



## SUBSTANDARD BUILDING BOARD MEMORANDUM

**FROM:** The Neighborhood Services Department    **DATE:** November 9, 2021

**SUBJECT:** Approve of minutes of the August 10, 2021, Substandard Building Board Meeting.

**PRESENTER:** Stefanie Martinez, Director of Neighborhood Services

### **SUMMARY:**

The minutes are approved by majority vote of the Board at the Substandard Building Board meetings.

### **GENERAL DESCRIPTION:**

The Neighborhood Services Department prepares action minutes for each Substandard Building Board Meeting. The minutes from each meeting are placed on a later agenda for review and approval by the Board. Upon approval of the minutes, an electronic copy is uploaded to the City's website.

### **RECOMMENDATION:**

Approve Minutes of the August 10, 2021, Substandard Building Board Meeting.