

# **HRB**

## **Meeting Minutes**

### **5/7/19**

#### **I. Call to order**

Hobart called to order the regular meeting of the HRB at 6:07 p.m. on 5/7/19 at UHills Community Center Conference Room.

#### **II. Present**

The following were present:

Brad Conley, Hobart Taylor, Sandrine Biziaux Scherson, Andrea Canfield, Zach Nelson, Michele Guindani, Stephane Muller.

#### **III. Approval of Minutes**

It was noted that the April 2019 minutes were approved via email prior to the meeting.

#### **IV. Elections and New Officer Position**

a) Andrea Canfield suggested creating a new office of Communications Coordinator and volunteered to fill that position. The description of the office was changed slightly after group input. See Appendix 1 for description of officer duties.

b) Brad motioned to accept the new office of Communications Coordinator, a position that assumes duties of secretary in addition to aspects as outlined in the description, and to support that Andrea Canfield act in that capacity. The motion was seconded and carried. It was discussed by the group that the office description, title, and duties could be revisited and modified. All agreed.

c) Stephane motioned that Hobart continue in the Chair position and this was seconded and carried.

## V. Committee Updates

### a) Entertainment Committee

i) Trivia night was successful and had 12 teams. Zach noted that volunteers Matt Loveless and Diana Restrepo contributed to the success of the event and the committee's goals.

### b) Sustainability Committee

i) Earth Day events and the Repair Café were successful. Upcoming: movie night in Gabrielino park. Foreign films: The most recent film had 15-20 viewers.

### c) Welcoming Committee

i) Welcoming committee is brainstorming and coordinating on upcoming goals.

## VI. HRB Budget Update

a) Of the \$65,000 budget, \$5,000 is remaining. Some ideas have been presented by residents for seminars, etc. that could be considered with the remaining funds. The Fall Fiesta is the largest expense of the year (\$30,000).

## VII. Transportation Committee Recommendations Update

a) Brad reports that the committee's unanimous recommendation has been to make previously described changes (see April 2019 HRB minutes) to Gabrielino as soon as possible. The committee will later discuss Owen and other areas that may also be restriped for safer bicycle use.

b) The transportation committee will be discussing University Hills' core values and how they relate to UCI campus. Brad would like to codify the shared core values between UCI and University Hills regarding health, transportation, sustainability, and accessibility. This will help us advocate for healthy options for commuting to UCI and to and from the places within

University Hills. The group was supportive of this idea and it was noted that discussions could perhaps lead to a committee that could present UHills ideas to UCI.

## VIII. Update on Mailboxes Options

About 2 weeks ago, Andrew Herndon delivered to the Post Office contact, Julie Huster, a revised map that proposed 16 rather than 13 groups of cluster mailboxes. This revised map has not been approved by the Postmaster. There has been no news from the Postmaster regarding the approval of individual locked boxes. Andrew Herndon took an actual individual locking mailbox to the post office for approval of the type, and he has been calling and visiting the post office and has received no definitive response regarding the placement of mailboxes or approval of individual locking mailboxes. Some individuals in the community have used the USPS online form to request approval for their individual locking mailbox and to HRB's knowledge they have received no response. HRB members have emailed the postmaster as individual residents and received no reply. After much discussion, it was decided to await the survey results (survey ends May 31) and hold a town hall meeting. The HRB continues to be frustrated by the lack of communication and response from the Postmaster and is actively seeking viable options that can transmit resident concerns to the postmaster to achieve a response.

The HRB reviewed the architectural guidelines section referring to mailboxes. See Appendix 2. It was noted that, to HRB's knowledge, no individual locking mailboxes in UHills are currently having mail delivered to them from the post office. All agreed that a resolution is needed and that a process is currently in place to determine resident preferences overall: the ongoing survey regarding clusters or individual boxes.

Michele suggested that we get some lockable individual mailboxes approved so that residents have that option available until clusters are installed (if ever).

Hobart motioned to request that ICHA present to HRB an estimate for installing cluster mailboxes, including mailbox removal and disposal and installation of cluster boxes at 25 sites, both individual cost and total cost. The motion was seconded and carried.

For further information received after the HRB meeting, see Appendix 4.

## IX. Architectural Review of Property Improvement Application

An application had been denied pending submission of a new form including Attachment A and B with "dimensions from the lot line" and "dimensions of improvements in relationship to

home and lot line,” to determine adherence to Setback Requirements outlined in Architectural Guidelines Section E. 1. See Appendix 3.

The lot line and setbacks are unclear on the application. Viewing photos of the structure, HRB noted that the architectural guidelines call for boards other than redwood to be painted, and that the structure appears to be unpainted. It is not clear if the structure can be moved to be within the setback requirements. The board will request that the owners resubmit an application after reading the guidelines regarding setback and painting of wood structures and making relevant changes to follow the architectural guidelines, which may include moving or painting the structure.

## X. Architectural Improvement Philosophy – A General Discussion

This topic was introduced by Hobart briefly and tabled until the next meeting.

## XI. Communications Strategies: Posters, Website, Email, Listserv, A-Frames

This topic was touched on briefly, with Zach and Sandrine in agreement that better communications of upcoming events are needed. Hobart presented an option for a metal stand for advertising. The topic was tabled for further discussion in the next meeting.

## XII. Gift Cards for Volunteers

Hobart asked the entertainment and sustainability committees to provide a list of non-HRB volunteers who can be given gift cards for their service.

## XIII. Guest Parking Use

Stephane introduced the topic of parking in the Whitman condos. This topic was tabled for further discussion in the next meeting.

## XIV. Adjournment

Hobart adjourned the meeting at 8:17 p.m.

Minutes submitted by: Andrea Canfield

Minutes approved by: *Stephane Muller, Andrea Canfield, Zach Nelson, Sandrine Biziaux, Hobart Taylor, Michele Guindani, and Brad Conley.*

### Appendix 1

Description of Communications Coordinator Officer:

The Communications Coordinator will be responsible for recording meeting minutes, submitting minutes for board approval, and forwarding minutes to be posted online.

At the conclusion of each formal HRB meeting, the Communications Coordinator will compose a brief summary (typically 2-3 sentences) to be approved before adjournment and forward it to be posted online on the next business day. Communications Coordinator will assist the board in developing/updating mission statement. Communications Coordinator will ensure resident access to online searchable governing documents and definitions of terms relevant to the governing documents. For example, "structure," "quiet enjoyment," "nuisance," etc. Communications Coordinator will coordinate an annual calendar of officer and board member terms, elections, and "meet the HRB," and assist Welcoming Committee in creating new resident orientation materials.

### Appendix 2

Section 3.17. Mailboxes. No mailbox or other Structure used as a receptacle for the delivery or dispatch of mail, packages, newspapers, periodicals, or similar matter shall be constructed or altered on any Parcel without the prior written approval of the HRB of plans and specifications for such Structures. Guidelines relating to such receptacles may be included in the Architectural Guidelines.

### Appendix 3

Section E.1. Setback Requirements. For lots containing single-family detached houses (100, 150, 300, 750 & 800 series) unless specifically approved by the HRB, no Structure may be constructed or maintained in such a way that any portion of the Structure or overhang is (i) within twenty (20) feet of the front property line, (ii) five (5) feet from the side yard property line, or fifteen (15) feet from the rear yard property line.

#### Appendix 4

The following message was sent by Michele Guindani to the UHills listserv on behalf of the HRB to present up-to-date information to residents regarding mailboxes.

On May 14, 2019 at 3:16 PM Michele G via UHills <[uhills@unihills.org](mailto:uhills@unihills.org)> wrote:

Dear All,

The HRB would like to provide an update about the current discussion related to the mailboxes and the ongoing survey: <https://www.surveymonkey.com/r/3LLRRXL>

About 2 weeks ago, negotiations between ICHA and the Post Office contact, Julie Huster, led to a revision of the plan initially proposed by the Post Office for the cluster mailboxes. Andrew Herndon has delivered to the Post office a revised map that proposed 16 rather than 13 groups of cluster mailboxes. This revised map is still pending review by the Postmaster. However, the Post Office has communicated that their proposal was made under the premise that the post office pays for the cost of the boxes. More locations could be considered if the Post Office is not asked to contribute to their cost.

Multiple attempts to contact the Post Office have been made by residents, HRB members and Andrew Herndon. Of particular relevance, Andrew Herndon has taken an actual individual locking mailbox to the Post Office for approval of the type:

<https://thd.co/2YkM9qG>

This lockable mailbox has been approved by the Postmaster as per their communication to Andrew Herndon on May 9th, 2019. The box was originally suggested by a resident and it is the second type of boxes approved by the postmaster for an individual lockable mailbox option in our community. The first box (pictured here: <http://bit.ly/2Hj42Ax> ) will likely prove impractical and costly to most residents.

HRB and ICHA will coordinate the process enabling residents to switch to individual lockable mailboxes if there is not enough interest for cluster mailboxes according to the survey. Style, color and location of posts and boxes will be considered in the review. As a reminder, the purchase of individual locking mailboxes (including the cost of installation and removal of the old box) would be the responsibility of each homeowner following approval of the HRB and any neighbors who might be adversely affected by the change; individual residents may elect to keep their existing non-lockable mailboxes.

ICHA and the HRB will provide links to future USPS approved individual lockable boxes as they become available.

As a further update, ICHA has ordered a locked outgoing mailbox to be installed at the Community Center for residents' use.

The current survey should provide some indication about the overall preferences of the residents toward mailbox clusters or individual mailboxes. The survey results will help indicate what direction the community would like to move forward. As previously communicated, an indication in favor of cluster mailboxes will have to be confirmed by a subsequent formal election, with a definite and rigorous plan for their location.

If you have not taken the survey yet, please provide your indication by participating at this link <https://www.surveymonkey.com/r/3LLRRXL>

Anyone who has already completed the survey has the opportunity to change their responses before the end of May, by emailing Barbara Correa at [barbara.correa@icha.uci.edu](mailto:barbara.correa@icha.uci.edu) and indicating their willingness to do so.

We will be communicating any new information we receive as soon as possible.

Best regards,  
Michele G.  
on behalf of the HRB