

**Kottinger Gardens Phase 1
Frequently Asked Questions (FAQ)
May 2017**

Project Location:
240 Kottinger Drive
Pleasanton, CA 94566



1. Can you please provide an overview of Kottinger Gardens Phase 1?

Kottinger Gardens Phase 1 is the redevelopment of Kottinger Place, which was originally constructed in the 1970. Due to their age, the former Kottinger Place apartments were not compliant with current accessibility standards, were energy inefficient, lacked features that allow seniors to age in place, were incurring costly ongoing maintenance, lacked space for services provision, and the overall demand far exceeded the number of homes available. Given these factors, the City and its local stakeholder group, the Kottinger Place Redevelopment Task Force, decided to redevelop the property with new affordable senior apartments.

In the redevelopment plans, careful consideration was given to the design of the site, buildings, and units at Kottinger Gardens Phase 1 to ensure they respect the existing neighborhood's character and are suitable for the senior residents. The site design, buildings, and landscaping were conceived within the context of Pleasanton's historic downtown, which has roots in both the cottage and farmhouse architectural styles. The Kottinger Gardens design approach takes a fresh interpretation of these fundamental cottage and farmhouse characteristics, creating design that is suitable for both multi-story and single-story building scales and helping to create a cohesive community. The design creates a pattern of buildings, pedestrian walkways, and gardens that are contextualized, inspired by Pleasanton's downtown, the character of the existing properties, and the surrounding single-family homes.

Kottinger Gardens Phase 1 will include one 78,010 square foot two- and three-story building and nine single-story buildings ranging in size from 2,830 to 5,800 square feet. One Hundred Twenty-Seven (127) one-bedroom apartments range in size from 584-697 square feet, and four (4) two-bedroom apartments (one of which is reserved for the on-site manager) range in size from 846-891 square feet, for a total of one hundred thirty-one (131) apartments.

All of the units include eat-in kitchens, easily accessible bathrooms, and ample storage space. The second and third floor units will be served by two elevators. The site and units are designed so that seniors can age in place with accessibility features, including fully-accessible kitchens and bathrooms in fifty percent of the units. All units include ample in-unit storage and have private covered porches or balconies to provide the senior residents with private outdoor access and views of surrounding gardens, Kottinger Village Park, and the hills.

Surface parking for 105 vehicles, 42 of which will be covered, will be provided on-site. Below includes the shared indoor amenities available onsite to create a thriving and active senior community:

- Community Room & Kitchen
- Lounge with computers
- Fitness Room for group exercise classes
- Laundry Rooms with washers and dryers

Outdoor amenities include community gardens with plots for resident use, landscaped gardens, a bocce ball court, and an outdoor patio for gatherings. The property has various pedestrian walkways traversing throughout the property by the community gardens and homes connecting the units and onsite amenities.

MidPen is committed to sustainable development including the use of advanced green building methods, recycled content materials, energy-efficient and water-efficient appliances, photovoltaic panels, and drought-tolerant landscaping. Kottinger Gardens Phase 1 expects to achieve a LEED rating of Gold under LEED for Homes. A PV and solar hot water system will be installed. Throughout the site, there will be bio-swales, drought-tolerant landscaping and drip irrigation systems. The units will have Energy Star appliances as well energy-efficient light and water-saving fixtures in the kitchens and bathrooms. Double-pane Low-E windows will be installed to maximize natural light and wall vents and bathroom exhaust fans will be installed to allow for cross-ventilation in units. In addition, GreenLabel Plus carpet and low-VOC paint will be used in the interiors of the units.

The following funding agencies have provided financing for the redevelopment of the property and are also regulatory agencies:

- California Tax Credit Allocation Committee (TCAC)

- City of Pleasanton
- County of Alameda
- Housing Authority of Alameda County
- Federal Home Loan Bank's Affordable Housing Program

2. When will the apartments be available?

Construction of the remaining new apartments is anticipated to be complete in October, 2017. Barring no construction delays, all apartments are expected to be occupied in November, 2017.

3. What special amenities are provided?

- Community Room
- Computer and Recreation Room
- Fitness Room
- Onsite, Centralized Laundry Facilities
- Community Gardens
- Outdoor Unit Patios and Balconies
- Property Management and Resident Services staff with Dedicated onsite office

4. Will I get my own assigned parking space?

There are a total of 105 parking spaces available for residents at Kottinger Gardens Phase 1. Parking spaces will be assigned to residents who have a vehicle.

5. Who will manage the property?

MidPen Property Management will manage the property. A full-time community manager will act as the primary property management point of contact for residents during normal business hours. A MidPen Property Management staff member will live onsite to provide assistance with emergencies after normal business hours.

6. Where do I pick up an application to be considered for Kottinger Gardens Phase 1?

Beginning on Monday, May 8, 2017 and through Monday, June 5, 2017, applications will be made available for pick up during specified hours as applicable in the following ways:

- a) In-person at the Kottinger Gardens Phase 1's Leasing Office:
251 Kottinger Drive
Pleasanton, CA 94566

Pick-up Hours: 8:30am-5:00pm (except from 12pm-1pm)

Dates: Monday, May 8, 2017 through Monday, June 5, 2017,
except for Saturdays, Sundays, and holidays

- b) In-person at the City of Pleasanton Offices :
200 Old Bernal Avenue
Pleasanton, CA 94566

Pick-up Hours: 8:30am-5:00pm

Dates: Monday, May 8, 2017 through Monday, June 5th, 2017,
except for Saturdays, Sundays, and holidays

- c) In-person at the City of Pleasanton Library :
400 Old Bernal
Pleasanton, CA 94566

Pick-up Hours: 10:00a-9:00pm Monday-Thursday
10:00a-5:00pm Friday and Saturday
1:00p-5:00pm Sunday
Closed on holidays

Dates: Monday, May 8, 2017 through Monday, June 5th, 2017,
except for Saturdays, Sundays, and holidays

- d) In-Person at the City of Pleasanton Senior Center:
5353 Sunol Boulevard
Pleasanton, CA 94566

Pick-up Hours: 8:30am-4:00pm

Dates: Monday, May 8, 2017 through Monday, June 5th, 2017,
except for Saturdays, Sundays, and holidays

- e) Online at MidPen Housing's website: <http://property.midpen-housing.org/leasingnow> or requested via e-mail to Kottingergardens@midpen-housing.org

7. How should I submit my completed application?

All applications must be returned in-person to the leasing office beginning Monday, May 22, 2017 through Monday, June 5, 2017. **The deadline to submit the completed application is 5:00pm on Monday, June 5, 2017. Applications that are late or not fully completed will be rejected. No exceptions will be made. Completed applications that are mailed must be received (not postmarked) by 5:00pm on Monday June 5, 2017. PLEASE DO NOT RETURN APPLICATIONS TO THE CITY**

OF PLEASANTON OFFICES, PLEASANTON LIBRARY, OR PLEASANTON SENIOR CENTER.

8. Does it make a difference if I return my application the first day?

No, a lottery will be conducted and will determine an applicant's lottery list number. There is no priority given to those who submit an application on Monday, May 22, 2017 over an application submitted on Monday, June 5, 2017. However, as described in the Resident Selection Criteria, there are priorities and preferences that will be applied as applicable.

9. Why is a lottery held?

A lottery is an industry standard which ensures equal opportunity to everyone who submits an application.

10. When will the lottery be held?

MidPen Property Management will conduct the lottery upon completion of the review of the applicable priorities and preferences to those applications submitted. The lottery will take place on July 19, 2017. Since the lottery is conducted in a time-sensitive manner, rental applications will not be accepted **no later than 5:00pm on Monday, June 5, 2017.** The lottery is not open to the public, however, representatives from the City of Pleasanton and MidPen Property Management will be present.

11. How will the preference be applied to the lottery?

The priorities and preferences as described in the Resident Selection Criteria will be applied according to the following:

All fully completed applications received during the application period will be entered into a database with the priorities and preferences applied. A lottery program is run for the entire applicant pool, assigning a lottery number at random to each application.

The lottery list is then sorted, first by priorities, preferences, and then lottery number so that all applications with a preference are filtered to the top.

The priority and preference will be verified at the time of the application.

12. Will all applicants receive an interview letter?

No, once the lottery has been conducted, applicant interview letters will be mailed.. Kottinger Gardens Phase 1 will process 2-3 applications for each available unit and send out the appropriate lottery number and interview letters. Applicant interviews will begin in late July, 2017. Lottery notification letters will be mailed to everyone that

applied within two weeks of the lottery date informing the applicant of their lottery and position numbers.

13. How are applications processed and apartments assigned?

Applications will be processed and you will be contacted for an interview. If you meet the qualifications and requirements, and you are approved, you will be offered the next available unit in the order of the applicable priorities and preferences as well as the lottery number.

At that time, a holding deposit (1/2 of the security deposit) will be required to be paid. (Holding Deposits: 1 Bedroom = \$150; 2 Bedroom = \$250.) The holding deposit will be applied toward the security deposit at the time of move in (total security deposit: 1 Bedroom = \$300; 2 Bedroom = \$300). The holding deposit must be paid within five (5) days of the offer of a unit and a Holding Deposit Agreement signed. If applicant is unable to meet this timeline, the unit may be offered to another application, in position number order.

Once the units are ready for occupancy, applicants will be notified of the time and date of their move in appointment. At the move in appointment, all adults in the household must be present. The remaining balance of the security deposit and a full months' rent will be required (in the form of a money order or cashier's check). If applicant is unable to meet these requirements, the unit may be offered to another resident, in position number order.

If applicant fails to take possession of unit as the lease requires, applicant will forfeit their holding deposit.

14. What happens if I am not asked to be interviewed?

Applicants not contacted will remain on the waiting list. The waiting list will maintain position number order. As apartments become vacant and turn over, applicants on the waiting list are contacted in order of the position number.

15. What will I need to bring to my intake interview?

All applicants in the household over the age of 18 years must attend the intake interview. Applicants will be asked to complete the income and asset questionnaire in detail. A basic prequalification will occur to determine if application information is sufficient to meet our criteria.

Applicants will be required to provide documentation to verify all information included in the Rental Application—a list of required documents to bring to the intake interview will accompany the appointment letter.

Applicants will be required to pay a \$30 **per adult** applicant screening fee. The fee must be paid with a money order or cashier's check only. *No personal checks or cash will be accepted.* Applicants will be screened for credit and criminal at this time.

MidPen may often require additional documentation to verify an applicant's information. Staff may request additional documentation during or after the intake interview. An applicant has ten (10) days from the date of the request to provide all requested documentation. If this timeline is unable to be met, the application will be denied.

16. Are there any restrictions on household size that is authorized to live in a unit?

Yes, the following occupancy standards will apply to all apartments.

UNIT SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
1 bedroom	1 person	3 persons
2 bedroom	2 persons	5 persons

17. What is the age requirement?

Kottinger Gardens Phase 1 is a senior affordable housing community. All households must have one household member who is either the head, co-head or spouse and who is 62 years of age or older.

18. What are the current rent limits and maximum income limits to rent the apartments?

The following rent limits are effective as of March 28, 2016 for Alameda County as published on the website for the California Tax Credit Allocation Committee (CTCAC), which implements the Low Income Housing Tax Credit Program (LIHTC) in the State of California (exceptions may apply to those holding portable Housing Choice Vouchers):

<i>Rent Limit</i>	<i>1 Bedroom</i>	<i>2 Bedroom</i>
30% AMI	\$548	\$658
40% AMI	\$731	\$878
50% AMI	\$914	\$1,097
60% AMI	\$1,097	\$1,317

The following are maximum income limits as of April 14, 2017 for Alameda County as published on the website for the California Tax Credit Allocation Committee (CTCAC):

<i>Income Limit</i>	<i>1 person</i>	<i>2 person</i>	<i>3 person</i>	<i>4 person</i>	<i>5 person</i>
30% AMI	\$21,930	\$25,050	\$28,170	\$31,290	\$33,810
40% AMI	\$29,240	\$33,400	\$37,560	\$41,720	\$45,080
50% AMI	\$36,550	\$41,750	\$46,950	\$52,150	\$56,350
60% AMI	\$43,860	\$50,100	\$56,340	\$62,580	\$67,620

Rents for the units are set at appropriate Low Income Housing Tax Credit program affordability levels by apartment size, and the amount a household pays in rent will be determined by household income and bedroom size.

For example, a 1-person household, who has an income of more than \$21,930 but less than \$29,240, may have a rent in the amount of \$731 for a one-bedroom apartment.

19. Is a lease required?

Yes, a one-year lease is required at initial move-in.

20. Is smoking allowed at the property?

No smoking will be allowed inside the apartments and common areas. Smoking will be permitted only to the exterior of the apartments and common areas per California law.

21. Will pets be allowed?

Yes, select pets will be allowed in accordance with MidPen Property Management's Pet Policy. For additional information, please inquire with the Kottinger Gardens Phase 1's Leasing Office.

22. Will Resident Services be provided?

Yes, MidPen Resident Services will provide residents with services and programming at Kottinger Gardens Phase 1. Our Services include information and referrals to community resources, educational classes and programming onsite, community building and recreational activities. A MidPen Resident Services staff member will be present onsite.

23. Who should I contact if I have any questions?

For questions in regard to the application or application process, please contact the Kottinger Gardens Phase 1's Leasing Office at (925) 846-3050 or kottingergardens@midpen-housing.org.