-10/17/22 SVC - 16217 TEMPLE	\$95.23
	2023-00000846	11/01/2022	08/17-10/17/22 SVC - 16218 TEMPLE	\$80.23
	2023-00000847	11/01/2022	08/17-10/17/22 SVC - 16220 TEMPLE	\$95.23

**Industry Property Housing and Management Authority
Board Meeting
December 7, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2023-00000848	11/01/2022	08/17-10/17/22 SVC - 16224 TEMPLE	\$132.60
	2023-00000849	11/01/2022	08/17-10/17/22 SVC - 16227 TEMPLE	\$81.83
	2023-00000850	11/01/2022	08/17-10/17/22 SVC - 16229 TEMPLE	\$68.43
	2023-00000851	11/01/2022	08/17-10/17/22 SVC - 16238 TEMPLE	\$67.76
	2023-00000852	11/01/2022	08/17-10/17/22 SVC - 16242 TEMPLE	\$109.56
	2023-00000853	11/01/2022	08/17-10/17/22 SVC - BUNKHOUSE	\$171.78
200330	11/22/2022		INDUSTRY PUBLIC UTILITY COMMISSI	\$26.90
	Invoice	Date	Description	Amount
	2023-00000837	11/10/2022	10/01-11/01/22 SVC - 17229 CHESTNUT ST	\$16.51
	2023-00000838	11/10/2022	10/01-11/01/22 SVC - 16229 E TEMPLE AVE	\$10.39
200331	11/22/2022		LA PUENTE VALLEY COUNTY WATER	\$1,967.28
	Invoice	Date	Description	Amount
	2023-00000779	11/01/2022	08/17-10/17/22 SVC - 15652 NELSON	\$353.64
	2023-00000780	11/01/2022	08/17-10/17/22 SVC - 15702 NELSON	\$250.60
	2023-00000781	11/01/2022	08/17-10/17/22 SVC - 15714 NELSON	\$327.88
	2023-00000782	11/01/2022	08/17-10/17/22 SVC - 15722 NELSON	\$364.68
	2023-00000783	11/01/2022	08/17-10/17/22 SVC - 15730 NELSON	\$412.52
	2023-00000784	11/01/2022	08/17-10/17/22 SVC - 15736 NELSON	\$257.96
200332	11/22/2022		SOCALGAS	\$93.93
	Invoice	Date	Description	Amount
	2023-00000833	11/07/2022	10/28-11/03/22 SVC - 15730 NELSON AVE	\$27.55
	2023-00000834	11/07/2022	10/27-11/03/22 SVC - 15652 NELSON AVE	\$27.71
	2023-00000835	11/07/2022	10/05-11/03/22 SVC - 15722 NELSON AVE	\$7.89

**Industry Property Housing and Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2023-00000836	11/04/2022	10/04-11/02/22 SVC - 16200 TEMPLE AVE APT 202 BUNKHOUSE	\$30.78
200333	11/22/2022		WALNUT VALLEY WATER DISTRICT	\$77.51
	Invoice	Date	Description	Amount
	4497188	11/10/2022	10/01-11/01/22 SVC - 20137 WALNUT DR	\$41.91
	4492766	11/10/2022	10/01-10/31/22 SVC - 22002 VALLEY BLVD	\$35.60
200334	11/22/2022		WELLS FARGO	\$512.18
	Invoice	Date	Description	Amount
	10/3-11/3/22	11/03/2022	IPHMA RENTAL MEETING & TENANT SCREENING	\$512.18
200335	12/07/2022		BENJAMIN A ROMERO II	\$308.63
	Invoice	Date	Description	Amount
	215625031	11/12/2022	URGENT REPAIRS TO SINK & BASE BOARD INSTALL - 16242 TEMPLE AVE	\$308.63
200336	12/07/2022		CNC ENGINEERING	\$33,995.00
	Invoice	Date	Description	Amount
	506674	11/23/2022	COORDINATION FOR MEASUREMENT OF HOME - 15702 NELSON AVE	\$185.00
	506675	11/23/2022	COORDINATION FOR FLOORING REPAIRS - 16242 E TEMPLE AVE	\$462.50
	506676	11/23/2022	COORDINATION FOR MEASUREMENT OF HOME - 15736 NELSON AVE	\$185.00
	506677	11/23/2022	COORDINATION FOR MEASUREMENT OF HOME - 16227 E TEMPLE AVE	\$185.00
	506678	11/23/2022	CRDNTN FOR MISC REPAIRS & MSRMNT OF HOME - 17217 CHESTNUT ST	\$370.00
	506679	11/23/2022	COORDINATION FOR MEASUREMENT OF HOME - 16200 E TEMPLE AVE UNIT A	\$185.00

**Industry Property Housing and Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
506680	11/23/2022		CRDNTN FOR DSHWSHR & WTR HTR RPRS - 16200 TEMPLE AVE BUNKHOUSE	\$316.25
506681	11/23/2022		COORDINATION FOR MISC REPAIRS - 15730 NELSON AVE	\$4,293.75
506682	11/23/2022		CRDNTN FR GAS, WTR HTR, PLMB, IRR RPRS, APP DELIV - 15722 NELSON	\$2,721.25
506683	11/23/2022		COORDINATION FOR MEASURMENT OF HOME - 16217 E TEMPLE AVE	\$185.00
506684	11/23/2022		COORDINATION FOR MEASURMENT OF HOME - 15714 NELSON AVE	\$185.00
506685	11/23/2022		CRDNTN FOR MSRMNT OF HME & PNT CBNTS - 16200 E TEMPLE AVE UNIT C	\$277.50
506686	11/23/2022		CRDNTN FOR FLR, WTR HTR, GRBG DIS RPRS & GAS - 17229 CHESTNUT ST	\$4,610.00
506687	11/23/2022		CRDTN 4 DSHWSHR RPRS & MSRMNT OF HME - 16200 E TEMPLE AVE UNIT D	\$555.00
506688	11/23/2022		CRDNTN FOR FLR, WTR HTR, FAN/LIGHT RPRS - 15652 NELSON AVE	\$2,906.25
506689	11/23/2022		CRDNTN FOR FLR, AC REPRS, GAS LINE - 22036 E VALLEY BLVD	\$1,017.50
506690	11/23/2022		CRDNTN FOR ELEC REPRS & DSHWSHR REPLACEMENT - 16218 E TEMPLE AVE	\$370.00
506691	11/23/2022		CRDNTN FOR PNT, FLR/APP RPLCMNT & GAS LINE - 16229 E TEMPLE AVE	\$4,571.25
506692	11/23/2022		CRDTN 4 BCKFLW, INSPCT, GRG DR, ELE LGHT, & TRMT RPRS - GENERAL	\$5,503.75
506693	11/23/2022		COORDINATION FOR MEASURMENT OF HOME - 16224 E TEMPLE AVE	\$185.00
506694	11/23/2022		COORDINATION WITH CONTRACTOR - 16200 E TEMPLE AVE UNIT B	\$92.50
506695	11/23/2022		MISC HOUSING CAPITAL IMPROVEMENTS - REVIEW PLANS & SPECS	\$4,632.50
200337	12/07/2022		FULLERTON ELECTRIC	\$9,370.00
	Invoice	Date	Description	Amount

**Industry Property Housing and Management Authority
Board Meeting
December 7, 2022**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	30976	08/16/2022	ELECTRICAL REPAIRS - 16220 TEMPLE AVE	\$1,900.00
	30986	08/16/2022	REMOVE GFCI SYSTEM IN KITCHEN - 15736 NELSON AVE	\$275.00
	30972	08/16/2022	ELECTRICAL REPAIRS - 15652 NELSON AVE	\$2,225.00
	30979	08/16/2022	ELECTRICAL REPAIRS - 14063 PROCTOR	\$650.00
	30977	08/16/2022	ELECTRICAL REPAIRS - 16000 TEMPLE AVE UNIT C	\$525.00
	30978	08/16/2022	ELECTRICAL REPAIRS - 16000 TEMPLE AVE UNIT D	\$255.00
	30975	08/16/2022	ELECTRICAL REPAIRS - 16227 TEMPLE AVE	\$775.00
	30982	08/16/2022	ELECTRICAL REPAIRS - 16242 TEMPLE AVE	\$275.00
	30983	08/16/2022	ELECTRICAL REPAIRS - 17217 CHESTNUT ST	\$400.00
	30974	08/16/2022	ELECTRICAL REPAIRS - 17229 CHESTNUT ST	\$1,710.00
	30991	08/16/2022	ELECTRICAL REPAIRS - 16000 TEMPLE AVE UNIT A	\$380.00
200338	12/07/2022		IPHMA - PAYROLL ACCOUNT	\$3,500.00
	Invoice	Date	Description	Amount
	DEC-22	11/22/2022	REPLENISH PAYROLL ACCOUNT FOR DECEMBER 2022	\$3,500.00
200339	12/07/2022		IRRI-CARE PLUMBING & BACKFLOW T	\$770.00
	Invoice	Date	Description	Amount
	14208	11/06/2022	BACKFLOW TESTING - MULTIPLE HOUSES	\$770.00
200340	12/07/2022		LOCKS PLUS, INC.	\$418.78
	Invoice	Date	Description	Amount
	34484	11/05/2022	REPLACE KEY DEADBOLT & REPAIR WOOD ON DOOR - 16229 TEMPLE AVE	\$418.78
200341	12/07/2022		MERRITT'S ACE HARDWARE	\$26.38

**Industry Property Housing and Management Authority
Board Meeting
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	Invoice	Date	Description	Amount
	131493	11/10/2022	BATTERIES FOR GARAGE DOOR OPENERS - MULTIPLE HOUSES	\$26.38
200342	12/07/2022		PERFORMING ART FLOORING, INC.	\$14,020.00
	Invoice	Date	Description	Amount
	22074-1	11/02/2022	REPLACE DAMAGED CARPET - 15730 NELSON AVE	\$2,000.00
	22073-1	11/02/2022	REPLACE DAMAGED FLOOR - 17229 CHESTNUT ST	\$7,120.00
	22075-1	11/17/2022	REFINISH DAMAGED HARDWOOD - 15652 NELSON AVE	\$4,900.00
200343	12/07/2022		TEMP AIR SYSTEM INC.	\$195.00
	Invoice	Date	Description	Amount
	15395-1	10/26/2022	REPAIRED WIRING FOR SERVICE CALL SYSTEM - 16238 TEMPLE AVE	\$195.00

Checks	Status	Count	Transaction Amount
	Total	17	\$69,723.14

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

RESOLUTION NO. IPHMA 2022-15

A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECITALS

WHEREAS, the Industry Property and Housing Management Authority (“IPHMA”) is committed to preserving and encouraging public access and participation in its meetings; and

WHEREAS, all meetings of the IPHMA are open and public, as required by the Ralph M. Brown Act (Gov. Code §§54950 – 54963) (“Brown Act”), so that any member of the public may attend, participate, and observe the IPHMA conduct its business; and

WHEREAS, in March 2020 as a response to the ongoing COVID-19 pandemic, Governor Newsom issued Executive Orders N-25-20 and N-29-20. These orders suspended certain elements of the Brown Act and specifically allowed for legislative bodies as defined by the Brown Act to hold their meetings entirely electronically with no physical meeting place. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which provided that the provisions in Executive Order N-29-20 suspending certain elements of the Brown Act would continue to apply through September 30, 2021; and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code §54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code §54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, one of the conditions required is that a state of emergency has been declared by the Governor pursuant to Government Code §8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code §8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, in March 2020, in response to the spread of COVID-19 in the State of California, the Governor Proclaimed a State of Emergency pursuant to Government Code §8625, and issued a number of executive orders aimed at containing the COVID-19 virus, and the County of Los Angeles through various Orders of the Los Angeles County Health Officer, continues to impose or recommend measures to promote social distancing; and

WHEREAS, Los Angeles County officials have recommended measures to promote social distancing, and strongly recommend masks for all regardless of vaccination status in an effort to slow the transmission of COVID-19 throughout the State and Los Angeles County; and

WHEREAS, the IPHMA is concerned about the health and safety of all individuals of the public who attend public meetings; and

WHEREAS, as a consequence of the continued state of emergency, the Board adopted Resolution No. IPHMA 2021-06 on November 4, 2021, Resolution No. IPHMA 2021-07 on December 4, 2021, Resolution No. IPHMA 2022-01 on January 3, 2022, Resolution No. IPHMA 2022-02 on February 2, 2022, Resolution No. IPHMA 2022-04 on March 4, 2022, Resolution No. IPHMA 2022-05 on April 3, 2022, Resolution No. IPHMA 2022-06 on May 3, 2022, Resolution No. IPHMA 2022-08 on June 2, 2022, Resolution No. IPHMA 2022-10 on August 11, 2022, Resolution No. IPHMA 2022-11 on September 10, 2022, and Resolution No. IPHMA 2022-14 on November 9, 2022, finding and determining that the IPHMA would continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e), and that the IPHMA would continue to comply with the requirements to provide the public with access to all public meetings as prescribed in §54953(e)(2); and

WHEREAS, pursuant to the provisions of AB 361, the IPHMA Board hereby finds and determines that the findings set forth in Resolution No. IPHMA 2022-14 remain, and that it is thereby necessary to continue to conduct its meetings without compliance with Government Code §54953(b)(3), as authorized by Government Code §54953(e).

NOW, THEREFORE, THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1: All of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

SECTION 2: The IPHMA hereby considers the existing conditions of the state of emergency, local officials in Los Angeles County have recommended or imposed measures to promote social distancing in connection with COVID-19. Based on these facts, findings, and determinations, the IPHMA authorizes staff to conduct remote teleconference meetings of the IPHMA, under the provisions of Government Code §54953(e).

SECTION 3: The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution and AB 361, including continuing to conduct open and public meetings in accordance with the Brown Act.

SECTION 4: This Resolution shall take effect December 9, 2022, and shall be effective until the earlier of January 8, 2023, or such time as the IPHMA adopts a

subsequent resolution in accordance with Government Code §54953(e)(3) to extend the time during which the IPHMA may continue to meet by teleconference.

PASSED, APPROVED AND ADOPTED by the Industry Property and Housing Management Authority at a regular meeting held on December 7, 2022, by the following vote:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

Julie Gutierrez-Robles, Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*


ITEM NO. 6.1



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

TO: Honorable Chair and Members of the City of Industry Property and Housing Management Authority

FROM: Joshua Nelson, Executive Director 

STAFF: Bing Hyun, Assistant Executive Director

DATE: December 7, 2022

SUBJECT: Consideration of Amendment Requests to Residential Rental Agreements for the following properties:

- a) 16000 Temple Avenue Unit A
- b) 16000 Temple Avenue Unit B
- c) 16000 Temple Avenue Unit D
- d) 16212 Temple Avenue
- e) 16217 Temple Avenue
- f) 16224 Temple Avenue
- g) 16227 Temple Avenue
- h) 16238 Temple Avenue
- i) 16242 Temple Avenue
- j) 15702 Nelson Avenue
- k) 15736 Nelson Avenue
- l) 14063 Proctor Avenue

Background:

Recently, a letter was mailed to all Industry Property and Housing Management Authority (“IPHMA”) tenants with a request that they review their current Residential Rental Agreement (“Agreement”) and complete an Amendment Request Form for the following changes:

- Adding or removing a tenant (tenants must be 18 or older)
- Adding or removing an occupant (occupants must be under 18)
- Adding or removing a pet

In response, 12 Amendment Request Forms (“Requests”) were received. Five (5) Requests to add new tenants (persons not currently living on premises) or remove

existing tenants were received from the following properties:

- a) 16000 Temple Avenue Unit D
- b) 16212 Temple Avenue
- c) 16217 Temple Avenue
- d) 16227 Temple Avenue
- e) 15736 Nelson Avenue

And seven (7) Requests to reclassify occupants as tenants or add pets were received from the following properties:

- a) 16000 Temple Avenue Unit A
- b) 16000 Temple Avenue Unit B
- c) 16224 Temple Avenue
- d) 16238 Temple Avenue
- e) 16242 Temple Avenue
- f) 15702 Nelson Avenue
- g) 14063 Proctor Avenue

Discussion:

At the November 9, 2022, IPHMA meeting, the Board authorized the Executive Director to amend Agreements for the purposes of adding occupants or reclassifying occupants as tenants once they reach the age of 18 (for clarification, Staff interpreted this direction to also authorize the addition or removal of pets). Since the Board authorization allows the Executive Director to approve the seven (7) Amendment Requests listed above, only the remaining five (5) Amendment Requests to add or remove tenants are before the Board to review and provide direction.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

It is recommended that the IPHMA Board review and provide direction.

JN/BH:lh