

City of Cupertino  
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**APPROVED MINUTES OF THE REGULAR MEETING OF  
THE HOUSING COMMISSION HELD ON February 8, 2018**

**ROLL CALL**

Commission Members present: Sue Bose, Chair  
John Zhao, Vice Chair  
Nina Daruwalla Commissioner  
Poonam Goyal, Commissioner

Commission Members absent: Sanjiv Kapil, Commissioner

Staff present: Kerri Heusler, Senior Housing Planner  
Benjamin Fu, Assistant Community Development Director  
Erick Serrano, Associate Planner

**APPROVAL OF MINUTES**

1) Minutes of the September 14, 2017 Housing Commission meeting were approved as written. Commissioner Daruwalla made a motion and Commissioner Bose seconded the motion.

APPROVE: Bose, Zhao, Daruwalla

ABSENT: Kapil

ABSTAIN: Goyal

VOTE: 3-0-2

**CEREMONIAL MATTERS AND PRESENTATIONS**

Commissioners welcomed Commissioner Goyal.

2) Election of Chair and Vice Chair for 2018.

Commissioners selected Sue Bose as Chair. Commissioner Daruwalla made a motion and Commissioner Zhao seconded the motion.

APPROVE: Bose, Zhao, Daruwalla, Goyal

ABSENT: Kapil

ABSTAIN:

VOTE: 4-0-1

Commissioners selected John Zhao as Vice Chair. Chair Bose made a motion and Commissioner Daruwalla seconded the motion.

APPROVE: Bose, Zhao, Daruwalla, Goyal  
ABSENT: Kapil  
ABSTAIN:  
VOTE: 4-0-1

#### **POSTPONEMENTS**

None

#### **ORAL COMMUNICATIONS**

None

#### **WRITTEN COMMUNICATIONS**

None

#### **PUBLIC MEETINGS**

3) Amendment of Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units.

Chair Bose opened the item. Staff member Heusler gave an overview of the updates to the Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units (Manual) and introduced staff from the City's Below Market Rate (BMR) program administrator, Hello Housing. Matt Warner and Brook Baird attended on behalf of Hello Housing. Staff member Heusler and Hello Housing staff answered questions from the Commission on updated policies including credit score, terms of affordability, minimum income, and income limits. Commissioner Daruwalla made a motion and Commissioner Goyal seconded the motion.

APPROVE: Bose, Zhao, Daruwalla, Goyal  
ABSENT: Kapil  
ABSTAIN:  
VOTE: 4-0-1

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Staff member Heusler announced the following dates:

March 8- Housing Commission meeting cancelled  
March 22- Special Housing Commission meeting  
April 19- The Veranda Grand Opening

#### **STAFF AND COMMISSION REPORTS:**

Staff member Heusler announced that staff will present information on the Vallco specific plan at the April meeting.

Chair Bose plans to attend the monthly Mayor's meeting and will coordinate with other Commissioners on available dates for others to attend. Staff member Heusler will work with the City Clerk's office to provide Chair Bose with a list of meeting dates.

**ADJOURNMENT:**

The meeting was adjourned at 10:01am to the special Housing Commission meeting on March 22, 2018.

Respectfully submitted:

/s/Kerri Heusler

Kerri Heusler  
Senior Housing Planner