



AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA

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

**December 3, 2025**

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, December 3, 2025 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 three (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 December 3, 2025**

**1. CALL TO ORDER/WELCOME**

**A. PLEDGE OF ALLEGIANCE**

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

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES: REGULAR MEETING OF October 29, 2025**

**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 (Carrie Sabatini)**

**C. Receive Section 8 Report (Carrie Sabatini & James Markot)**

**D. Receive Housing Programs Report (Carrie Sabatini)**

**E. Receive Housing Assets Report (Juan Jimenez, Jr.)**

**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. ANNOUNCE AD HOC NOMINATING COMMITTEE CHAIR**

Mark Lunn, Board Chair  
Information Only

**7. SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) PRESENTATION**

Dennise Avila, Director of Housing Programs  
Information Only

**8. COMMENTS**

**A. Staff**

**B. Deputy Executive Director**

**C. Executive Director**

**D. Legal**

Information Only

**9. CLOSED SESSION**

**A. 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

**B. 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

**10. CLOSED SESSION**

***Government Code Section 54957(b)(1) – Employee Discipline/Dismissal/Release***

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

**11. COMMISSIONER COMMENTS**

In accordance with Cal. Government Code § 54954.2(a)(3), comments should be limited to the following items: (1) clarification questions; (2) brief announcements and/or reports on activities; (3) references to staff or other resources for factual information; (4) requests that staff report back at a subsequent meeting concerning any matter; and (5) requests to place a matter of business on a future agenda. Commissioners are asked to limit their comments to three (3) minutes or less

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

**NEXT SCHEDULED MEETING  
Regular Meeting January 28, 2026  
1400 W. Hillcrest Drive  
Newbury Park, CA 91320 AT 3:00 P.M.**

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  
**Jorgen Nielsen**, Moorpark  
**Joseph Piechowski**, Simi Valley  
**Juan Ponce**, Moorpark  
**Marci Ramos-Cruz**, Fillmore  
**Chelsee Russell**, Unincorporated County  
**Terry Wall**, Unincorporated County

---

**MINUTES –October 29, 2025**

---

**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, October 29, 2025 at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Lunn called the meeting to order at 3:01 pm.

**A. PLEDGE OF ALLEGIANCE**

Commissioner Johnson led the Pledge of Allegiance.

**B. COMMISSIONER ATTENDANCE**

Commissioners present: Tracy Bodis, Angela Bradley<sup>1</sup>, Randy Chapman, Doug Hooper, Susan Johnson, Mark Lunn, Jorgen Nielsen, Juan Ponce, Marci Ramos-Cruz, Chelsee Russell, Terry Wall

Commissioners absent: Chuck Lech, Joseph Piechowski

Staff present: Executive Director Michael Nigh, Jesús Andrade, Dennise Avila, Linda Fisher-Helton, Mandy Green, Juan Jimenez Jr., Roxanne Robinson-Jones, Carrie Sabatini

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. Commissioner Johnson moved to adopt the Agenda; the motion was seconded by Commissioner Ramos-Cruz. Following a voice vote, the Agenda for the Board meeting of October 29, 2025 was adopted.<sup>2</sup>

**3. APPROVAL OF MINUTES: REGULAR MEETING OF August 27, 2025**

Chair Lunn called for a motion to approve the Minutes of August 27, 2025. Commissioner Wall made a motion and Commissioner Russell seconded. Following a voice vote, the Meeting Minutes of August 27, 2025 were approved.<sup>3</sup>

---

<sup>1</sup> Commissioner Bradley arrived at 3:07 pm

<sup>2</sup> Commissioner Bradley was not present for the adoption of the Agenda

<sup>3</sup> Commissioner Bradley was not present for the approval of the August 27, 2025 Minutes

#### 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 Bodis moved to adopt the Consent Calendar Items; Commissioner Chapman seconded. Following a voice vote, the Consent Calendar Items were adopted.<sup>4</sup>

#### 5. PUBLIC COMMENTS

One member of the public was present.

#### 6. 2026 SCHEDULE OF BOARD MEETINGS

Chair Lunn called for a motion to adopt the proposed 2026 Schedule of Board Meetings. Commissioner Hooper motioned; Commissioner Nielsen seconded. Following a voice vote, the 2026 Schedule of Board Meetings was adopted.<sup>5</sup>

#### 7. RESOLUTION NO. 1175 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Glenn Oaks Apartments)

Deputy Executive Director Carrie Sabatini provided a financial overview of the Glenn Oaks Apartments, a 39-unit senior complex in Thousand Oaks acquired in 1997. The current mortgage loan from Montecito Bank & Trust is due in November 2025. It was proposed to utilize general fund reserves to repay the loan.

Chair Lunn called for a motion to adopt Resolution No. 1175; Commissioner Nielsen motioned and Commissioner Ponce seconded. Following a roll call vote, Resolution No. 1175 was adopted.

AYES: BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LUNN, NIELSEN, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: LECH, PIECHOWSKI

#### 8. RESOLUTION NO. 1176 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Los Arboles Apartments)

Deputy Executive Director Carrie Sabatini provided a financial overview of the Los Arboles Apartments, a 43-unit family complex in Thousand Oaks, acquired and rehabilitated in 1998. The current mortgage loan from Montecito Bank & Trust is due in November 2025. It was proposed to utilize general fund reserves to repay the loan.

Chair Lunn called for a motion to adopt Resolution No. 1176; Commissioner Chapman motioned and Commissioner Bradley seconded. Following a roll call vote, Resolution No. 1176 was adopted.

AYES: BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LUNN, NIELSEN, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

---

<sup>4</sup> Commissioner Bradley was not present for the approval of the Consent Calendar Items

<sup>5</sup> Commissioner Bradley was not present for the approval of the 2026 Schedule of Board Meetings

ABSTAIN: NONE

ABSENT LECH, PIECHOWSKI

**9. DISCUSSION OF PUBLIC OFFICAL LIABILITY (POL) INSURANCE**

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP presented an overview of Public Official Liability (POL) Insurance, and facilitated a discussion about liability coverage under POL insurance policies.

At 3:45 pm, the Board entered into Closed Session to address Closed Session Agenda Item Nos. 10, 12, and 13.

**10. CLOSED SESSION**

*Update on Negotiations with Union, SEIU Local 721*

*Government Code Section 54957.6*

*Designated Representative : Roxanne Robinson-Jones, Human Resources Manager*

**12. CLOSED SESSION**

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

*Property: Moorpark VI - 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road comprised of APNs 506-0-030-180, 506-0-030-195, 506-0-050-525, 506-0-050-515, 506-0-030-205, 506-0-030-255, and 506-0-030-245*

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

*Negotiating Party: City of Moorpark*

*Under Negotiation: Price and terms of payment*

**13. CLOSED SESSION**

*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)\*

At 4:45 pm, Chair Lunn reconvened into Open Session and reported on Agenda Items 10, 12, and 13.

Item 10. The Board was briefed on the Negotiations with Service Employees International Union (SEIU) Local 721 by Human Resources Manager Roxanne Robinson-Jones. No action was taken on this item in Closed Session. Chair Lunn indicated that the Board will commence to take action on the briefing received in Closed Session under Agenda Item 11 to consider Resolution No. 1177.

Item 12. The Board was briefed by Mr. Nigh, the agency's real property negotiator, on the status of the property commonly referred to as "Moorpark VI". There was a motion to grant authority to the real property negotiator to pursue the cancellation of the exclusive negotiating agreement currently in effect between the Agency and the City of Moorpark. A vote was taken by all Commissioners present in the Closed Session as follows:

AYES: BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LUNN, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NIELSEN

ABSENT: LECH, PIECHOWSKI

Item 13. Mr. Elsenheimer, General Legal Counsel, briefed the Board on the existing litigation with SHS Guaranteed II, L.P. The Board took no action in Closed Session. Mr. Elsenheimer will continue to advise the Board of the status of the case.



**11. RESOLUTION NO. 1177 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA TO APPROVE THE RATIFIED AGREEMENT FOR THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721 (SEIU 721) FOR THE CONTRACT PERIOD JULY 1, 2025 THROUGH JUNE 30, 2028**

Following his report on the Closed Session activities, Chair Lunn called for a motion to adopt Resolution No. 1177. Commissioner Bodis motioned and Commissioner Wall seconded. Following a roll call vote, Resolution No. 1177 was approved.

AYES: BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LUNN, NIELSEN, PONCE, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NONE

ABSENT LECH, PIECHOWSKI

**14. COMMENTS**

**A. Staff Comments**

Director of Housing Assets, Juan Jimenez, provided an update on three rehabilitation projects funded by the Emergency Capital Fund Program. Sewer line replacement at the Janss Apartments (Thousand Oaks) and roof replacement at Whispering Oaks Apartments (Ojai) are scheduled to begin November 2025. Water line replacement at Roth Apartments (unincorporated County/Ojai) is anticipated to begin approximately December 2025.

Jesús Andrade, Housing Policy and Programs Manager, spoke about the Section 8 Emergency Housing Voucher program (EHV). Although program funding was intended to last until 2030, housing authorities across the country were notified by HUD that current funding levels are expected to run out in 2026. On October 16, 2025, a letter was sent to all affected participants and landlords, stating that the AHA, Oxnard Housing Authority, and San Buenaventura Housing Authority remain committed to the goal of working toward a long term solution for those impacted.

Dennise Avila, Director of Housing Programs provided information about some of the services available to residents living at AHA's owned/managed properties and talked about recent on-site activities and holiday events organized by the agency's property management staff.

**B. Deputy Executive Director**

There were no comments from the Deputy Executive Director.

**C. Executive Director**

Executive Director Michael Nigh stated that AHA's Director of Finance had resigned and the role is currently under evaluation. Mr. Nigh also reported that Commissioner Steve Mason's term expired in October leaving no Ojai Commissioners on the Board. The City of Ojai is currently addressing this issue.

Mr. Nigh spoke briefly about the current government shutdown and reported that funding was recently released to support AHA's Section 8 rental assistance program through December 2025. Despite the government shutdown, AHA continues to send all required documentation to the Department of Housing and Development (HUD).

Mr. Nigh thanked Vice-Chair Ramos-Cruz for stepping in to deliver a formal speech at the opening reception for Vista Campanario Apartments (Camarillo), and expressed appreciation to Commissioners who were able to attend the event.

**D. Legal Comments**

There were no comments from Legal Counsel.

**15. COMMISSIONER COMMENTS**

Commissioners expressed appreciation for the informative meeting and acknowledged Commissioner Bradley on her current academic endeavors.

**16. CHAIR COMMENTS**

Chair Lunn thanked Vice-Chair Ramos-Cruz for replacing him at the last minute at the opening reception of Vista Campanario Apartments. The Chair reported that he spoke with Commissioner Steve Mason on behalf of the Board and stated that he hopes Commissioner Mason will be reappointed by the City of Ojai in the near future.

Chair Lunn adjourned the meeting at 5:07 pm.

Prepared by:	_____	Date:	_____
	Michael Nigh, Executive Director		
Reviewed by:	_____	Date:	_____
	Ian Elsenheimer, General Counsel		
Accepted by:	_____	Date:	_____
	Mark Lunn, Chair		



**Meeting Date:** December 3, 2025  
**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 October 27, 2025 to November 20, 2025. I continue to actively pursue the goals established by the Board of Commissioners. Please contact me for additional information or questions.

- Participated in Government Emergency Shutdown webinars specifically for Housing Authorities to ensure continued operations
- Met with AHA Auditor to discuss Government Shutdown impact on audit report issuance
- Attended the House Farm Workers Ventura County Forum in Ventura
- Participated in *Introduction to State of California Housing & Community Development Department's Housing Choice Voucher Data Reporting Portal* webinar (NEW reporting requirement Assembly Bill 653) Participated in Housing Choice Voucher funding update webinars
- Continue to work with the construction team gathering third-party documents required by Wells Fargo to convert the construction financing for Vista Campanario to permanent financing
- Monitored weekly Owner/Architect/Contractor (OAC) meetings for Rancho Sierra Senior Apartments (unincorporated/Camarillo)
- 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 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
- Continue to follow city council and planning meetings for our jurisdictions
- Continue to monitor HUD communications on proposed program changes and funding
- Continued working with Human Resources Manager to facilitate hiring of additional staff and revising policies
- 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 your individual questions.



**Meeting Date:** December 3, 2025  
**Agenda Item:** 4B  
**Subject:** Financial Report  
**Prepared by:** Carrie Sabatini, Deputy Executive Director  
**Requested Action:** Information Only

---

**September 2025 Financial Statements**

Please find the following financial reports for the month ended September 30, 2025.

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

The following occurred in September 2025:

1. Whispering Oaks (Ojai), Florence Janss (Thousand Oaks), Tafoya Terrace (Moorpark) and Ellis Terrace (Camarillo) properties received an annual fire alarm inspection.
2. Leggett Court (Thousand Oaks) - \$2,916 for new mailbox units
3. Glenn Oaks (Thousand Oaks) - \$5,605 for extraordinary vacancy unit turnover expense

- **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).

- **Quarterly Investment Summary**

This report summarizes AHA investments through September 30, 2025.

Please contact me at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura Summary Financial Statement Fiscal Year through September 30, 2025	Combined Low Rent Public Housing	Housing Choice Voucher	General Fund	Combined Agency Owned Housing	Tax Credit Property Management
<b>Statement of Net Position</b>					
Current assets	3,305,286	5,479,880	18,244,050	6,494,203	177,565
Current liabilities	218,831	348,400	258,812	293,229	103,418
<b>Current Ratio</b>	<b>15.10</b>	<b>15.73</b>	<b>70.49</b>	<b>22.15</b>	<b>1.72</b>
Long term assets	6,325,312	9,292	1,079,596	15,016,606	22
Long term liabilities	33,924	704,755	2,022,669	11,623,091	115,414
Net position invested in capital	9,377,844	9,292	(902,746)	3,321,329	22
Restricted net position	-	251,527	-	-	-
Unrestricted net position	-	4,175,198	17,944,911	6,273,160	(41,267)
<b>Statement of Revenue, Expenditures and Changes in Net Position</b>					
<b>Operating revenue</b>					
Tenant revenue	664,966	-	-	1,075,261	-
Management fee income	-	-	129,285	76,475	220,362
Portability	-	22,422	-	-	-
Other	-	1,883	8,479	-	2,076
<b>Total operating revenue</b>	<b>664,966</b>	<b>24,305</b>	<b>137,765</b>	<b>1,151,736</b>	<b>222,438</b>
<b>Operating expenses</b>					
Salaries and benefits	103,371	968,035	181,031	118,902	206,126
Administrative expenses	22,931	122,815	121,574	98,363	7,097
Management fee expense	129,285	-	-	-	-
Resident services	49,453	-	-	602	-
Utilities	167,910	11,286	3,287	118,425	1,565
Maintenance and operations	197,629	13,304	11,298	172,580	43,409
General expenses	35,563	2,356	2,990	22,145	1,264
Housing assistance	-	11,864,790	-	-	-
<b>Total operating expenses</b>	<b>706,143</b>	<b>12,982,586</b>	<b>320,179</b>	<b>531,018</b>	<b>259,460</b>
<b>Nonoperating revenue/expenses</b>					
Grant revenue	205,583	13,257,458	-	-	-
Investment income	12,142	17,681	73,129	1,240	-
Loan payments/reserve deposits	-	-	(18,811)	(107,912)	-
Deferred maintenance/capital improvements	-	-	-	-	-
<b>Total nonoperating revenue/expense</b>	<b>217,725</b>	<b>13,275,140</b>	<b>54,318</b>	<b>(106,672)</b>	<b>-</b>
<b>Change in net position</b>	<b>176,548</b>	<b>316,859</b>	<b>(128,096)</b>	<b>514,046</b>	<b>(37,021)</b>

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Public Housing - Statement of Revenue, Expenditures and Changes in Net Position**  
For the Fiscal Year through September 30, 2025

	Whispering Oaks 100 units Senior/ Disabled	Florence Janss 63 units Senior/ Disabled Thousand Oaks	Leggett Court 48 units Family Thousand Oaks	Roth Apts 34 units Family unincorporated/ Ojai	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
<b>Operating revenue</b>							
Tenant revenue	120,580	77,904	118,013	56,392	36,984	83,066	172,028
Other revenue	-	-	-	-	-	-	-
<b>Total operating revenue</b>	<b>120,580</b>	<b>77,904</b>	<b>118,013</b>	<b>56,392</b>	<b>36,984</b>	<b>83,066</b>	<b>172,028</b>
<b>Operating expenses</b>							
Total administrative expenses	63,634	45,296	36,294	28,068	24,054	22,931	35,311
Resident services	1,241	5,508	8,880	8,980	5,576	8,980	10,289
Utilities	34,223	27,543	27,732	21,237	8,894	12,569	35,711
Maintenance and operations	41,817	31,519	23,776	34,607	15,752	19,668	30,491
General expenses	7,794	6,313	4,762	3,413	3,578	3,336	6,367
<b>Total operating expenses</b>	<b>148,708</b>	<b>116,180</b>	<b>101,443</b>	<b>96,305</b>	<b>57,854</b>	<b>67,485</b>	<b>118,169</b>
<b>Nonoperating revenue/expenses</b>							
Grant revenue	76,976	53,717	12,500	38,554	18,435	377	5,024
Investment income	3,174	788	1,777	1,030	796	1,575	3,003
Loan payments	-	-	-	-	-	-	-
Deferred maintenance/capital improvements	-	-	-	-	-	-	-
<b>Total nonoperating revenue/expense</b>	<b>80,150</b>	<b>54,505</b>	<b>14,277</b>	<b>39,584</b>	<b>19,231</b>	<b>1,952</b>	<b>8,027</b>
<b>Change in net position</b>	<b>52,022</b>	<b>16,229</b>	<b>30,847</b>	<b>(329)</b>	<b>(1,639)</b>	<b>17,532</b>	<b>61,886</b>

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position**  
For the Fiscal Year through September 30, 2025

	Raemere Street 2 units Family	Glenn Oaks 39 units Senior Thousand	Royal Oaks 5 units Family Thousand	Los Arboles 43 units Family Thousand	Sunset Villas 11 units Family Thousand	Grand Ave 5 units Family/ Senior Ojai	Summer Apts 10 units Family/ Senior Ojai	Summerwind 15 units Family/ Senior unincorporated/ Piru	Pepper Tree Court 36 units Senior Simi Valley	Casas de Sueno 10 units Family Camarillo	Casa Velasquez 13 units Family Camarillo	Meadowbrook 13 units Family Camarillo
Operating revenue												
Tenant revenue	13,029	192,109	40,968	244,235	69,238	17,009	36,801	48,987	189,834	56,967	77,748	88,335
Other revenue	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total operating revenue</b>	<b>13,029</b>	<b>192,109</b>	<b>40,968</b>	<b>244,235</b>	<b>69,238</b>	<b>17,009</b>	<b>36,801</b>	<b>48,987</b>	<b>189,834</b>	<b>56,967</b>	<b>77,748</b>	<b>88,335</b>
Operating expenses												
Total administrative expenses												
Resident services	1,946	24,213	2,748	28,544	5,267	3,452	6,891	13,129	22,148	7,116	8,560	18,992
Utilities	987	11,257	2,559	38,277	9,376	3,376	4,509	8,418	18,694	7,817	7,210	4,504
Maintenance and operations	2,744	25,971	2,678	27,375	6,659	23,805	12,413	6,419	29,032	9,512	13,822	7,117
General expenses	215	2,780	823	4,835	1,353	533	1,161	1,514	2,864	1,600	1,476	2,461
<b>Total operating expenses</b>	<b>5,893</b>	<b>64,220</b>	<b>8,809</b>	<b>99,031</b>	<b>22,655</b>	<b>31,166</b>	<b>24,974</b>	<b>29,480</b>	<b>73,341</b>	<b>26,044</b>	<b>31,068</b>	<b>33,073</b>
Nonoperating revenue/expenses												
Grant revenue	-	-	-	-	-	-	-	-	-	-	-	-
Investment income	34	102	86	118	140	1	18	92	285	72	101	190
Loan payments/replacement reserves	-	(18,067)	-	(18,658)	-	-	(10,086)	-	(31,921)	(11,995)	(17,186)	-
Deferred maintenance/capital improvements	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total nonoperating revenue/expenditure</b>	<b>34</b>	<b>(17,966)</b>	<b>86</b>	<b>(18,540)</b>	<b>140</b>	<b>1</b>	<b>(10,067)</b>	<b>92</b>	<b>(31,636)</b>	<b>(11,923)</b>	<b>(17,085)</b>	<b>190</b>
<b>Change in net position</b>	<b>7,171</b>	<b>109,924</b>	<b>32,245</b>	<b>126,665</b>	<b>46,723</b>	<b>(14,156)</b>	<b>1,760</b>	<b>19,599</b>	<b>84,857</b>	<b>19,000</b>	<b>29,595</b>	<b>55,452</b>

Area Housing Authority of the County of Ventura  
**Analysis of Projected Reserves By Program**  
September 2025

<u>Cash &amp; Equivalents</u>	AHA General Fund	Agency Owned	Housing Choice Voucher*	Low Rent Public Housing*
Cash	611,960	511,664	3,394	159,336
Investments	7,346,881	5,903,175	5,359,687	3,081,136
Replacement Reserve				
Accounts Receivable	91,579	12,469	78,462	33,836
<b>Total Cash &amp; Equivalents</b>	<b>8,050,419</b>	<b>6,478,867</b>	<b>5,441,543</b>	<b>3,274,308</b>
<u>Uses of Cash &amp; Equivalents</u>				
Accounts Payable	(83,751)	(249,030)	(6,559)	(203,743)
Accrued Liabilities	(262,630)	(85,556)	(818,753)	(15,088)
<b>Total Uses of Cash &amp; Equivalents</b>	<b>(346,382)</b>	<b>(334,586)</b>	<b>(825,312)</b>	<b>(218,831)</b>
<b>Sub Total</b>	<b>7,704,038</b>	<b>6,144,281</b>	<b>4,616,230</b>	<b>3,055,477</b>
<u>Projected Other Uses thru 6/30/26</u>				
Mortgage Payoff-Glenn Oaks & Los Arboles	(3,275,000)			
<b>Total Other Uses</b>	<b>(3,275,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fiscal Year End Balance</b>	<b>4,429,038</b>	<b>6,144,281</b>	<b>4,616,230</b>	<b>3,055,477</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 September 30, 2025							
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)	5,305,503	5,305,503
					<b>Total B of A</b>	<b>5,305,503</b>	<b>5,305,503</b>
<b>Montecito Bank</b>	Public Checking	N/A	0.00%	N/A	General Fund	139,841	139,841
	Certificate of Deposits	3/13/2024	1.49%	3/12/2026	General Fund	57,477	60,348
	Premier Public Funds Account	N/A	1.78%	N/A	Reserves	9,036,121	9,036,121
					<b>Total Montecito</b>	<b>9,233,439</b>	<b>9,236,309</b>
<b>Local Agency Investment Fund* (LAIF)</b>	Public Pool	N/A	4.34%	N/A	Reserves	6,749,804	6,830,082
					<b>Total LAIF</b>	<b>6,749,804</b>	<b>6,830,082</b>
*NOTE: Market Valuation provided by the State of California.						<b>Total Funds Invested \$</b>	<b>21,288,746</b>
							<b>21,371,895</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

December 3, 2025

Date



**Meeting Date:** December 3, 2025  
**Agenda Item:** 4C  
**Subject:** Section 8 Report  
**Prepared by:** James Markot, Director of Information Systems and  
 Carrie Sabatini, Deputy Executive Director  
**Requested Action:** Information Only

---

## HOUSING CHOICE VOUCHER PROGRAM STATUS

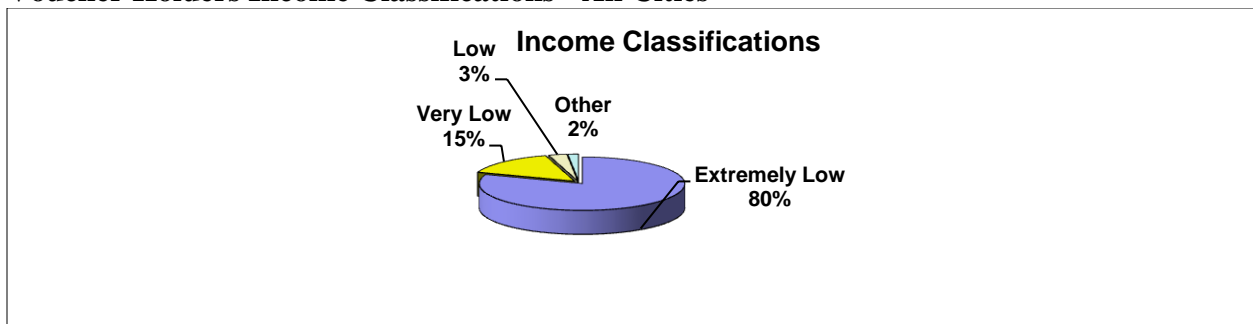
Total Family Members Assisted 4,090

## WAITING LIST STATUS

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

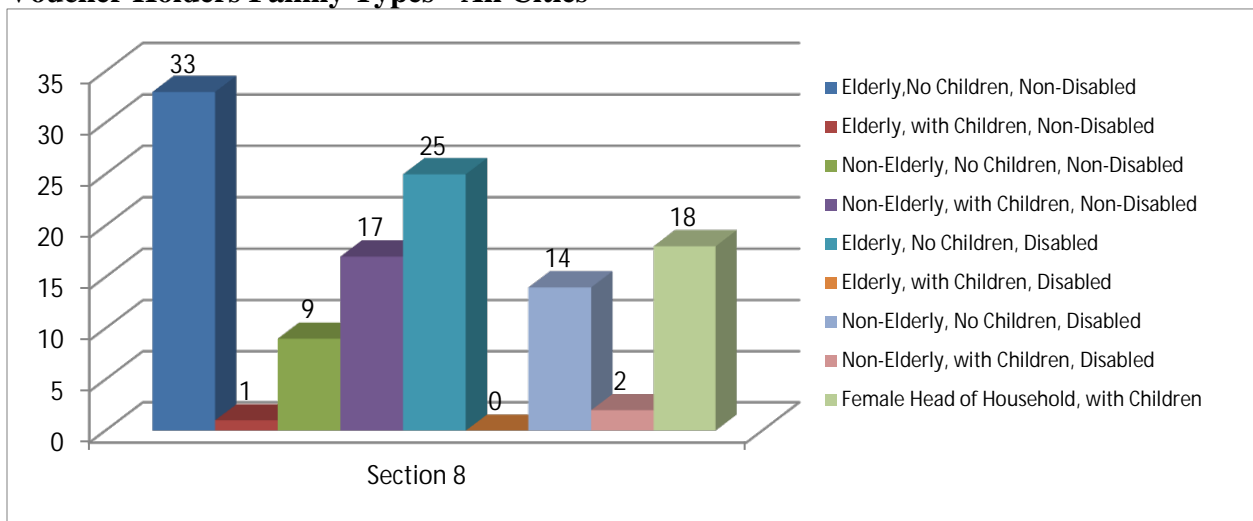
## DEMOGRAPHICS

### Voucher Holders Income Classifications - All Cities

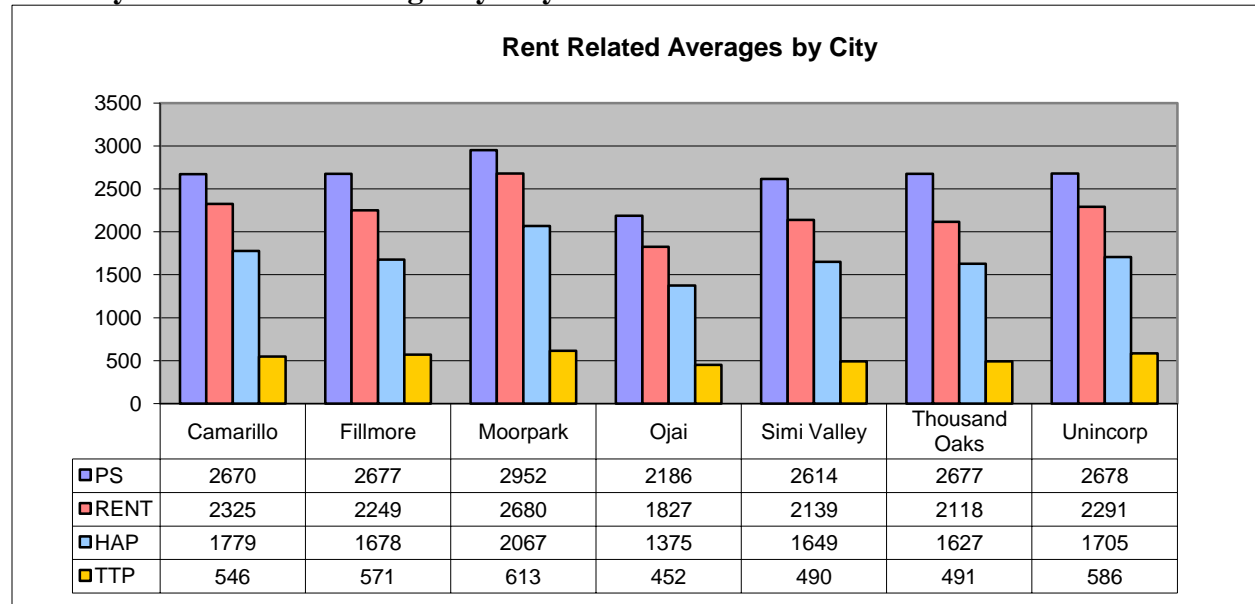


**EXTREMELY LOW, <= 30% of Median Income; VERY LOW, >30% and <= 50% of Median Income; LOW, > 50% and <= 80% of Median Income; OTHER, > 80% of Median Income**

### 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	576	25.9%	\$1,024,924	27.1%
Fillmore	237	10.6%	\$397,574	10.5%
Moorpark	113	5.1%	\$233,549	6.2%
Ojai	60	2.7%	\$82,472	2.2%
Simi Valley	623	28.0%	\$1,027,363	27.2%
Thousand Oaks	487	21.9%	\$792,543	21.0%
Unincorporated	96	4.3%	\$163,661	4.3%
Outside of Area	34	1.5%	\$57,795	1.5%
	2,226	100.0%	\$3,779,881	100.0%

**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.**

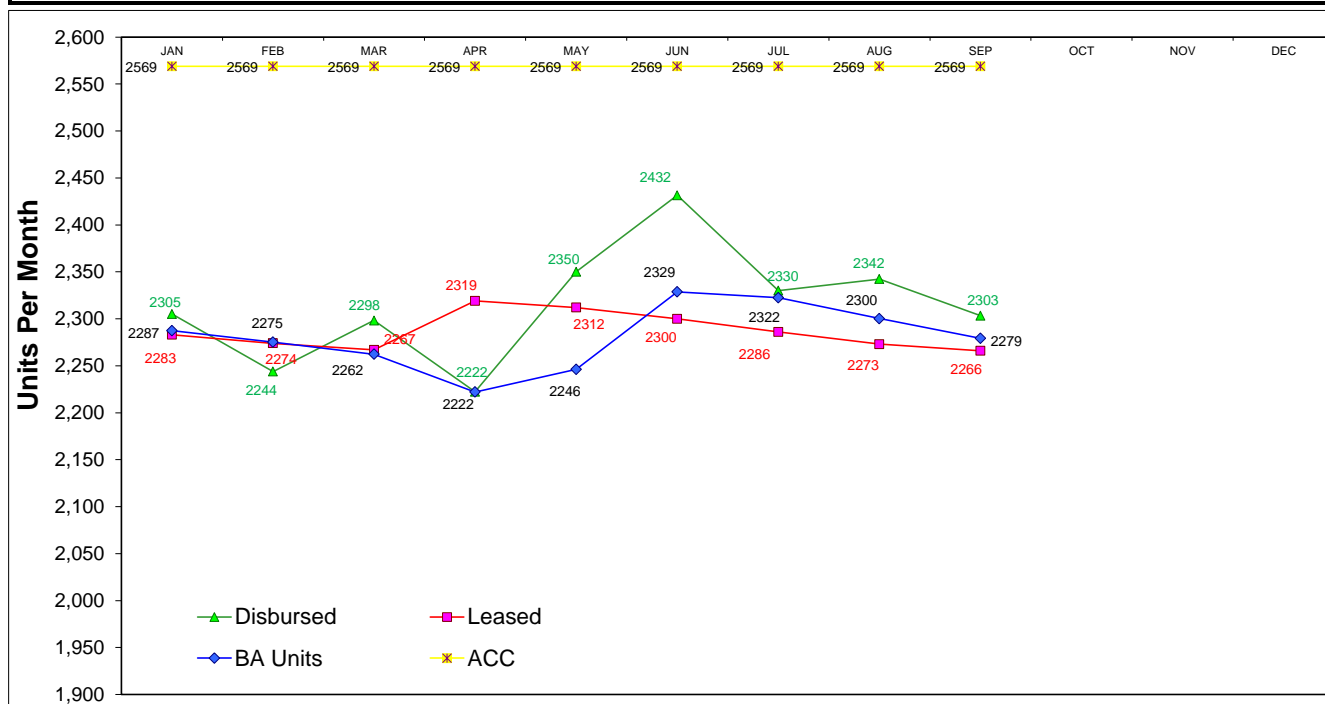
**% of Dollars = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.**

Please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org) or Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@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, 2025 - September 30, 2025

	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	\$3,893,165	\$3,934,261	\$3,870,507	99.4%	\$1,708
Year To Date	\$34,072,583	\$34,578,361	\$34,162,997	100.3%	\$1,660
<b>Administrative/Other Fees</b>					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$303,199	\$315,316		
Year To Date		\$2,739,508	\$2,882,365		
<b>Total Dollars (HAP+Admin Fees)</b>					
Current Month		\$4,237,460	\$4,185,823		
Year To Date		\$37,317,869	\$37,045,362		

<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	2,279	2,303	2,266	99.4%	13	
Year To Date	20,524	20,827	20,580	100.3%	(56)	2,287





**Meeting Date:** December 3, 2025  
**Agenda Item:** 4D  
**Subject:** Housing Programs Report  
**Prepared by:** Carrie Sabatini, Deputy Executive Director  
**Requested Action:** Information Only

---

## PUBLIC HOUSING PROGRAM STATUS

Total Family Members Assisted 719

## WAITING LIST STATUS

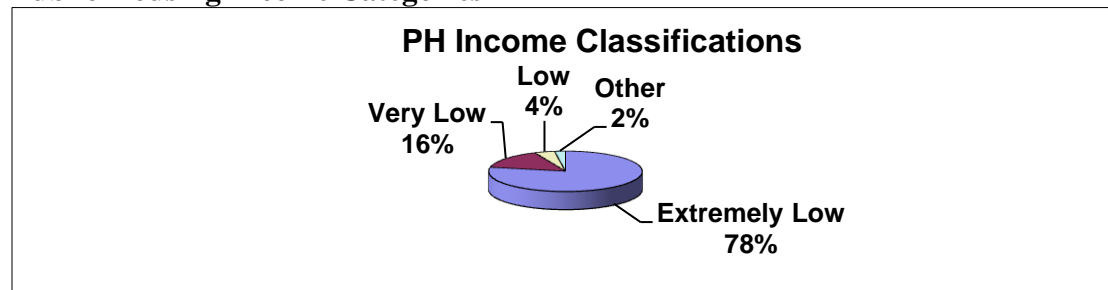
Current Public Housing Elderly Waiting List 849

Current Public Housing Family Waiting List 1,450

Waiting List Closed 02/15/2023

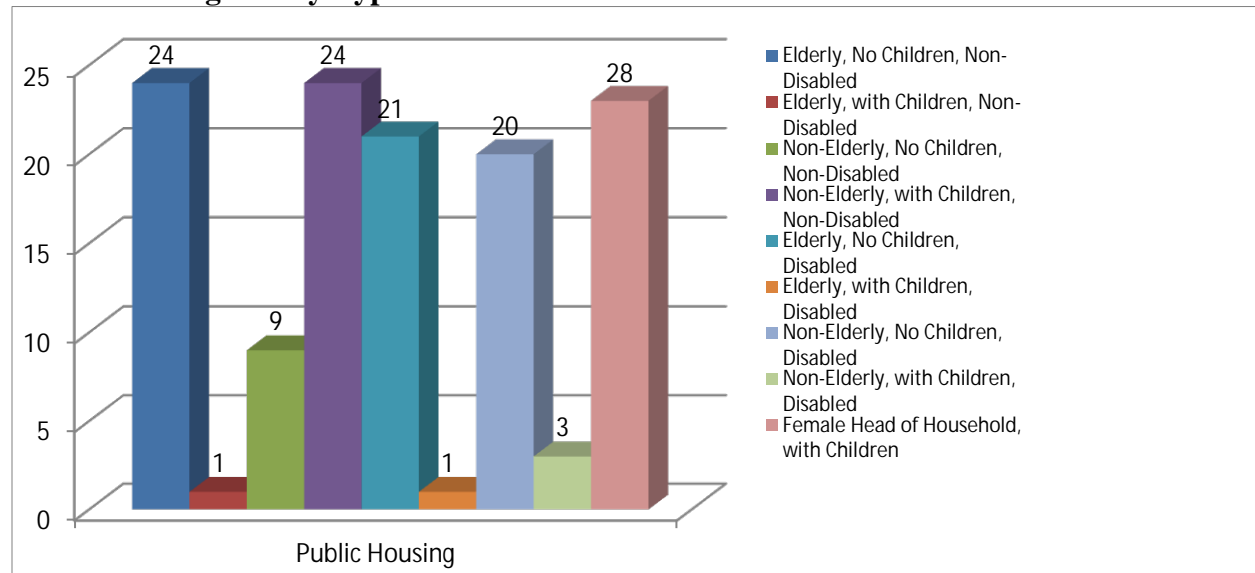
## DEMOGRAPHICS

### 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



**DEMOGRAPHICS****Reporting Date: September 30, 2025** Page 2**Occupancy By Program**

	<b>Units</b>	<b>Units Leased</b>	<b># of Vacancies</b>	<b>Occupancy %</b>
<b>Public Housing</b>	350	349	1	100%
<b>Agency Owned</b>	202	198	4	98%
<b>TCP Managed Property</b>	271	266	5	98%
<b>Mira Vista Village</b>	303	300	3	99%
	1126	1113	13	99%

**RESIDENT SERVICES:**

Services are provided in partnership with a wide network of service partners. A partial list of partnering agencies includes Conejo Recreation and Parks District, Senior Concerns, Ventura County Area Agency on Aging, LifeSTEPS, and Help of Ojai.

For questions on the demographic information, please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org). For questions on other Housing Programs related information, please contact Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org).



**Meeting Date:** December 03, 2025  
**Agenda Item:** 4E  
**Subject:** Housing Assets Report  
**Prepared by:** Juan Jimenez, Jr., Director of Housing Assets  
**Requested Action:** Information Only

---

### **UPDATES:**

#### **HUD REAC Inspection Summary:**

HUD Real Estate Assessment Center (REAC) inspections were completed for multiple Area Housing Authority properties in 2025. Overall, the AHA continues to demonstrate strong asset management performance with an average REAC score of 93, placing the AHA's portfolio firmly in HUD's high performing category.

#### **Final 2025 REAC Scores**

Property	Location	Score
Roth Apartments	Meiners Oaks	91
Whispering Oaks	Ojai	83
Ellis Terrace	Camarillo	92
Leggett Court	Thousand Oaks	94
Florence Janss	Thousand Oaks	96
Fiore Gardens	Thousand Oaks	99
Tafoya Terrace	Thousand Oaks	98

REAC scores above 90 are considered high performing under HUD standards

---

#### **Emergency Capital Fund Program (ECFP): Project Updates**

##### **Florence Janss (Thousand Oaks): Sewer Line Replacement**

- **Start Date:** November 3, 2025
- **Status:** Completed several days ahead of schedule
- **Work Completed:**
  - 4-inch sewer line at the west end of the 210 building successfully relined
  - A change order was approved to reline the 6-inch sewer line as well

##### **Whispering Oaks (Ojai) – Roof Replacement**

- **Start Date:** November 10, 2025
- **Status:** In progress; some weather delays due to rain.

- **Updates:**
  - Multi-story building roof delayed.
  - Work initiated on bungalow units, with contractors ensuring waterproofing daily

#### **Roth Apartments (Unincorporated Ojai) – Water Line Replacement**

- **Start Date:** December 1, 2025
  - **Status:** In progress; beginning earlier than expected
  - **Updates:**
    - Contractor will begin in a different project phase to stay on schedule despite heavy rain.
    - Estimated completion: End of February 2025
- 

### **Capital Fund Program (CFP) FY2025-26**

Three projects have been identified for funding in FY25-26. All are currently in early development which includes procurement and NEPA environmental review.

1. **Florence Janss (Thousand Oaks): Roof Replacement Project Phase 1**
    - Awaiting National Environmental Policy Act (NEPA)<sup>1</sup> review proposal from Partner Environmental
    - Updated cost estimate in progress, scope to be finalized before scheduling job walks
  2. **Florence Janss (Thousand Oaks): Patio Deck Repair/Replacement Project Phase 1**
    - Awaiting NEPA review proposal
    - Updated cost estimates and scope development underway
    - Job walks to follow once scope is finalized
  3. **Tafoya Terrace (Camarillo): Perimeter Fence Replacement**
    - Job walks completed; contractor proposals pending
    - Project will include replacement of motorized parking gate and multiple wrought-iron sections
- 

### **Small Capital Improvement Projects**

These projects are distinct from routine repairs as they are a project which extend the life of the property, adapt it to new needs or requirements, or modernizes the property.

1. **Oak Creek Villas (Thousand Oaks) – Exterior Painting**
  - Work completed at the end of November 2025
  - Total cost: \$24,775
  - Included replacement of multiple dry-rotted wood components.

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

---

<sup>1</sup> Signed into law in 1970, NEPA requires federal agencies and agencies using federal grants to assess the environmental effects of the proposed actions prior to making decisions. Agencies must evaluate the environment and related social and economic effects of the proposed actions.





**Meeting Date:** December 3, 2025  
**Agenda Item:** 6  
**Subject:** Announce Ad Hoc Nominating Committee Chair  
**Prepared by:** Mark Lunn, Board Chair  
**Requested Action:** Information Only

---

At the Annual Meeting in February 2026, the Board of Commissioners will elect a Chair and Vice-Chair to serve a one-year term.

During the last regular Board of Commissioner's meeting of the calendar year, the Chairperson shall appoint a member of the Board of Commissioners to serve as the Chairperson for an ad hoc nominating committee (the "Nominating Committee") that will nominate one or more Commissioners for the offices of Chairperson and Vice Chairperson.<sup>1</sup>

Chair Lunn will announce the appointment of the ad hoc Nominating Committee Chair. The Nominating Committee Chair's role is to:

- Facilitate communication with the Commissioners
- Identify Commissioners to serve on the Nominating Committee
- Announce the slate of nominees at the January 2026 meeting, and
- Assist with election process

---

Enclosed : The Area Housing Authority of the County of Ventura Election Policies and Procedures for The Board Officers (Adopted 9/25/2024, Resolution No. 1165) <sup>1</sup> Reference Page 1, Section B.



## Area Housing Authority of the County of Ventura

1400 West Hillcrest Dr. Newbury Park, CA 91320-2721  
www.ahacv.org • (805) 480-9991 • TTY (805) 480-9119 • FAX (805) 480-1021

Serving Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated areas of Ventura County

### THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA ELECTION POLICIES AND PROCEDURES FOR THE BOARD OFFICERS

(Adopted 9/25/2024, Resolution No. 1165)

The Officers of the Board of Commissioners (the “**Board Officers**”) of the Area Housing Authority of the County of Ventura (the “**Authority**”) include, but are not limited to, a Board Chairperson (the “**Chairperson**”) and a Board Vice Chairperson (the “**Vice Chairperson**”).

The nomination and election of the Chairperson and Vice Chairperson shall be conducted in accordance with the following policies and procedures:

#### A. Election Policies

The nomination and election of Board Officers shall be conducted in a fair and inclusive manner, in compliance with all applicable laws and without regard for race, ethnicity, color, origin, gender, sex, disability or jurisdictional appointment.

Commissioners shall be free from intimidation, harassment, threats and coercion in all aspects of the nomination and election processes.

Commissioners shall be entitled to receive information about candidates and make an informed decision.

Board Officers shall not be entitled to receive any compensation or remuneration for their services, except for the regular stipend available to all Commissioners.

#### B. Nominating Committee Procedures

During the last regular Board of Commissioner’s meeting of the calendar year, the Chairperson shall appoint a member of the Board of Commissioners to serve as the Chairperson for an ad hoc nominating committee (the “**Nominating Committee**”) that will nominate one or more Commissioners for the offices of Chairperson and Vice Chairperson.

The Nominating Committee Chairperson shall confer with the current Chairperson and the Chairperson shall appoint Commissioners to the Nominating Committee. The Nominating Committee Chairperson shall notify the appointed Commissions of their appointment.

The Nominating Committee will operate in accordance with the following policies and procedures:

1. The Nominating Committee Chairperson is responsible for determining which Commissioners are interested, available, and willing to serve as an Officer of the Board of Commissioners. If only one Commissioner is interested, available or willing to serve for a particular Officer position, then the Nominating Committee shall nominate that Commissioner as the sole candidate for the Officer position at issue. If the Nominating Committee Chairperson determines that none of the Commissioners are interested, available or willing to serve as an Officer, then the Nominating Committee shall bring this matter to the attention of the current Chairperson, who will call a special meeting of the Board of Commissioners to discuss and resolve this issue, which resolution may include, without limitation, the nomination of the individuals with the greatest length of continuous service on the Board of Commissioners.

2. The Nominating Committee shall meet to determine the number of nominees for each elected position in an impartial manner. If candidates are available, there should be a minimum of two qualified candidates for each office. All commissioners who have expressed a willingness to serve must be considered by the nominating committee and their qualifications determined utilizing, but not limited to, the following criteria:

- Attendance and participation in meetings;
- Exhibited leadership traits; and
- Prior positions of responsibility on the Board or ad hoc committees.

3. Following the preparation of the slate, the Nominating Committee shall inform the Board Chair and the Executive Director of the slate's composition. The Nominating Committee Chairperson shall also inform the nominees of their inclusion on the ballot.

4. At the January Board of Commissioners meeting, the Nominating Committee Chair shall give a verbal report to the Board of Commissioners regarding the results of the Nominating Committee's deliberations and announce the nomination slate. At said meeting, additional nominations may be made from the floor for an office. Each nomination from the floor requires a second and acceptance by the nominee. Self-nominations are permitted. Self-nominations do not require a second. These nominations will appear on the ballot at the Authority's annual meeting in February.

5. The Nominating Committee Chairperson may not be nominated for an office, whether by the Nominating Committee or from the floor. Should any committee member(s) subsequently decide to run for an office, he or she is no longer eligible to serve on the Nominating Committee and a new member shall be appointed.

### **C. Election Procedures**

In accordance with the Authority's bylaws, the elections for Chairperson and a Vice Chairperson shall be held during the Authority's annual meeting in February.

During the annual meeting, the Authority's Chairperson shall turn the meeting over to the Nominating Committee Chairperson who will conduct the elections in accordance with the following policies and procedures:

1. Absentee and proxy votes are not allowed.
2. The Nominating Committee Chairperson shall:
  - (a) Announce the slate.
  - (b) Open the floor for nominations for the office of the Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
    - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Chairperson.
    - ii. By a roll call vote, each commissioner casts a vote for the office of Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson will publicly tabulate the votes and the Nominating Committee Chairperson will read the results.
    - iii. In the event a majority is not achieved, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
  - (c) Open the floor for nominations for the office of Board Vice-Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
    - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Board Vice-Chairperson.
    - ii. By a roll call vote, each commissioner casts a vote for the office of Board Vice-Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson shall publicly tabulate the votes and the Nominating Committee Chairperson will read the results.
    - iii. In the event a majority is not achieved, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
3. The newly elected officers shall take office immediately following their election.

4. In the event of a tie vote for either the Chairperson or Vice Chairperson positions, a runoff tiebreaker election will be announced. Once the runoff tiebreaker votes are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes and the Nominating Committee Chairperson will read the results. Should the runoff tiebreaker result in a tie vote, the procedure specified in this paragraph will be repeated once. If no candidate receives a majority vote after the repeat runoff tiebreaker vote, runoff tiebreaker voting will be postponed until the next regularly scheduled Board meeting.

5. The runoff tiebreaker election will be added to the agenda for the next regularly scheduled Board meeting. Only the candidates who tied in the last held vote for either the Board Chairperson or Board Vice-Chairperson positions will appear as candidates on the agenda for the next regularly scheduled Board meeting. At the next regularly scheduled Board meeting another runoff tiebreaker election will take place. Absentee and proxy votes are not allowed. Once the runoff tiebreaker votes are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes and the Nominating Committee Chairperson will read the results. Should the runoff tiebreaker election result in a tie vote, then the runoff tiebreaker candidate with the longest consecutive tenure on the Board of Commissioners, as determined by the Secretary of the Board of Commissioners, shall be deemed to have won the election.



**Meeting Date:** December 3, 2025

**Agenda Item:** 7

**Subject:** Section 8 Management Assessment Program (SEMAP) Presentation

**Prepared by:** Dennise Avila, Director of Housing Programs

**Requested Action:** Information Only

---

The U.S. Department of Housing and Urban Development (HUD) uses various tools to assess how well a housing authority is managing its Section 8 Housing Choice Voucher program. The key method is the Section Eight Management Assessment Program (SEMAP). SEMAP is a scoring system implemented by HUD to measure a housing authority's performance in key areas:

- Following policies for selecting applicants from the waiting list
- Determination and documentation that the rent to owner is reasonable
- Verification and correct determination of adjusted income and family's share of rent
- Maintenance of an up-to-date utility allowance schedule
- Ensuring each unit under contract meets housing quality standards
- Encouraging opportunities to reside outside areas of poverty or minority concentration
- Establishing a schedule of payment standard amounts by unit size
- Completion of a reexamination for each participating family at least every 12 months
- Ensuring at least 98 percent leasing rate
- Enrolling families in the Family Self Sufficiency (FSS) program as required, and determining the percent of current FSS participants with escrow account balances

Scores of 90% and above designate the housing authority as a "High Performer". An agency that scores 60 to 89% is designated a "Standard Performer". Agencies with scores of 59 points and below are rated as "Troubled".

Management of the Section 8 program to ensure full compliance with program regulations and maximization of the points under each of these PHAS scoring categories takes a concerted effort and extensive planning. AHA staff makes every effort possible to achieve "High Performer" status. The benefits to the agency for being a "High Performer" include a reduced administrative burden through streamlined reporting and access to competitive advantage in certain funding opportunities.

The AHA has consistently earned the "High Performer" designation since 2002.

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



**Meeting Date:** December 3, 2025  
**Agenda Item:** 9  
**Subject:** Closed Session  
**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP  
**Requested Action:** Information Only

---

**CLOSED SESSION**

**Existing Litigation**

***A. 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)***

**Existing Litigation**

***B. 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)***



**Meeting Date:** December 3, 2025  
**Agenda Item:** 10  
**Subject:** Closed Session  
**Prepared by:** Ian Elsenheimer, General Counsel, Ferguson Case Orr  
Paterson LLP

---

**Employee Discipline/Dismissal/Release**

**Closed Session**

*Government Codes § 54957(b)(1)  
Employee Discipline/Dismissal/Release*