

# HRB

## Meeting Minutes

### 7/9/2019

#### I. Call to order

Hobart called to order the regular meeting of the HRB at 4:05 p.m. on 7/9/19 at UHills Community Center Conference Room. Zach Nelson agreed to keep time for this meeting.

#### II. Present

The following were present:

Stephane Muller, Brad Conley, Hobart Taylor, Andrea Canfield, Zach Nelson, Andrew Herndon (ICHA), Kim Encinas (ICHA), Gerald Parham (apartment resident) D'lorah Hughes (apartment resident)

#### III. Approval of June 2019 Minutes

The minutes were approved. The minutes will be posted at <https://uhills.org/hrb-minutes/>.

#### IV. Request to Support Renter Representation

Gerald Parham and D'lorah Hughes, UHills apartment residents, presented a request that HRB support the apartment community in its scope and decision-making, through a name change from "Homeowner Representative Board" to "Housing Representative Board," granting apartment residents voting rights on the board. D'lorah and Gerald offered an example of a recent rule change to parking by the Rental Operations office, affiliated with ICHA, as a change that affects renters without any renter representation or oversight. Gerald stated that the HRB has grown into a board that values inclusivity and that this could not be done without having the apartment community be represented in a voting capacity. D'lorah indicated that some changes to the community be should communicated in advance or at least be discussed before implementation.

Andrew indicated that the rules are overseen by the Rental Operations office and that this is the office that should field initial concerns in this area.

The board noted that renters may be living in apartment communities for longer durations of time than the community may be aware of, and that having representation in the community is

important. Further discussion at future HRB meetings will address how best to support this in University Hills.

It was motioned and carried that HRB (1) help establish inclusive representation for all residents of UHills (homeowners and renters) and (2) request that ICHA research best processes for supporting this proposal.

## V. Committee Reports

### a) Entertainment Committee

Chinese storytime is on hiatus until a new storyteller is found. Farsi and Spanish storytelling continues. The most recent movie in the park had 80-100 attendees. The most recent foreign film was sparsely attended. Ten new weatherproof placards were purchased in order to promote events in a noticable, safe, and weather-resistant holder. Coming up: There will be 2 food trucks in August, another movie in the park, another foreign film night There will be community messaging regarding entertainment to the folks moving in this summer and fall.

### b) Sustainability Committee

The Sustainability Committee will hold a composting and recycling event at the Community Center July 22. Committee requests \$200 for food and drinks. This was unanimously approved.

### c) Welcoming Committee

Andrew has ideas for new resident information to be distributed. For example, getting started on early landscaping rather than starting to landscape new yards after moving in. Andrew would like to discuss this with Welcoming Committee when they are next available. This information and more could be available as a hard copy or electronic packet for incoming residents.

## VI. Community Safety and Diversity Working Group Statement

### a) Census

Jun Wang has approached CSD to help start creating awareness of 2020 Census. She will need help finding a set of volunteers to generate awareness of the census. She would like to set up an Info night with ICHA. Jun is fluent in Mandarin and volunteers are available to assist those who need language help with the form. UCI, including UHills, had the lowest counts in Orange County, aside from Santa Ana, according to the last census.

HRB will support CSD by sending out email blasts regarding the Census from the HRB account to reach all residents.

### b) Meet the Chief of UCIPD

CSD is holding a “Meet the Chief” event on July 21 during the monthly CSD Working Group meeting. Lilli LaBuen highly encourages all HRB members to attend. Chief Griffin would like to get to know our community and create partnerships with UHills. July 21, 6-7:45 pm. This is a pivotal moment for CSD and the more active community members we have present, the deeper the impact we can create. Please submit any questions for the Chief to llabuen@uci.edu prior to the 21st.

### c) Book Club

Due to a conflict with Foreign Film Night on the last Sundays, CSD’s Community Book Club will meet on first Sundays of each month in the social room, 6-7:30 pm. The July meeting will stay on the last Sunday: Trevor Noah’s BORN A CRIME.

## VII. Proposal for welcoming/inclusive art installation on staircase or crosswalk

CSD and Sustainability Committee propose celebrating community and inclusiveness by painting the staircase on California with the colors of the rainbow; or adding wording about people being welcome, or painting a rainbow crossing at Gabrielino and California.

HRB indicated that words in the installation would need to be carefully selected to be a best indicator of the values of University Hills; also that there are organizations that can aid communities in planning such installations.

ICHA will investigate possible locations for new installations or modifying existing locations.

HRB supports this idea overall but has concerns regarding upkeep and safety with the specific examples provided. HRB asks Sustainability Committee and CSD to investigate organizations that create art installations displaying a community’s values, using areas identified by ICHA, or additional specific ideas as proposed by CSD.

## VIII. University Hills Core Values

Brad reasserted the importance of determining the community’s core values; all were in support and it was determined that a subcommittee should be formed. Brad volunteered to chair this subcommittee soliciting ideas regarding how best to determine what these values are. The HRB unanimously agreed. Hobart will join the subcommittee. Andrea is willing to serve on the subcommittee.

The subcommittee will contact heads of the Sustainability, Entertainment, and Welcoming committees as well as CSD to gather ideas to present at Fall Fiesta for resident input.

IX. HRB supports UCI Health Blood Drive, to be held at the Community Center on Saturday, August 10, 9-2. Appointments are preferred.

## X. ICHA Report on architectural and facility maintenance

### a) Rodent control

ICHA has refreshed the HRB's and Sustainability's sections on the Web site with dos and don'ts regarding rodent control. New landscaping installed by ICHA will not contain ivy or other foliage known to be especially rat-friendly. ICHA encourages all to be responsible for their own foliage and properties.

### b) Lockers in pool areas:

ICHA will install lockers at all four community pools. HRB is in support of this.

## XI. Mailbox Update

ICHA has identified at least 8 configurations of mailboxes throughout University Hills, each with different mounting configurations on posts. Currently, those wanting a locking mailbox should obtain a list of guidelines and appropriate steps from ICHA, fill out a property improvement form to submit to HRB, and request approval for their mailbox replacement from the USPS -- in particular, mounting/positioning requirements on posts (i.e., not just the mailbox itself) for their particular circumstances. In short, the USPS has jurisdiction both over the mailbox AND its placement. Though ICHA has submitted pictures of the eight configurations it has identified throughout Uni Hills in an effort to expedite this process, the USPS has offered no response on guidelines for mailbox placement.

## XII. New Business

### a) Property Improvement Application

An improvement application was rejected that was submitted after the fact for changes to landscaping, structural changes to the building exterior, and color and type changes to a garage door that are divergent from the colors and styles for the neighborhood. Residents must pot plants that are currently planted in the ground in a common area; the residents must return garage door to original style and color; residents must paint house trim an approved color; residents must use windows approved for use in the neighborhood. As a reminder, building changes that impact the appearance of the exterior of the house must be applied for using a property improvement application, including making neighbors aware of the changes beforehand, and proposed changes must be approved by HRB prior to construction, as outlined in the documents provided with the ground lease. Some relevant sections of the architectural guidelines are provided in Appendix 1.

**b) Property Improvement Application**

An improvement application was rejected that was submitted after the fact for an arbor constructed and painted a color divergent from the approved colors for the neighborhood, with an architectural style divergent from that of the home, without proper setback from the sidewalk. Resident must remove the arbor and submit a property improvement application indicating modifications to the color, style, and location in keeping with the ground lease documents. Some relevant sections of the architectural guidelines are provided in Appendix 1. HRB reminds residents that they are reminded that no property improvements will be accepted in the future without going through the application process.

**c) Community Center Use Request to Waive Fee for Event**

A request was approved to waive the community center use fee for a neighborhood youth to hold an event for the Armenian EyeCare Project. The goal is to adopt a village in Armenia through the AECF, which sends a mobile eye care clinic to provide free eye care for a village that does not otherwise have access to such care. A plaque will be presented to the village stating that it was adopted by "Your friends in University Hills." The event will be held Saturday, September 28.

**d) ICHA will coordinate Fire Prevention "Let's Talk" OCFA Campus Fire Safety for a target date of mid-August.**

**e) ICHA will contact an earthquake expert to coordinate a safety talk.**

**f) Guest Parking Use in Whitman and Schubert Condos**

It was discussed that condo lot parking is being used for student parking, vehicle storage, and other uses that do not leave sufficient parking for condo residents and their guests. Condo residents seeing a vehicle illegally parked may notify ICHA by photographing the license plate of the vehicle and emailing it to Kim Encinas, who can notify UCI Parking and Transportation Services, who can issue citations if the vehicle is present when they arrive. Schubert Condos have signage in lots identifying parking that is for Schubert Condo and guests only; ICHA will determine if signage in Whitman Condos is sufficient for the parking rules to be known. Andrew indicated that these concerns should be brought to the Whitman condo association and the Schubert condo association.

**XIII. For further discussion in the August HRB meeting**

**a) Architectural Improvement Philosophy – A General Discussion**

**b) Statement for residents outlining requirements for following architectural standards.**

### c) Continued Assessment of Communication to Residents From HRB and ICHA

At the previous meeting Hobart had noted that there are three basic levels of communication: Announcements of Events; HRB Direct Communications of important information; information that comes from ICHA and HRB is consulted. All levels of these communications have been collaborations between the Chair and ICHA Director of Communications. Ideas were discussed to facilitate direct communication between HRB and residents: town hall meetings, HRB "office hours," or other ways beyond the listserv. A town hall meeting could also involve the Welcoming Committee. FAQs could be created for main issues that are presented on the listserv, and HRB can send a link to the FAQ. The HRB will consider whether an online or in-person forum is preferred.

## XIV. Summary Statement

Agenda items included a discussion about including apartment renters as voting members of the UHills community; reports from the Entertainment Committee, Sustainability Committee, Welcoming Committee, and the Community Safety and Diversity Working Group; a proposal for an art installation; formation of a subcommittee to document University Hills core values; a report from ICHA regarding rodent control, the installation of lockers at all community swimming pools, and an upcoming blood drive; two architectural review applications; an update on the process to obtain a locking mailbox; and other business. The minutes, which will be posted once approved, include more information on these and additional items.

## XV. Adjournment

Hobart adjourned the meeting at 6:32 p.m.

Minutes submitted by: Andrea Canfield

Minutes approved by: Brad Conley, Hobart Taylor, Stephane Muller, Andrea Canfield, Zach Nelson

## **APPENDIX 1**

### From the IRVINE CAMPUS HOUSING AUTHORITY UNIVERSITY HILLS ARCHITECTURAL GUIDELINES

#### **O. Patio Covers, Gazebos, Sundecks and Trellises**

1. Notwithstanding the provisions of these Guidelines, all patio covers, gazebos and sundecks shall comply with the requirements of the City of Irvine. The appearance of patio covers, gazebos, sundecks, trellises and other exterior structures should be consistent in color and style with the appearance of the house.

#### **P. Garage Doors**

1. Proposed changes to an existing garage door must be compatible with the existing garage door in design and color. Please contact the ICHA offices for specific submittal requirements for the University Hills Condominium Association II.

#### **E. Setback Requirements**

1. 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.