

---

DRAFT REGULAR MEETING MINUTES  
NOVEMBER 13, 2025

**1. CALL TO ORDER & ORDERS OF THE DAY**

**ROLL CALL**

**PRESENT:** Chair Karen Parsons, Commissioner Genevieve Altwer, Commissioner Jon Budas, Commissioner David Hook, and Commissioner Timothy Kenny.

**ABSENT:** Vice Chair Ron Cabanayan and Commissioner Brett Williamson.

**STAFF:** Board Secretary Regina Lizaola, Senior Supervisor Maria Diaz-Perez, Code Enforcement Inspector Manuel Duarte, Code Enforcement Inspector Wayne Cirone, Code Enforcement Inspector Angel Esparza, Code Enforcement Supervisor Amber Zenk, Code Enforcement Supervisor Joseph Hatfield, Deputy Director Code Enforcement Rachel Roberts and Deputy City Attorney Wesley Klimczak.

**CALL TO ORDER**

Chair Parsons convened the Appeals Hearing Board at 6:32 p.m. in the City Council Chambers of City Hall, 200 E. Santa Clara Street, San Jose, CA 95113.

**2. OPENING REMARKS AND APPROVAL OF MINUTES**

**APPROVAL OF MINUTES**

Documents Filed: Draft Meeting Minutes from Appeals Hearing Board Regular Meeting on October 9, 2025.

Action: Upon motion by Commissioner Kenny, and abstained by Commissioner Hook, the minutes for October 9, 2025 were approved. (4-0-2-1).

**3. REQUEST FOR DEFERRALS**

- a. **ITEM 6b: 161 BLOSSOM HILL RD (APN 690-34-001) ADMINISTRATIVE REMEDY - DEFERRAL REQUESTED BY PROPERTY OWNER**  
(David Parker, Code Enforcement Inspector / GBR MAGIC SANDS MHP LLC, Property Owner)

Request for deferral from Property Owner via email November 6, 2025.

Upon a motion by Commissioner Kenny, seconded by Chair Parsons, the request for deferral was denied by the Board. (5-0-2).

- b. **ITEM 6e:49 E Santa Clara St (AKA 35, 29, 43, and 45 E Santa Clara St, 9 N 2<sup>nd</sup> St) (APN 467-21-045) - ADMINISTRATIVE REMEDY**  
(Wayne Cirone, Code Enforcement Inspector / James K. Eu, Grace L. Eu, and David Eu, as Trustees of the 9 N. Second Street Trust, Property Owner)

Request for deferral from Property Owner via email November 4, 2025.

Upon a motion by Commissioner Kenny, seconded by Chair Parsons, the request for deferral was approved by the Board and the matter was deferred until December 11, 2025. (5-0-2).

- c. **ITEM 4c: 1276 N CAPITOL AVE (APN 589-22-034) - SUMMARY ABATEMENT**  
(Manuel Duarte, Code Enforcement Inspector / Balbir Sing Dhillon and Ranbir Kaur Dhillon, Property Owner)

Request for deferral from Property Owner Balbir Dhillon because he just had a Director's Hearing and wants to be more prepared.

Amaninder Sing stated he is here to help the Property Owner.

Rachel Roberts, the Deputy Director of Code Enforcement, clarified that this matter today is for the Summary Abatement. Code is asking the Board that it take the appropriate actions according to the Municipal Code and recover the costs. At this point, Code is not bringing the Compliance order to the Board.

Upon a motion by Commissioner Kenny, seconded by Commissioner Hook, the request for continuance was denied by the Board. (5-0-2).

#### 4. CONSENT CALENDAR

- a. **200 N BASCOM AVE (274-21-044) - SUMMARY ABATEMENT**  
(Wayne Cirone, Code Enforcement Inspector / Suresh Deopura, Anilkumar S Surpur & Ashwini A Surpur, and Shishu Bedi, Property Owner)

Documents Filed: Summary Abatement Order and Notice of Public Hearing dated October 27, 2025.

Upon a motion by Chair Parsons, seconded by Commissioner Kenny, the Board affirmed the summary abatement actions as set forth in the Staff Report dated October 27, 2025. (5-0-2).

- b. **2325 CORY AVE (274-51-048) - SUMMARY ABATEMENT**  
(Angel Esparza, Code Enforcement Inspector / Henry Pham, Property Owner)

Documents Filed: Summary Abatement Order and Notice of Public Hearing dated October 27, 2025.

Action: Code Enforcement Inspector Angel Esparza made minor clerical corrections to the Notice of Hearing on Page 12. January 24, 2025 is corrected to January 27, 2025.

Upon a motion by Chair Parsons, seconded by Commissioner Kenny, the Board affirmed the summary abatement actions as set forth in the Staff Report dated October 27, 2025. (5-0-2).

**c. 1276 N CAPITOL AVE (APN 589-22-034) - SUMMARY ABATEMENT  
(Manuel Duarte, Code Enforcement Inspector / Balbir Sing Dhillon and Ranbir Kaur Dhillon, Property Owner)**

Documents Filed: Summary Abatement Order and Notice of Public Hearing dated October 27, 2025.

Action: Item pulled from the Consent Calendar. Code Enforcement Inspector Manuel Duarte made minor clerical corrections to the last page of the Notice of Hearing. November 29, 2025 is corrected to October 28, 2025. Inspector Duarte gave a summary of the case. To date, the subject building remains condemned and boarded up. A Compliance Order was issued to the property owner on August 14, 2025 requiring they obtain a building permit to address the violations associated with the building, in addition to other identified violations.

Property Owner: Balbir Dhillon contested the amount of abatement costs and administrative costs.

Upon a motion by Commissioner Kenny, seconded by Commissioner Altwer, the Board affirmed the summary abatement actions as set forth in the Staff Report dated October 27, 2025. (5-0-2)

**d. 1814 HILLSDALE AVE (419-05-054) – SUMMARY ABATEMENT  
(Wayne Cirone, Code Enforcement Inspector / Laura Read Baca, Trustee of The Dennis E. Baca Revocable Trust, Property Owner)**

Documents Filed: Summary Abatement Order and Notice of Public Hearing dated October 28, 2025.

Action: Item pulled from the Consent Calendar. Code Enforcement Inspector Wayne Cirone gave a summary of the case and current status of the property. As of November 13, 2025, graffiti has returned to the vacant property and the property was found breached at one of the boarded front doors

Property Owner: Jason Baca states he wasn't notified before the property was abated and the costs are a lot. The property is constantly being broken into by the unhoused.

Upon a motion by Commissioner Kenny, seconded by Chair Parson, the Board affirmed the summary abatement actions as set forth in the Staff Report dated October 28, 2025. (5-0-2)

**5. DEFERRED AND/OR CONTINUED ITEMS**

No Deferred /or Contined items.

**6. PUBLIC HEARINGS**

**a. 404. 418, 420, 430 S 2ND ST, 98 E SAN SALVADOR ST & 415 S 3RD ST (APN 467-47-042, 467-47-041, 467-47-024, 467-47-040, 467-47-023, – ADMINISTRATIVE REMEDY  
(Wayne Cirone, Code Enforcement Inspector / DTSJ 420 S2 LLC, DTSJ 415 S3 LLC, DTSJ 98 E SAN SALVADOR LLC, Property Owner)**

Documents Filed: Administrative Remedy Order and Notice of Public Hearing dated October 27, 2025.

Action: Code Enforcement Inspector Wayne Cirone gave a summary of the case.

Wayne Cirone clarified the City is trying to work with the Property Owner by only charging \$1,000.00 per day.

Property Owner Gary Dillabough is trying to invest in properties by creating a dog park, for example. They have security trying to keep up with the night activity and asked if charges to penalties can be deferred. They are having issues with the homeless entering the property and want to make this a better place.

Amber Zenk, Code Enforcement Supervisor, stated that Code wanted to push the Property Owners to move a little faster. There is one property located at 98 San Salvador that has a roof caving in on the property. Code asked the Property Owners back in April to get a damage survey so Code can assess, along with the Fire Department, safety to the neighborhood. Code has also met with the Property Owners and management to discuss what everyone can do collectively to help support the Property Owners.

Rachel Roberts, Deputy Director of Code Enforcement, indicated that the Property Owners have taken steps to try and maintain the property. They need to do something with the site. Code can't continue to have a vacant building for months on end.

Property Owner Jeff Arrillaga indicated that we are not absentee Owners. We are constantly monitoring the Property. Security lives a block away.

Upon a motion by Commissioner Kenny, second by Commissioner Budas, the Board approved the proposed order with one revision. The \$10,000.00 administrative penalty is held in abeyance until December 14, 2025. The penalty will be imposed if the property owner fails to comply. (4-1-2).

**1. Order to Correct**

On or before December 14, 2025, the Property Owners shall maintain minimum security standards as identified in Chapter 17.38 of the San Jose Municipal Code; cover with sufficient paint, siding or stucco any unfinished boarded openings; repair or replace any damaged sections of fencing and boarding to deter unauthorized access; maintain vegetation to acceptable lengths; maintain the property free of graffiti; demonstrate with evidence compliance with 17.38.200 by obtaining a valid, unexpired building permit towards the rehabilitation and repair of the property, or that the property no longer constitutes a public nuisance, or that the property has been rehabilitated and is actively being offered for sale, lease, or rent.

**2. Administrative Costs**

On or before November 30, 2025, the Property Owners shall pay Administrative Costs to the City of San José in the amount of **\$2,695.00**.

**3. Administrative Penalties**

On or before November 30, 2025, the Property Owners shall pay Administrative Penalties to the City of San José, pursuant to San José Municipal Code Section 1.14.090, in the amount of **\$10,000.00** to be held in abeyance and to be dismissed if work is completed by December 14, 2025.

If full compliance with the Board's Order is not achieved by **December 14, 2025**,

the Property Owners shall pay additional Administrative Penalties in the amount of **\$1,000.00** per day, and the amount of \$10,000.00 from December 15, 2025, until the date of compliance with the Board's Order, up to a maximum of \$500,000.00.

If the Administrative Penalties are not paid and are recorded as a lien on the real property pursuant to San José Municipal Code Sections 1.14.160 and 1.14.180, as may be amended, an interest rate of ten percent (10%) per annum shall be charged on the principal amount of the administrative lien, from the date the lien is first recorded until the date that payment is received by the City, consistent with California Code of Civil Procedure Section 685.010, as may be amended.

b. **161 BLOSSOM HILL RD (APN 690-34-001) ADMINISTRATIVE REMEDY - DEFERRAL REQUESTED BY PROPERTY OWNER**  
(David Parker, Code Enforcement Inspector / GBR MAGIC SANDS MHP LLC, Property Owner)

Documents Filed: Administrative Remedy Order and Notice of Public Hearing dated October 27, 2025

Action: Code Enforcement Supervisor gave a summary of the property. An Inspection conducted on November 13 verifies that the property is now in compliance and updated the Administrative penalties to \$0.

Upon a motion by Commissioner Kenny, second by Chair Parsons, the Board (5-0-2) unanimously approved the updated corrections.

1. **Order to Correct**

As of November 13, 2025, the property is in compliance and no corrections are required.

2. **Administrative Costs**

The Property Owner(s) shall pay Administrative Costs to the City of San José in the amount of **\$1,013** by the date on the invoice issued.

3. **Administrative Penalties**

In connection with this matter, pursuant to San José Municipal Code Section 1.14.090, Administrative Penalties were assessed in the amount of **\$0**.

c. **1814, 1816 & 1818 HILLSDALE AVE, (APN 419-05-054, 419-05-055 & 419-05-060) – ADMINISTRATIVE REMEDY**  
(Wayne Cirone, Code Enforcement Inspector / Laura Read Baca, Trustee of The Dennis E. Baca Revocable Trust, Property Owner)

Documents Filed: Administrative Remedy Order and Notice of Public Hearing dated October 28, 2025.

Action: Code Enforcement Inspector Wayne Cirone gave a summary of the case and current status of the property. As of November 13, 2025, solid waste and graffiti has returned at the vacant property and the property was found breached at one of the

boarded front doors. Property Owner on site has been very responsive and went out and took care of the issues.

Property Owner Jason Baca mentioned he is very attentive to the property and has issues with homeless people constantly accessing the property.

Upon a motion by Chair Parsons, second by Commissioner Altwer, the board unanimously (5-0-2) adopted Code recommendations as written in its entirety in the staff report dated October 28, 2025.

**1. Order to Correct**

**On or before December 15, 2025**, the Property Owner shall comply with all required corrections as listed in the Compliance Order dated May 15, 2025.

**2. Administrative Costs**

**On or before December 15, 2025**, the Property Owner shall pay Administrative Costs to the City of San José in the amount of **\$2,697.00**.

**3. Administrative Penalties**

**On or before December 15, 2025**, the Property Owner shall pay Administrative Penalties to the City of San José, pursuant to San José Municipal Code Section 1.14.090, in the amount of **\$20,000.00**. If full compliance with the Board's Order is not achieved **by December 15, 2025**, the Property Owner shall pay additional Administrative Penalties in the amount of **\$5,000.00** per day, from December 16, 2025, until the date of compliance with the Board's Order, up to a maximum of \$500,000.00. If the Administrative Penalties are not paid and are recorded as a lien on the real property pursuant to San José Municipal Code Sections 1.14.160 and 1.14.180, as may be amended, an interest rate of ten percent (10%) per annum shall be charged on the principal amount of the administrative lien, from the date the lien is first recorded until the date that payment is received by the City, consistent with California Code of Civil Procedure Section 685.010, as may be amended.

d. **1855/1857 O'Toole Ln (APN 237-32-068) - ADMINISTRATIVE REMEDY**  
**(Manuel Duarte, Code Enforcement Inspector / Alan P Balcunas and Karen D Balcunas, Trustees of the Alan and Karen Balcunas Trust, Property Owner)**

Documents Filed: Administrative Remedy Order and Notice of Public Hearing dated October 28, 2025.

Action: Code Enforcement Inspector Manuel Duarte made minor clerical corrections to the last page of the Notice of Hearing. November 29, 2025 is corrected to October 28, 2025. Inspector Duarte gave a summary of the case. As of today, no permit has been issued and no recent activity.

Property Owner Alan Balcunas does have an architect

Upon a motion by Commissioner Kenny, second by Chair Parsons, the board unanimously (5-0-2) adopted Code recommendations as written in its entirety in the staff report dated October 28, 2025.

**1 Order to Correct**

- a) **On or before January 13, 2026**, submit a copy of your proposed plans in digital format via email to Building Code Compliance Inspector Marlon Aviles at [buildingcodecompliance@sanJoseca.gov](mailto:buildingcodecompliance@sanJoseca.gov) for review. The plans shall address all above listed violations. If the plans are approved by Inspector, visit [Online Permit Services | City of San José \(sjpermits.org\)](https://www.sanJoseca.gov/development-services-permit-center/sjeplans-electronic-plan-submittal-review/sjeplans-for-building-permits-applications) and submit the approved plans using **SJePlans**.

*Please visit the link below for more information. We recommend watching the videos on the link below to better understand the permit process.*

<https://www.sanJoseca.gov/businesses/development-services-permit-center/sjeplans-electronic-plan-submittal-review/sjeplans-for-building-permits-applications>

- b) **On or before March 2, 2026**, follow up on all requests for more information (plan revisions, structural calculations, clearances, etc.), in a timely manner, pay all required fees and obtain a building permit from the City of San José Building Division to correct the above noted violation(s). Ensure permit is issued.
- c) **On or before June 2, 2026**, obtain a finalized permit (final clearance inspection) from the City of San José Building Division to correct the above noted violations.

## 2. **Administrative Costs**

**On or before December 26, 2025**, the Property Owner(s) shall pay Administrative Costs to the City of San José in the amount of **\$1,890.00**.

## 3. **Administrative Penalties**

**On or before December 26, 2025**, the Property Owner shall pay Administrative Penalties to the City of San José, pursuant to San José Municipal Code Section 1.14.090, in the amount of **\$15,000.00**.

Code Enforcement staff recommends imposing additional Administrative Penalties in the amount of **\$500.00** per day **starting the day after the first date not met, as listed on the *Order to Correct*** until the date of compliance with the Board Order, up to a maximum of \$500,000.

If the Administrative Penalties are not paid and are recorded as a lien on the real property pursuant to San José Municipal Code Sections 1.14.160 and 1.14.180, as may be amended, an interest rate of ten percent (10%) per annum shall be charged on the principal amount of the administrative lien, from the date the lien is first recorded until the date that payment is received by the City, consistent with California Code of Civil Procedure Section 685.010, as may be amended.

## 7. **REQUEST FOR EXCUSED ABSENCE**

There was no request for excused absence.

## 8. **OTHER BUSINESS**

There was no other business.

## 9. **PUBLIC COMMENT**

- 1 Laksh, District 6 resident, testified. He demands that Code Enforcement and the Appeals Hearing Board find the Greggersens, the landlords of the Summerwind Apartments, for repeated and ongoing violations. There is a compliance order issued in April that hasn't been complied with. They were self certifying compliance orders, which is a bit of a farse. I hope I don't need to remind this Board that Summerwind is the same infamous complex that was in the news for cockroaches, bathrooms with mold, and water heater issues in the the winter. I'm here to demand that Code Enforcement reopen the case at 2076 Lucretia Ave and retroactively fine the Owners Richard and Brent Greggersens.
- 2 Andrew Sieglor, District 3 resident, spoke in support of the Summerwind Tenant Association to ask that Code Enforcement and the Appeals Hearing Board reopen the case at 2076 Lucretia Ave and retroactively fine the owners Richard and Brent Greggersens up to \$2500 a day for the ongoing violations at the property.
- 3 Nick Jacque, resident of Los Gatos, testified. We take this matter very seriously and want to see this commission reopen this case. I'm very angered to see that in the richest community in the country, in the most expensive area, we have our most vulnerable members being forced to live in horrible inhumane conditions. My union firmly believes an injury to one is an injury to all.
- 4 Saraswat Rathed, a housing attorney with the Law Foundation of Silicon Valley, testified she is here to urge San Jose Code Enforcement to fine owners of Summerwinds Apartments for ongoing health and safety violations at the complex. The tenants of Summerwinds over the last year have risked intimidation and retaliation and filed 40 petitions with the City's Rent Stabilization Program to expose the substandard conditions at Summerwinds, which include infestation of cockroaches and rats, carpets that are so dirty and moldy that the tenants with asthma have had difficulty breathing and frequent water shut offs and inadequate weather proofing, which has lead tenants to have to bundle up and boil water to take a bath in the winter. There are also a lack of latches on the windows, a lack of screens on the windows and windows that are sealed.
- 5 Cindy, a tenant organizer at the Law Foundation of Silicon Valley, testified. On June 21, 2024, the Summerwind Tenant Association sent a collective demand letter to address the common area issues, such as deteriorated carpets, windows that lack locks and do not provide sufficient weather protection. The landlords did not respond. In February 2025, members filed multiple Code Enforcement reports about these issues, yet the owners did nothing. This led the association to file 40 tenant petitions to the Apartment Rent Ordinance. The Code Enforcement compliance order was sent out April of this year and clearly states that these things need to be complied with. On October 16<sup>th</sup>, Summerwind Tenant Association met with Code Enforcement Supervisor Jose Castaneda, who said he will investigate this matter. Since then we have not heard from him and this is why many of these tenants are here today. Community members are here to urge Code Enforcement and the Appeals Board to re-open this case and fine the Greggersens.
- 6 Dustin Hunt, a resident of Campbell, testified. I'm here with the Silicon Valley Democratic Socialists of America demanding that the Code violations be enforced for the Summerwinds violations. As people stated before, there's a number of egregious living conditions, including windows lacking latches, windows that are permanently sealed, people having to boil water to bathe in the winter time, as well as illegal fines that were issued by the owners for missed pest control appointments.

- 7 Nuemi Guzman, with with Law Foundation of Silicon Valley, testified in support of the Summerwind Tenant Association. She is here tonight to demand that the Code Enforcement and Appeals Board fine the owners for the repeated and ongoing violations found at the apartment complex. We have been meeting with these tenants for the past 2 years. Within those 2 years, we have seen the issues that have been ongoing. These tenants are living with continuous water shut offs without proper notice, elevators consistently not working, and windows that are missing on second and third floor common areas. These are buildings with small children that are afraid they may fall out of these windows. The landlord failed them in providing safe and habitable living conditions. Code Enforcement has failed in enforcing the codes.
- 8 John Froggatt, a Housing Attorney with Law Foundation of Silicon Valley, testified in support of the tenants at Summerwind Apartments and requested that the Code Enforcement reopen their case. My impression and understanding is Code Enforcement has already been out there, has already issued a Compliance Order, but that the conditions have remained the same and you have already heard that the conditions are pretty severe. They have been like that for years and still nothing has been done. The tenants are still having to live in those conditions waiting for Code Enforcement to enforce the code.
- 9 Jennete Hotzworth, a District 6 resident, testified this is not an isolated incident. What we have heard tonight shows that there are some real housing crises in this area and a lot of that can be mitigated if we would just enforce the laws that are already in place and hold these landlords accountable. A lot of the issues that these tenants at Summerwinds are experiencing, I experienced in a different apartment complex and one of these owners has actually been fined 17 million dollars for another property that they owned.
- 10 Rose Thompson testified she is here from Silicon Valley DSA. Three months ago, she moved to Silicon Valley with her wife and while we were looking for apartments here, you'd be surprised the number you find that have hidden problems with things like plumbing and elevators that don't work. You can find this if you look on Reddit groups. These issues that others have brought up with Summerwind are definitely a clear example of this and what we are asking here today is that the Appeals Board reopen the investigation with the Summerwind Apartments and actually start to force them to repair the problems and fine them retroactively for these ongoing violations.
- 11 Andres Renden from the Summerwind tenant association, via translator, testified she is a tenant at 2076 Lucretia Ave. She has reached out to the landlord and Code Enforcement to request that repairs be made on windows. We are at our wits end and we don't know what to do anymore so this is the reason why we are here today requesting that you reopen this case.
- 12 Richard Navarro testified he is here today with Silicon Valley DSA and demands that Code Enforcement and the Appeals Hearing Board fine the landlords of the Summerwind Apartments. The tenants of Summerwind have repeatedly complained about habitability issues. Their pest control is mandatory, with fees ranging from \$17 to \$45 per missed service, but it's ineffective. It's been ongoing for six years. Tenants regularly have to set traps and spray poison to get rid of cockroaches and rats. I urge Code Enforcement and the Appeals Board to reopen the case at Lucretia Ave and retroactively fine the owners for the ongoing violations.
- 13 Tim, a resident of District 6 of San Jose, testified he is also here to demand that Code Enforcement and the Appeals Hearing Board fine Summerwind Apartments for

repeated and ongoing violations. I think we all want a safe place to call home and to raise our families. However, it has become clear that this belief is not shared by Richard Greggerson, the CEO of Peninsula West LLC and Brent Greggerson, an owner of Peninsula West LLC, who are the landlords of the Summerwind Apartments. Multiple times they have claimed compliance, while in fact they are just not taking action to remedy the violations. There's emergency windows in Summerwind that are sealed shut. That's not only a hazard for the tenants, but also for the emergency responders of San Jose and that is a huge problem. Last year alone the water was shut off in one building over 30 times. I think that we all understand the budgetary constraints in the city, but this is not acceptable. Thank you.

- 14 Diego A, of the Summerwind tenant association, testified. I've been living at 2076 Lucretia Ave for more than 15 years. I'm here to discuss the issue about the dirty carpet and the windows that impacted us at the Summerwind Tenants Association. The carpet is covered with stains and hasn't been cleaned for many years, resulting in unpleasant scents that trap and harbor allergies such as dust, mites, and mold, which can cause impacts to the human health and also cause respiratory/breathing problems, skin irritation, and allergic reactions. On October 16, 2025, I met with the Code Enforcement supervisor Jose Castaneda, who told us he would reinvestigate, but we have not heard back. That is why I am here with my neighbors to urge the Code Enforcement and the Appeals Board to reopen the case at building 2076 Lucretia Ave.
- 15 Susana Angeles, a tenant, testified via translator. She has lived at Summerwind Apartments for 15 years. The main reason why I'm here is to testify regarding the conditions of the apartment building. The windows are unable to be opened because they are sealed shut. The carpets have a lot of dirt, bacteria, and mold, which is causing issues, especially for folks with asthma. This is also causing issues for folks with respiratory problems. On Oct 16, 2025, the Supervisor Jose Castaneda came out to the building and walked the building with us. He said that he would do an investigation about the ongoing issues and until today we have not heard from him. So that is why we are here today to ask that you reopen case 202501688 and that retroactively there should be some penalties to the property owners Richard and Brent Greggerson for the ongoing violations.

**Brief:** Rachel Roberts, Deputy Director of Code Enforcement, responded to the public comments: She indicated Code currently has six open cases for the 2076 Lucretia property, one of which is the case number mentioned, 202501688. From my quick review of the case, I am seeing many of the violations noted today reflected in our notes. We have advised the property owner that they will receive a warning that the case may be brought to the Appeals Hearing Board for fines and penalties due to non-compliance. This warning informs them that this is the next step in our process. Once we issue the Compliance Order, fines begin to accrue, and if they remain non-compliant by the compliance dates, we can hold them accountable when the case goes before the Board. We are not yet at the stage to issue administrative fines, but if the case goes to the Board, we will be able to pursue fines and penalties against the owner. What is most important to me is that if the individuals here tonight are willing to provide their contact names and emails to our secretary, we can follow up, provide proper communication, and help them understand where we are in each of these cases. If there is a particular unit or building that has not been accounted for in our open cases, we will look into proactively opening a case for it.

**ADJOURNMENT**

Upon a motion by Commissioner Kenny, seconded by Commissioner Hook, and carried unanimously, the Hearing was adjourned at 9:06 p.m.