1) **Approval of the Minutes of November 7, 2018 Meeting**  
**ACTION:** The Board unanimously approved the minutes for the November 7, 2018 meeting.

2) **Los Angeles Housing & Community Investment Department – LAHCID**  
a) December 24, 2018 report requesting write off of 2,669 uncollectible invoices (1,496 owners, 1,519 unique APNs) totaling $1,599,899.77, each account owing less than $5,000.  
**ACTION:** The Board unanimously approved the write off request from LAHCID to remove from its active accounts receivable, 2,669 uncollectible invoices (1,496 owners, 1,519 unique APNs) totaling $1,599,899.77.

b) December 24, 2018 report requesting write off of 158 uncollectible invoices (22 owners, 35 unique APNs) totaling $149,957.00, each account owing $5,000 or more.  
**ACTION:** The Board unanimously recommends the City Council approves the write off request from LAHCID to remove from its active accounts receivable, 158 accounts totaling $149,957.00.

3) **Department of Building and Safety – LADBS**  
December 28, 2018, report requesting write-off of 54 uncollectible accounts receivable totaling $423,498.36, representing invoice amounts equal to $5,000 or greater.  
**ACTION:** The Board unanimously recommends that the City Council approve the write-off of 54 uncollectible accounts totaling $423,498.36, representing invoice amounts equal to $5,000 or more.
4) **Public Comments**
   None

5) **Next Regular Meeting**
The next scheduled meeting of the Collections Board of Review will be held on Wednesday, April 24, 2019.

6) **Adjourned**
9:20 a.m.