

# HRB

## Meeting Minutes

### 6/4/2019

#### I. Call to order

Hobart called to order the regular meeting of the HRB at 5:36 p.m. on 6/4/19 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, Mike McNally (transportation committee), Andrew Herndon (ICHA), Kim Encinas (ICHA), Barbara Correa (ICHA)

#### III. Approval of May 2019 Minutes

It was noted that the May 2019 minutes were approved via email prior to the meeting. The minutes have been posted at <https://uhills.org/hrb-minutes/>.

#### IV. Committee Reports

##### a. Entertainment Committee

i. The upcoming events are: movie night 6/29 (Lounge Chair Theater Movie Night 6/29 Gabrielino Park: *McFarland USA*); possibly 7/26; foreign film 6/30 and 7/28; block parties are happening in June in individual neighborhoods.

ii. It was moved and seconded that for expenses of less than \$100, if two members of the entertainment committee approve, the HRB does not need to approve formally at a meeting.

##### b. Sustainability Committee

i. Sabine Kunrath's full report of the most recent Sustainability Committee meeting is in Appendix 1.

- ii. A \$350 grant request was made to stock the Community Center kitchen with reusable dishes and food prep items. Lu Forrest has offered to shop for the items on a specific list for reimbursement. This was unanimously approved.
- iii. A request was made for more UHills mugs for the kitchen. This was unanimously approved.

#### c. Welcoming Committee

- i. Michele reports that new residents will be coming in the fall and that the welcoming committee is beginning to prepare materials.

#### d. Transportation Committee Report

##### i. Engineering Gateway Crosswalk

Brad has been attending CPEC meetings and discussing bike lanes and other aspects of transportation throughout UHills and to and from UCI. Brad noted that knowledge of ongoing campus plans would be necessary to sustain safe transportation routes. Mike and Brad walked through the site of the changing Engineering Gateway crosswalk. The Engineering Gateway crosswalk changes were first described to HRB in November 2018. There was no discussion or request for suggested changes. The School of Engineering was also not informed in advance. Mike, a member of the Transportation Committee, advised widening the sidewalk to reduce pedestrian traffic near the shuttle shop and gateway structure, and this change will be made.

##### ii. Gabrielino Bike Lanes

The bike lanes on Gabrielino are scheduled to be re-added to the road in summer 2019. The transportation committee will be discussing ways to connect bicycle and pedestrian traffic to campus, especially in light of the changes to the Engineering Gateway crosswalk.

## V. Communication to Residents From HRB and ICHA

Hobart 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.

The HRB Communications Coordinator officer will be available to work with ICHA at the Chair's request to consult on content for distribution by ICHA using the ICHA email system.

Ideas were discussed to facilitate direct communication between HRB and residents: town hall meetings, HRB "office hours," or other ways beyond the listserv. Brad noted that a town hall meeting could also involve the Welcoming Committee and Michele agreed. Zach noted that FAQs could be created for main issues that are presented on the listserv, and HRB can send a link to the FAQ. At the next meeting the group will determine if an online or in-person forum is preferred.

## VI. Results of Mailbox Survey

The following was discussed in the meeting: The mailbox survey indicated that there was not sufficient support for the Post Office's map of cluster mailboxes to move forward with the full installation of the cluster boxes throughout University Hills as proposed. Of respondents,

62.73% were in favor of “keeping individual mailboxes (approved locking boxes are allowed).” There is an approved locking individual mailbox: Oasis Classic panel mailbox. There is one in the ICHA office available for viewing. There may be challenges to installing the large locking mailboxes. New posts may be necessary. The Post Office may have requirements regarding placement of posts for new locking mailboxes. Any change in mailbox should be submitted to HRB on an architectural improvement form. Mailboxes and posts are personal property, and approved changes would be at the homeowner’s expense.

Subsequently, ICHA has released a newsletter containing information regarding mailboxes. See [Appendix 2](#).

## VII. New Business

### a. Property Improvement Application

Property Improvement Application: play structure. A play structure application was considered. Previously it was requested that the homeowner submit a new application showing the orientation of the structure on the lot lines so that it can be determined whether the structure is within the setback requirements. Andrew clarified that the lot is bordered on one side by the sidewalk and on the other side by the fence. It was discussed that a larger issue is that the playhouse is in the front yard, but that relocating it to the back yard, even if possible, may create a privacy concern for the neighboring home. After discussion, it was determined that the structure should adhere to the architectural guideline that requires painting or staining of wooden structures (except portions made of natural redwood) in colors that match the residence. See [Appendix 3](#) for the relevant section of the Architectural Guidelines. It was determined that the structure should be maintained well for the duration of time it is there, and that it be removed by the owners after a maximum number of years, or at the time the property is sold, whichever comes first. As a result of discussion at the meeting and continuing via email with HRB members who were not present at the meeting, the number of years is set at 5 years, with the option to again submit an architectural improvement application at that time to the HRB, abiding by existing guidelines, including setbacks from lot lines, which would likely require the structure to be relocated to the rear yard.

b. Property Improvement Application: painting. A correctly filled out architectural improvement form was submitted with the neighbor awareness fields filled in. After brief discussion, the residents’ choice of paint color was approved.

c. Narwhal Swim Meet 6/29/2019. The community will be notified by the Narwhals of this upcoming swim meet at the Coltrane pool.

## VIII. Briefing from HRB Member Brad Conley

Brad spoke regarding current construction projects and methods to improve communication between HRB and UCI campus.

Brad’s statement: On Friday, May 31, ICHA sent an email from Associate Vice Chancellor Rick Coulon to all residents telling them that—after the holiday weekend—a construction project

would begin at East Peltason & Engineering Service Road. The primary purpose of the project is to improve vehicular traffic flow on East Peltason. Coulon told residents that the crosswalk from University Hills to Engineering Gateway would be “decommissioned” upon completion of the new traffic signal at the intersection. Engineering Gateway is the point where most residents bike and walk to campus.

Brad objected to the timing and the manner in which UCI and ICHA told residents about the project. He also objected to the implication that HRB was involved in the process and that residents were told to contact HRB about it.

Brad wants HRB informed about plans and construction on campus, and especially between campus and University Hills that impacts residents. To better serve residents’ interests, he wants HRB to build relationships and improve communication with UCI. As a first step, Brad has represented University Hills and HRB at UCI's Campus Physical and Environmental Committee (CPEC) since February.

Hobart noted that this conversation could be tabled at this point for further discussion in the next meeting.

At next month’s meeting, HRB will consider the core values upon which it can advocate for University Hills residents.

## IX. Formal Resolution of Thanks to Volunteers to the Community

Frequent community volunteers are appreciated and recognized for their valued service. This resolution was unanimously approved.

## X. Expression of Condolences on the Passing of Former HRB Board Member William Schmitendorf

The board was saddened by the loss of former HRB Board Member William Schmitendorf. This resolution was unanimously approved. Please see [Appendix 4](#) for the obituary of William E. Schmitendorf published in the Los Angeles Times.

## XI. Summary Statement

This summary was prepared before adjournment and posted online the day after the meeting.

Agenda items included architectural review applications; an update on the cluster mailbox survey; a discussion regarding effective communication to residents on behalf of campus, ICHA, and HRB; and an overall discussion of core values. The minutes, which will be posted once approved, include more information on these and additional items, as well as formal thanks to community volunteers, and an expression of condolences on the passing of former HRB member William Schmitendorf.

## XII. Items Tabled to Next Meeting

- a. Communications Strategies: Posters, Website, Email, Listserv, A-Frames
- b. Guest Parking Use in Whitman Condos
- c. Architectural Improvement Philosophy – A General Discussion
- d. Fire Prevention “Let’s Talk” OCFA Campus Fire Safety
- e. Tai Chi Class Continuance – JeeLoo will continue both Tuesday and Thursday classes and to host a potluck to further attendance

### **XIII. Adjournment**

Hobart adjourned the meeting at 8:14 p.m.

Minutes submitted by: Andrea Canfield

Minutes approved by: Michele Guindani, Andrea Canfield, Brad Conley, Sandrine Biziaux-Scherson, Hobart Taylor

## **APPENDICES**

### **Appendix 1**

#### **Sustainability Committee Meeting Summary June 3, 2019; 5:15 to 6:00 pm**

Attending: Deborah Shaka, Rebecca Tuhus-Dubrow, Senait Forthal, Michele Musacchio, Lilli LaBuen Gillen (CSD)

#### **1. Uhills CRV Collection**

Deborah Shaka has stepped up to organize a community-wide CRV drive (CRV stand for California Redemption Value and includes a subset of glass/plastic/metal containers that are clearly marked as "CRV"). The benefits of this community-wide action are manifold: 1. awareness about the (combined) value of CRV-eligible materials will rise and they are being kept out of landfills and co-mingled recycling, resulting in a higher actual recycling rate; 2. funds raised from redeeming the CRVs are benefiting the Fresh Basic Needs Hub; 3. the Recycling Center that Deborah uses is staffed by at-risk and disadvantaged youth; 4. the program may trigger important neighborhood conversations about consumption and product life cycle - and lay the ground work for other programs, such as the diversion of organics.

The first successful trial run was held after Memorial Day weekend. Deborah will continue to go to the Recycling Center every other week, on 1st and 3rd Wednesdays, picking up CRVs directly from households who have signed up for it and placed their CRVs outside their homes. As the program grows, the logistics may have to change (for example, more drivers; street-wise program; central drop off location). We also want to take more advantage of recycling and redeeming CRVs that are used in community events and public spaces. At the first Narwhals swim event recycling was facilitated through special bins and announcements; on Memorial Day

weekend, a dedicated group of community volunteers went out to rescue CRVs from public space trash cans. We hope that - in addition to saving these CRVs from being landfilled - these awareness campaigns and rescue actions will raise awareness in the community of proper disposal of recyclables in general and CRVs in particular.

At this point we kindly ask the HRB/ICHA to support the CRV drive by providing the following items/funds:

- Print and laminate 10 letter-sized posters about the CRV campaign that are kept in the Community Center and can be used at various events [as of 6/10: APPROVED, 6 SIGNS WERE PRINTED ALREADY AND USED FOR RECYCLING BINS AT THE NARWHALS EVENT]
- Participants of the CRV drive will get a blue Ikea bag with a logo/infographic on it; one bag is \$ 1.50. We would like to get a set of 25 bags to start with (total of \$ 37.5). Help with printing/laminating the CRV recycling infographic or stickers to put on the bags would also be appreciated, we will be in touch about that. [as of 6/11: APPROVED, UPDATE: ALL 25 BAGS HAVE ALREADY BEEN DISTRIBUTED IN THE NEIGHBORHOOD]
- Help us with advertising the program. We will start with the listserv, and we would like to put a link on the website to sign up for the CRV program, and eventually put a mailing together for the HRB newsletter to go out with constant contact
- Down the road it would be great to have magnets similar to CSD's "When to call the police" magnets that explain the flow of the CRV program (not priced out yet).

The Committee is interested in learning from ICHA about the whether there are any plans to introduce (CRV) recycling in the common areas and whether there are mobile bins that could be dedicated to CRV recycling at community events. The Committee is aware about the contamination rate of common area recycling and can come up with some ideas about how to potentially lower the degree of contamination.

We **recommend** to HRB/ICHA that each reservation confirmation of an indoor or outdoor space addresses the expectation of taking care of recyclables, especially CRVs, in a responsible way (and thus reducing the overall trash load) - either by recycling their CRVs if a bin is available or by holding on to their containers and recycle them at home. The message should go along the lines of "Uhills recycles CRVs"/"Don't trash it cash it". We can gladly help drafting such a paragraph if needed.

## **2. Other Waste Awareness/Waste Reduction Events**

The Committee would like to partner with ICHA to have Lisa Ryder from Waste Management give a presentation at the "**Let's talk**" series about composting/recycling. We are looking at the week of July 22nd. We propose Monday, July 22nd, Friday, July 26, or Sunday, July 28 before the Foreign Film Festival. ICHA should work with Lisa and HRB to figure out what date would work best.

The Committee would like to organize a trip to the local landfill and the sorting center for recyclables. We might approach to HRB at a later time to provide funding for transportation.

## **3. Update OC goes Solar**

OC goes solar, spearheaded by committee members Senait Forthal, Becca Tuhus-Dubrow, and Sharon Burke, is launching the 3rd round of discounted solar installations in the neighborhood. They are currently gathering proposals and selecting contractors. The drive will start at the beginning of July. The Committee fully supports these efforts as a means to provide residents with an opportunity to get solar at a discounted price.

#### **4. Reusable items in the kitchen**

The Sustainability Committee fully endorses any effort to get the kitchen stocked with more reusable items and basic equipment. It would be great to have more UHills mugs for events. People really like these mugs and have asked if those were for sale. HRB may want to consider to offer them for sale.

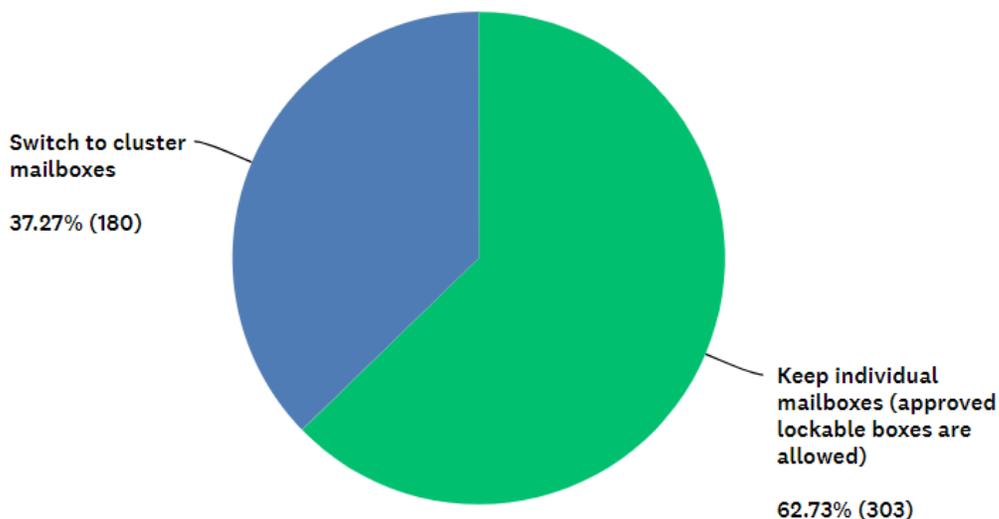
Notes respectfully written and submitted by Sabine Kunrath, HRB Sustainability Committee Chair.

## **Appendix 2**

### **ICHA newsletter content concerning mailboxes:**

#### **Mailbox Preference Survey Results**

The [Mailbox Preference Survey](#) has closed. Of 483 responses, 303 prefer to keep individual mailboxes, and 180 prefer to switch to cluster boxes. For information and Q&As about mailboxes, please see [Mail Delivery in University Hills](#).



The survey clearly defines the community's interest in maintaining individual mailboxes versus cluster boxes. According to the Irvine Post Office, homeowners may install their own lockable mailboxes ([view the letter from the Post Office](#)). [An approved lockable box](#) is also on display at the ICHA office. The University Hills Homeowner Representative Board is charged with approving mailboxes, including color, mounting specifications, location and neighbor coordination. Homeowners wishing to install a lockable mailbox must submit a [University Hills Property Improvement Application](#) form.

#### **New, Secure Outgoing Mailbox**

Also in response to concerns from the community about mail security, ICHA has installed a secure drop off mailbox located in the back of the ICHA Office. Beginning July 1, the new box will be scheduled for USPS pickup Monday through Saturday. This box provides an additional secure alternative for outgoing mail for University Hills residents.



### **Appendix 3**

University Hills Architectural Guidelines  
Section III. D. A.

3. All patio structures, sunshades, arbors, trellises, gazebos, atriums, and other accessory structures shall conform to the following requirements:
- a. All such Structures shall be consistent with the architectural character of the dwelling unit to which they are attached or adjacent.
  - b. All such Structures, including their roofs, shall be constructed of materials compatible with those used in the dwelling unit to which they are attached or adjacent.
  - c. All such Structures shall be stained or painted so as to match the color of the dwelling unit to which they are attached or adjacent. If exterior grade **redwood is used, it may be left in a natural state.**

### **Appendix 4**

<https://m.legacy.com/obituaries/latimes/obituary.aspx?n=william-e-schmitendorf&pid=192948016&referrer=0&preview=false>

William E. Schmitendorf

August 6, 1941 - May 15, 2019 William Ernest Schmitendorf, 77, passed away peacefully on May 15, 2019, at his home in Irvine, CA, with his beloved wife Mary at his side. Bill was born in 1941 in Oak Park, IL, the son of Lois and Delmar. His childhood focused on academics and playing sports, especially his first love, baseball. Bill earned his Master's and Doctorate in Mechanical Engineering at Purdue University. He then went on to teach at Northwestern University from 1967-1988, and at University of California at Irvine from 1988-2010. He is

survived by his beloved wife of 40 years, Mary, and by his loving children, sons Paul and Tom (Sue), stepson Kevin Johnson (Brianna), stepdaughter Colleen Tomenillie (Matt), and seven adoring grandchildren, Grace and Sophie Tomenillie, Ivy and Aidan Schmitendorf, and Adeline, Nola, and McKinley Johnson. He is also survived by his loving sister, Gloria Ceteznik (Frank). Bill was an avid golfer for many years. He also enjoyed tennis, bicycling, and regular workouts at the Senior Center in Irvine. Bill was interested in current events and politics, and was well informed on all sides of issues. He regularly wrote letters to the editor of local newspapers, and had several of them published. Bill was an excellent photographer and took memorable photos of his travels with Mary, and many wonderful photos of his children and grandchildren. Bill was always a modest and unassuming man, but did express himself more colorfully in his later years with his much admired brightly colored shoes. A lifelong Cubs fan, he can rest easier having finally seen the Cubs win the World Series in 2016. Above all, he loved and enjoyed spending time with his family. He will be terribly missed by his wife, children, grandchildren, sister, nieces and nephews, and his friends and colleagues. A memorial service will be held August 11, 2019, 2:00 to 4:00 PM, at the University Hills Community Center in Irvine. Should you wish to make a donation in Bill's memory, please donate to the Pulmonary Fibrosis Foundation, 230 E. Ohio, Suite 500, Chicago, IL 60611.

[Published in the Los Angeles Times from May 22 to May 26, 2019]