



**Freedom West's  
Management Contact Info:**  
**415-929-1011**

**Breanne Martinez**  
– Community Manager

**Monica Garcia**  
– Assistant Community Manager

**Chris Weaver**  
– Administrative Assistant

**Tywon Fitzgerald**  
– Maintenance Supervisor

**Alber Macario**  
– Maintenance Tech

## Q&A with Breanne Martinez

*The new Community Manager for Freedom West Homes*

**How long have you been with Avanath?**

I've been with Avanath since December 2022

**What made you want to join the company?**

I wanted to join a company that has a mission that aligns with mine, in closing the housing and wealth gap by providing affordable housing and equity. I also wanted to join a company that believes in their employees' growth and a place I can be at for a really long time.

**How long have you been working at the Freedom West homes property?**

I've been with Freedom West Homes since December 2022.

**Why do you enjoy working at Freedom West?**

I enjoy working at Freedom West because I enjoy being a part of something bigger in making a difference in providing stability and housing. Working with the board and shareholders is also a plus.

**What will be some of your day-to-day roles as the new Community Manager?**

Some of my day-to-day work is to make

sure we are providing a safe, livable, and friendly environment by connecting with the shareholders regarding their comments, questions and concerns. That includes moving as quickly as possible to address shareholders' issues and building a trusting relationship between the shareholders and management team.

**What are you looking forward to most as the new Community Manager?**

I'm looking forward to connecting with shareholders more by providing community events and services.

**Any upcoming projects that residents should be aware of?**

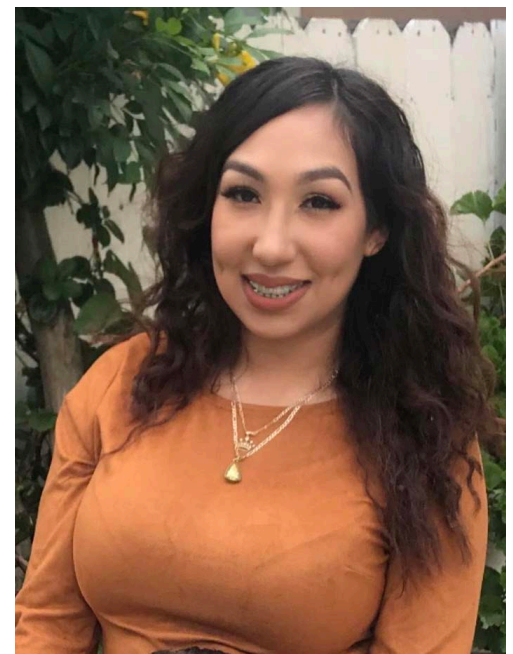
We are working on tree removal and trimming. Fixing the gates. Painting the stairs and curbs. Hosting in-person board meetings that are open to shareholders again.

**Are you from San Francisco? If not, where are you from?**

I was born in LA and moved to Oakland as a teenager, so I'd like to think I am from the Bay. The Bay is my forever home.

**Do you have any hobbies? What do you enjoy doing when you're not working at Avanath?**


I enjoy cooking and spending time with my spouse and kids lounging all day watching movies. I also enjoy traveling and reading books.



# Income Verification Form

Deadline is March 31, 2023

The deadline for completing the income verification form is March 31! Shareholders are more than welcome to call Avanath at **415-929-1011** and make an appointment to get support filling out the form. Samples of the form is below. We will print copies for you to use or you can view and print out the forms from the email version of the newsletter.

 Mayor's Office of Housing & Community Development (MOHCD)

**MOHCD Client Intake Form**

- Review this form with client and complete all items
- Refer to the instruction sheet to help with form completion
- Keep on file for five years

First Name: \_\_\_\_\_ Last Name or Client ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number (Optional): \_\_\_\_\_

Email Address: \_\_\_\_\_ (Optional) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. Race and Ethnicity** Which best describes your race/ethnicity? (Mark ALL check boxes that apply)

**Indigenous**

American Indian/Native American (Specific Group: \_\_\_\_\_)

Indigenous from Mexico, the Caribbean, Central America or South America (Specific Group: \_\_\_\_\_)

Other Indigenous \_\_\_\_\_

**Asian**

Chinese

Filipino

Japanese

Korean

Mongolian

Central Asian

South Asian

Southeast Asian

Other Asian \_\_\_\_\_

**Black**

African

African American

Caribbean, Central American, South American or Mexican

Other Black \_\_\_\_\_

**Middle Eastern/West Asian or North African**

North African

West Asian

Other Middle Eastern or North African \_\_\_\_\_

**Pacific Islander**

Chamorro

Native Hawaiian

Samoan

Other Pacific Islander \_\_\_\_\_

**White**

European

Other White \_\_\_\_\_

**Latino**

Caribbean

Central American

Mexican

South American

Other Latino \_\_\_\_\_

**2. Gender Identity and Sexual Orientation**

**What is your gender?** (Mark the ONE that best describes your current gender identity)

Female

Male

Genderqueer/Gender Non-Binary

Trans Female

Trans Male

Not Listed. Please Specify: \_\_\_\_\_

Decline to Answer

**How do you describe your sexual orientation or sexual identity?** (Mark ONE)

Bisexual

Gay/Lesbian/Same-Gender Loving

Questioning/Unsure

Straight/Heterosexual

Not Listed. Please Specify: \_\_\_\_\_

Decline to Answer

By what name do you wish to be called? \_\_\_\_\_ (Optional)

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Are you a person with a disability?  Yes  No

**5. Family Size and Income**

Which best describes your family? A family includes a single person or a group of people living together. (Mark ONE)

Single Headed Family

Dual Headed Family

Number of persons living in your family (including yourself): \_\_\_\_\_

Estimated income for next 12 months for all adult members: \$ \_\_\_\_\_

**6. Income Certification**

**Do you receive any type of public benefits assistance?** (Mark ALL that apply)

CalWorks

CalFresh

Cash Assistance Linked to Medi-Cal (CALM)

Cash Assistance Program for Immigrants (CAPI)

County Adult Assistance Program (CAAP)

Medi-Cal

Refugee Cash Assistance

Social Security Disability Insurance (SSDI)

Supplemental Security Income (SSI)

**What source(s) of information were used to verify your income?** (Mark ALL that apply)

Public Benefits (mark here if you chose any option to the left)

Payroll Stub

Tax Return

Unemployment Benefits

Veteran's Benefits

Rental Assistance (e.g., Section 8 voucher)

Placed in Foster Care

Self-Certified. Please explain: \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the above statements are true and correct. I understand this information is subject to verification only by authorized U.S. Department of Housing & Urban Development (HUD) officials for federally-funded grants.

**CLIENT** **INTERVIEWER**

Client Printed Name \_\_\_\_\_ Interviewer Printed Name \_\_\_\_\_

Parent/Client Signature \_\_\_\_\_ Date \_\_\_\_\_ Interviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

MOHCD collects data on race, ethnicity, sexual orientation and gender identity, in order to ensure the programs and services we fund are addressing the needs of the vulnerable communities we serve, and to report anonymous information to key funders like HUD.

MOHCD protects your personally identifiable information (PII) from loss, theft, misuse and unauthorized access and disclosure. PII includes your name, address, birthdate, race and ethnicity, gender, sexual orientation/identity, and household size and income. PII is never included in reports, public documents or public websites, and can only be seen by authorized persons when it's necessary to achieve the purposes noted above.

Fiscal Year 2022-23

# FREEDOM WEST

## Management Corner

### Who to contact in emergency situations:

- If you are experiencing a **medical emergency**, please call 911 immediately.
- Freedom West's security company is SVR. The security team can be reached at 415-724-3215

### Call the management office if:

- There is a repair needed in your unit
- You have an issue with payment of carrying charges
- You have an issue with registering a vehicle to qualify for parking on a Freedom West lot
- You have a pest control issue. Pest Control service is the 4th Wednesday of every month. Please call the office to get on the schedule.
- You have an issue with a neighbor

### Board Meeting Schedule:

- Open to shareholders.  
Tuesday, March 28th at 6 p.m. in person in the rec room or on Zoom

### Additional Items:

- Full Income Certifications for 2023 will commence. Deadline to complete the full income certifications for all households is March 31, 2023.
- Avanath will be conducting unit inspections for all households in the first quarter of 2023.
- Please do not leave your children unsupervised in the common areas of the property including the playground.
- We have free compost pails available at the Freedom West Homes office for pick-up to those that need one.