

**MINUTES  
REGULAR MEETING  
HRB  
July 6, 2021**

**Primary Location: Zoom Meeting**

**PRESENTATIONS TO HRB BY RESIDENTS AND GROUPS**

HRB welcomes participation at the Board meetings. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

- If you wish to speak on any agenda item or other matter, you can request to be placed on the agenda under the resident communication heading.
- The “resident communications” portion of the HRB meeting is set aside for residents or groups to raise issues that are not specifically on the agenda. To ensure time to hear all residents and address old and new business, the HRB will listen to your presentation, but not vote on any matters until further discussion in Executive Session. Each presentation is limited to 5 minutes with 5 minutes for questions and answers. Total time allotted to non-agenda items will be limited to 20 minutes. The Board may use Executive Session to discuss and vote if a vote is needed; or the Board may: request further information from the resident and group to be provided at the next meeting; request that ICHA staff contact the resident if it is an ICHA matter; refer the issue to the ICHA Board; or refer the matter to the relevant subcommittee.
- With regard to items that are on the agenda, residents will be given an opportunity to speak for up to 5 minutes when the Board discusses that item.
- Residents attending meetings over Zoom should type their name into the chat and note whether they are there for an agenda item or for “resident communications.”

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at **4:02 P.M.** via Zoom.

**B. ATTENDANCE**

The following were present via Zoom: Brad Conley (HRB), Hobart Taylor (HRB Chair), Gerald Parham (HRB), Andrea Canfield (HRB Communications), Susan Pearlman (HRB Treasurer), Chrissy McCormick (HRB Timekeeper), Andrew Herndon (ICHA), Kim Encinas (ICHA), Barbara Correa (ICHA)

## II. COMMUNICATIONS

**A. RESIDENT COMMUNICATIONS:** Any residents in attendance may present non-agenda items for 5 minutes with 5 minutes for questions and answers. The total time for this purpose should not exceed 20 minutes.

No one was present for resident communications.

**B. CHAIR/TREASURER REPORT:** This is a report of matters of interest from the past month.

The Chair reports that there is no ICHA Board meeting in July. ICHA has requested 30 minutes in August to discuss communication and FY22 budget with HRB. The Treasurer notes that she has requested historical information for the HRB regarding ICHA allocation of finances.

### **C. Approval of Previous board meeting minutes**

The June 2021 minutes were approved by a quorum via email. The May 2021 minutes were approved after corrections by a quorum via email. The minutes are posted online.

## III. COMMITTEE REPORTS

### **A. Transportation Committee**

- i. A resident had requested that a curb be painted red on Russell near the stop sign at the corner of Schubert and Russell. ICHA confirms this is moving forward.
- ii. ICHA is currently facilitating the installation of speed humps in Area 11.
- iii. **Action item for Transportation Committee:** The transportation committee will discuss visibility of stop sign and crosswalk at California and Twain.

### **B. Entertainment Committee**

- i. Survey regarding covid safety and preferred events

HRB supports this survey but would like the opportunity to provide feedback and, in order to make this survey more effective, it was noted that it should not overlap with the Area 12 amenities survey, which is ongoing for one more week. Entertainment Committee and ICHA should work together to time the survey distribution to the third Wednesday of July. HRB will provide comments regarding the survey by 7-15-21 to the Entertainment Committee. Entertainment Committee should consider

making changes based on any comments at their discretion, and coordinate with ICHA to distribute the survey in the third Wednesday email blast.

ii. Coffee cart

Details can be seen in the appendix. The HRB supports the coffee cart proposal. Entertainment Committee will need to coordinate with ICHA regarding use of the facilities.

iii. Storywalk proposal

Motion: due to budget considerations, this proposal is tabled to the August meeting.

iv. Proposal process

The Entertainment Committee would like there to be a standard format for informing committees of outcomes via writing. It was discussed that there should be an HRB member on each committee who can present motions and inform the committee of outcomes. In the meantime, HRB Communications will send the Entertainment Committee chair the section of the minutes regarding Entertainment Committee reports.

v. Community events coordinator

The Entertainment Committee would like ICHA to consider hiring a community events coordinator. ICHA currently is interviewing for a position of community liaison that may or may not encompass the duties of community events coordinator. Conversations on this topic are pending receipt of the final job description from ICHA

vi. Summer movies

The July, August, and September movies will be partly paid from the FY21 and part from FY22. The October movie may be sponsored by UCIPD. Further movie proposals should be submitted to HRB and considered in light of the reduced budget this year before proceeding.

**C. Sustainability Committee**

Sustainability Committee will be presenting on sustainability topics at the Fresh Food Fair in the Community Center parking lot on July 25.

**D. Welcoming and Wellness (W2)**

W2 is refocusing on emergency preparedness, especially as we enter fire season, and meeting with Randy Steiner regarding campus best practices and how that can be applied to UHills. Gerald is CERT trained and W2 will request his input.

#### **E. CSD/PSAC**

- i. CSD held a Juneteenth BBQ with 65 attendees, with community volunteers and high school students earning summer community service credits. The proposed mural plan was displayed and a survey followed requesting input to be given to the mural committee.
- ii. Book Club is on hiatus seeking volunteer leaders.
- iii. CSD will participate in the Fresh Food Fair with information about food justice and food insecurity.
- iv. PSAC is working with OIE to develop campus and community-wide survey to identify concerns and comments regarding safety in our area as well as seeking information regarding UCIPD presence at campus events.

#### **F. Garden Mentoring Committee (established August 2019)**

The committee has been on hiatus during covid and is ready to resume. The first actions are to sponsor a Gardeners' Club (50+ residents have indicated interest), to be present at the Fresh Food Fair, and to sponsor a Spring Garden Walk March 26, 2022.

### **IV. ACTION ITEMS**

#### **A. New business requiring votes**

- i. Request for job description for Community Liaison position  
Motion: That ICHA provides the job description to the HRB. This passed. **Action item for ICHA: Provide job description for currently posted community liaison position.**
- ii. Motion: To validate the email vote to increase the number of Little Free Libraries from 2 to 4 for a total cost of \$2,136 out of FY21 funds. This passed.
- iii. Motion: Gardeners' Club be a recognized UHills group. This passed.
- iv. Motion: That the Little Free Library Stewards be recognized as a community group and be able to have a page online. This passed.

#### **B. Old Business**

- i. Can current residents be polled anonymously to gather feedback about what residents like/dislike/prefer in housing options? This information regarding current resident preferences will inform HRB and may also be of use to ICHA. ICHA will maybe provide community satisfaction survey results from 2018 and possibly a tandem survey could be produced so that comparable data could be compared.

**Action item for ICHA: Can the HRB survey residents about what they like/do not like in their housing, including questions similar to the 2018 survey (<https://icha.uci.edu/community-survey-respondents-report-a-high-level-of-satisfaction-living-in-university-hills/>) to be compared.**

ii. CERT (FEMA) and emergency management

HRB is interested in learning more about the ability to navigate unexpected emergencies and would like to coordinate with ICHA and UCI to better understand what to do to prepare and where duties and responsibilities overlap for better response in the event of an emergency. It was discussed that further specific steps would be helpful in working toward the goal of being prepared for an emergency. Emergency contact information would be useful ASAP in addition to taking further steps. **Action Item for ICHA: Schedule time to meet with HRB, ICHA, and campus regarding emergency management.**

iii. UCI CARE Green Dot Bystander Intervention and UHills

Is this a resource that is available to University Hills residents? **Action item (Brad/Gerald): work with the Green Dot Bystander Intervention to determine what specific resources are available to residents and how they can be accessed.**

iv. Provide to HRB information from ICHA Counsel regarding misnomers for HRB used in condo CCRs and its effect on liability and HRB involvement in condo architectural improvement applications. **Action item for ICHA: to provide statement from lawyer to clarify whether misnomers in Condo 1 and Condo 2 documents affect the operations or liability of the HRB.**

v. Provide updates regarding animal-proof trash can lids.

This is in process at the pools and parks. **Action item for ICHA: Specify in which areas the new animal-proof trash can lids are being used.**

vi. Provide update regarding lockers in swimming pool areas.

There is no update at this time. This may not be moving forward.

## **V. ICHA REPORT**

### **A. Reopening the Community**

Beginning 1 August the CC will be available for HRB community events as well as personal reservations. Beginning 1 September all restrictions will be lifted and the CC will be available to campus and other groups as well, per pre-covid policies regarding the use of the facilities.

### **B. Summer/Fall Events**

i. Drug give-back, Salvation Army, document shredding, and electronic recycling event? It was discussed that these could be moved to several dates in the fall with a possible tie-in with freecycling. This will be discussed further.

It was also noted that other charities could be considered besides Salvation Army.

ii. UCIPD has suggested participating in National Night Out, a national occasion on August 3 for neighborhoods to gather and get to know each other. At this time, the calendar date is too soon for HRB to coordinate and an event later in the calendar year could be considered, and can be discussed at the August HRB meeting.

iii. Community Events for July  
ICHA is coordinating with the Entertainment Committee and other groups. Events in July include Movement Matters in Gabrielino Park, Summer Movie in Gabrielino Park, Fresh Food Fair in the Community Center Parking lot.

iv. Fall Fiesta  
The Fall Fiesta may resume in 2022 but will not take place in 2021. For the Fall Fiesta, bids are provided to ICHA from vendors and then HRB funds are allocated to this event. **Action item for ICHA: Provide financial report for previous Fall Fiesta for consideration for Fall 2022.**

#### **C. Los Trancos Recreation Survey**

Barbara reports 512 responses for the Los Trancos recreation survey. The survey is open until July 14. CORRECTION: THE SURVEY CLOSED JULY 13.

#### **D. HOOT group pest control proposal and counter proposal update**

There were no updates on this topic.

#### **E. Renter Representation information from ICHA lawyer Jon Goetz**

This will be discussed with ICHA at a later time due to time constraints during the current meeting.

#### **F. Community Liaison Position (ICHA employee job search)**

HRB would like there to be community input during the hiring process. This will be discussed at a later time due to time constraints during the current meeting.

## **VI. EXECUTIVE SESSION**

Regarding UCIPD events in University Hills and different perspectives of homeowners that are represented by HRB. This is a thoughtful relationship that needs further consideration by the HRB.

HRB discussed the ground sublease requirements for the composition of HRB.

The board discussed applying the community group policy consistently.

<https://icha.uci.edu/wp-content/uploads/2021/04/21-3-15-ICHA-Policy-no-intro-2.pdf>

## **VII. ADJOURNMENT**

The meeting was adjourned at **6:35 P.M.**

## **RECORD OF MOTIONS AND VOTES**

Motion: That ICHA provide the job description for the Community Liaison position to the HRB. This passed.

Motion: To validate the prior HRB email vote to increase the number of Little Free Libraries from 2 to 4 for a total cost of \$2,136 out of FY21 funds. This passed.

Motion: Gardeners' Club be a recognized UHills group. This passed.

Motion: That the Little Free Library Stewards be recognized as a community group and have a page online. This passed.

**Minutes prepared by Andrea Canfield**

**Minutes approved by a quorum.**

## **APPENDIX 1**

### **Entertainment Committee Requests**

1. **Community Survey:** In an effort to create programming that will engage a broader audience, we strongly feel we need to get a better pulse on what our community would like to see regarding entertainment as we continue dealing with a global pandemic and capture thoughts and suggestions aside from the anchor events such as movie nights, concerts in the park, fall fiesta, dances, etc. Understanding what people want will also help with volunteer engagement and recruitment.

<https://forms.gle/tQkXKaFRDDYy9gR18>

2. **Coffee Cart Proposal:** What is the status?

3. **Storywalk Proposal:** What is the status? We were told to wait until after the fiscal year. Now that the fiscal year is over, what are the next steps?

4. **Proposal Process Protocol:** Is there an official process for handling proposals and follow up once proposals are presented? We hope to find a more equitable process. We have presented Storywalk but there was never any official follow up from the HRB other than verbal. Who is the person on the HRB that contacts the persons

presenting the proposal and can it be sent through email for the purposes of documentation.

**5. Special Events Coordinator:** Would ICHA consider hiring a special events coordinator? This person can work directly with the Entertainment Committee and implement whatever the committee plans. Perfect example: [Kayla Stephenson, Recreation Director for Woodbury Homeowners Association and Keystone Properties employee.](#) My friend Marissa was part of the group of resident volunteers who started to organize special events but the community grew so large that the residents asked the board for someone to help out. As a result, the company hired Kayla to take the resident's ideas and run with it. It was well worth the effort to add her on staff. I believe she also coordinates the volunteers. This will help significantly with volunteer burnout.

**Attention:**

University Hills Homeowners Representative Board Members  
1085 California Ave., Irvine, CA 92617

**From:**

University Hills Entertainment Committee

**Date of Proposal:**

June 11, 2021

**Proposal:**

UHills Coffee Shop at the Community Center

**Description:**

There is interest within the University Hills neighborhood to have a "coffee shop". To bring this service to our residents, Natalie McCullah, owner of Affair a la Carte, will bring her coffee cart to the Community Center twice per month on set days and times and sell coffee beverages. Natalie will set up her cart outside at the Community Center. She requires access to one electrical outlet. Customers will pay for drinks via Venmo with a QR code or via credit card with Square (no cash). Natalie has previously sold coffee in University Hills at the Fall Fiesta and is licensed, insured and permitted. We will schedule Natalie to trial this arrangement for 3 months and then reevaluate both parties' interest in continuing. We will aim to start service in August or September of 2021. We will also speak with customers about future desired days and times so we can better serve our residents needs.

Affair a la Carte: <https://affairalacarte.com/>



**Schedule:**

1st Wednesday of the month: 8:30am - 11:30am  
3rd Wednesday of the month: 12:30pm - 3:30pm

**Budget:**

\$0

**Coordinator/Contact:**

Cami Patel at [cami.simmons@gmail.com](mailto:cami.simmons@gmail.com)

**Attention:**

University Hills Homeowners Representative Board Members 1085 California Ave.,  
Irvine, CA 92617

**From:**

University Hills Entertainment Committee

**Date of Proposal:**

June 25, 2021

**Proposal:**

UHills Outdoor Movie Series

**Description:**

UHills will host 3 family-friendly, outdoor movies in Gabrielino Park this summer. One food truck has been scheduled to be at the park for each movie event.

**Schedule:**

Saturday, July 17th, 2021: SING!

Sunset at 8:01pm (~8:15pm start time)

Drizzle Handcrafted Funnel Cakes & Ice Cream onsite from 7:30-9:30pm (COI pending)

Saturday, August 28th, 2021:

Raya and the Last Dragon Sunset at 7:20pm (~7:30pm start time)

Guac n Roll Tacos onsite from 6:30-8:30pm (COI pending)

Saturday, September 18th, 2021: High School Musical

Sunset at 6:53pm (~ 7:00pm start time)

The Family Pizza Truck onsite from 6:00-8:00pm (COI submitted to Kim Encinas)

**Budget:**

7/17 – SING!

Rental, Set Up & Take Down of Movie Screen - \$750.00

License Fee – \$350.00

Rental Fee - \$30.00

Drizzle Handcrafted Funnel Cakes & Ice Cream - \$0 (no minimum or travel fee)

8/28 – Raya and the Last Dragon

Rental, Set Up & Take Down of Movie Screen - \$750.00 License Fee – \$395.00

Rental Fee - \$30.00

Guac n Roll Tacos - \$0 (no minimum or travel fee)

9/18 – High School Musical

Rental, Set Up & Take Down of Movie Screen - \$750.00

License Fee – \$325.00

Rental Fee - \$30.00

The Family Pizza Truck - \$0 (no minimum or travel fee)

Total = \$3,410.00

**To-do:**

- Advertise event (social media, weekly emails, list serve, A-frame posters
- Extra trash receptacles will need to be placed before each event and removed/emptied following the event by ICHA staff.
- Volunteer will meet food truck and screen/movie rental company for set up and take down.

**Coordinator/Contact:** Cami Patel at cami.simmons@gmail.com

**Event Proposal: Budget Request for University Hills StoryWalk®**

Attention: University Hills Homeowners Representative Board (HRB)

Event Outline: University Hills StoryWalk® All Ages

Community Event Duration: 12+ months

The UHills Entertainment Committee would like to create a StoryWalk® in the University Hills neighborhood. StoryWalk® was created to promote early literacy, physical activity, and family time together in nature. What is a StoryWalk: “StoryWalk® is an innovative and delightful way for children — and adults! — to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are attached to wooden stakes, which are installed along an outdoor path. As you stroll down the trail, you're directed to the next page in the story. StoryWalks® have been installed in 50 states and 13 countries” (<https://www.kellogghubbard.org/storywalk>). (Pictures below). Proposed Location: The StoryWalk® will start at Vista Bonita Park. The first display will include a description of a StoryWalk®, trademark statement (see below) and the title page of the book. The StoryWalk® will continue up the greenbelt/pathway. At approximately the distance of the light posts, there will be a display with 2 laminated pages (1 book spread). Each display will be numbered. The StoryWalk® will continue up the path for approximately 20 displays and will conclude at the circular hill with a bench along the

greenbelt (pictures below). Copyright Notes: To create a StoryWalk® in our neighborhood we must use the StoryWalk® trademark and include the following statement in all promotion of the project: "The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the KelloggHubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson." Book pages cannot be enlarged, scanned or reproduced. However, when purchased for the intent of a StoryWalk®, each page of a book can be mounted on card stock and laminated ([https:// www.kelloggghubbard.org/storywalk](https://www.kelloggghubbard.org/storywalk) FAQs page). Books: Initially, we propose choosing and preparing 12 StoryWalk® books with the intent of changing the StoryWalk® book every first of the month so the community is aware that a new book will be posted each month and they can continue to enjoy the StoryWalk® throughout the year. We hope to continue the StoryWalk® for years to come. We will also provide a way for residents to submit suggestions for future books they would like to see displayed. Children's books are typically printed in large spreads of 16 pages that are folded and cut; most books have a number of pages that are a multiple of 16 - and are usually 32 pages long. The list of books for the first year of the UHills StoryWalk® range in length from 32 to 40 pages. Therefore, we will need up to 20 displays to properly display each book. Books cost between \$10 and \$20 each, so it will range from \$20 to \$40 to purchase 2 books for each StoryWalk®. Lamination at FedEx would cost approximately \$2,300 to laminate 15-20 18"x24" spreads for 12 books. Alternatively we could also try using clear adhesive craft liner for an economical solution, though the book spreads may be less durable and this may decrease the possibility that we can keep and reuse the book spreads in future years. Necessary Supplies: 20 display signs 20 4"x4" posts (if necessary) 12 books (2 copies each to be disassembled and laminated) Lamination and 18"x24" card stock Entertainment Committee Tasks: Order displays (posts if necessary) Work with ICHA to install displays Order books Disassemble books and send to FedEx for lamination or laminate with adhesive Insert each book on the 1st of the month Create marketing (social media post/website post) Display Options: StoryWalk® Solutions, manufactured by Barking Dog Exhibits StoryWalk® Solutions, manufactured by Barking Dog Exhibits, is an easy-to-install display just for StoryWalk®! The frame is made in the USA from powder-coated aluminum extrusion and can be mounted either to treated wood posts (provided by customer) or to StoryWalk® Solutions aluminum posts. Each frame comes with two sheets of clear acrylic which can be used to secure your laminated book pages between. StoryWalk® Solutions features: • Durable powder-coated aluminum construction • Made in the USA with a one-year manufacturer's warranty • Book page change-out is quick and easy • Installations can be temporary or permanent • Standard size is 18"h x 24"w, with a 17" h x 23"w visual area • Custom sizes and designs also available. • Presentation angle is 45 degrees, mount height per your installation. See attached documents.

Option #1: Aluminum Post and Aluminum Frame

Cost: \$6,010.80 (20 units)

Option #2: Aluminum Frame and Wooden Post (bought separately)

Cost for Aluminum Frame: \$4,615.60 (20 units) Cost for (10) 4 in. x 4 in. x 10 ft. lumber posts from Home Depot = Approx. \$200 Total = \$4,815.60

Total Budget Request for first year: Books: \$600 Displays: \$4,900 - \$6,000 Lamination: \$500 - \$2,300

**Approximate Total: \$6,000 - \$8,900** (In future years, cost will only include books and lamination with the intent to reuse books).

Please contact us with any questions you may have. We look forward to bringing such a fun event to our neighborhood that promotes physical activity, time outdoors in nature, literacy, and family time.

Sincerely, Cami Patel UHills Entertainment Committee Member The UHills Entertainment Committee Lilli LaBuen Gillen Diana Restrepo Matthew Loveless Sandrine Biziaux Sherry Ong Zach Nelson