

**MINUTES
REGULAR MEETING
HRB
3 August 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 **4:03 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), Victor VanZandt (ICHA), Bryce Bunker (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 residents were present.

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

The Treasurer reported that the process of accounting for current FY expenses is ongoing. Current FY expenses are for movies in the park and the summer concert series. Susan and Kim will work together on this in the coming days.

C. Approval of Previous board meeting minutes

The July 2021 minutes were approved by a quorum.

The minutes are posted online.

III. ICHA REPORT

A. Los Trancos Recreation Survey Update

Barbara confirmed that the survey results have been distributed to the HRB and that the lower numbers are the most desirable items, with the highest ranking items being gathering spaces such as a coffee cart; with bicycle and walking paths ranking highly as well. Traditional swings and green space were highly

ranked; as well as a request for lap lanes dedicated to lap swimmers and possibly enlarging the pool to be more similar to the Coltrane pool.

HRB was requested to identify a HRB board member to assist with ICHA in the process of design of the Los Trancos park, following a similar process to the Area 11 process. Susan, Chrissy, and Andrea are interested in participating, and other board members not present will be asked about their interest. A timeline will be after the Regents meeting in November. HRB was asked to pick only one representative.

B. Community Center and Park Facility Reservation Update

Andrew reports that, regarding events for community members and HRB-sponsored activities, reservations will continue to be one use per day, with no open hours in the indoor spaces. There will be limited access for campus and outside groups. ICHA is on site in their offices but offices remain closed for now due to the Delta Variant of Covid. As recommendations change, policies may change. Groups are asked to follow best practices for safety. Outdoor areas are open for resident use and all exercise activities must currently be held outside. ICHA is currently following current mandates and recommendations by CDC, CA, and OC Public Health.

C. Area 12 Update and Community Meeting

Bryce reports that Area 12 plans are ongoing and changes have been in response to campus and to the Regents. The current plan is for 210 stacked flat homes with 3-4 bedrooms and private 2-car garages accessed by elevators. Community meeting is scheduled for August 26, 2021 to show a presentation on the housing that accommodates the Regents and campus requests. ICHA will invite the entire University Hills community to this event in an e-mail later this week.

IV. ICHA CEO Report

A. Communication between HRB and ICHA

ICHA President, Victor Van Zandt reminds us that we are all on the same team and that working together can produce best outcomes for residents. ICHA will respond to HRB action items in writing within 30 days.

B. 2022 Update to the UHills 2019 Community Satisfaction Survey*

ICHA proposes re-issuing the 2019 U Hills community Survey in January 2022. ICHA President, Victor Van Zandt invited the HRB to add questions but keep the original questions so that we can track responses over the years. He suggested that we re-issue the survey every 3 years. These data can be helpful to ICHA and HRB and can help make best choices in representing residents.

C. Update on Community Events and Programs Coordinator Search (position description in Appendix 2

Several applications have been received and the deadline has been extended. Once a pool of applicants is ready, there will be a series of common industry standard practices for interviewing and hiring. HRB Chair Hobart Taylor suggested that candidates have the opportunity to visit the community and meet some residents, in person or virtually.

D. Review of FY 2022 UHills budget

UHills operating costs is about 4.6 million dollars (3.7 mil without water), or about \$3,057 per home per year, \$254/home per month. Dues are about \$100, currently less than the cost of operations. ICHA corporate money and reinvestments of ground lease monies pay the remainder of the costs. Later in the fiscal year there may be more room to accommodate additional HRB expenditures should the original budget scenarios change more favorably. By February ICHA would like us to propose a FY22 budget.

E. Discussion of the HRB election process to ensure 3 signatories to Ground Sublease.

ICHA and HRB will work together to create a plan for electing a board with no fewer than 3 “signatories to the Ground Sublease” in accordance with the Property Use and Maintenance Regulations Section 5, the HRB founding documents requirements. The election process may be slightly changed in February to accommodate these needs.

*** Request from HRB at June and July meetings (see also 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.

Pending question 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. ICHA declined.

V. ICHA UPDATES

- A. Trash can lids were installed/replaced in Coltrane Kitchen Facility, Gateway Park Kitchen Facility, Los Trancos Pool BBQ Veranda and Vista Park Overview and BBQ area. Several other trash can lids have been purchased and installed at locations where they were missing. The combo recycling/trash lids are backordered and will be installed when available.**
- B. Fall Fiesta Budget Report from 2019 will be provided to HRB in August.**

C. Resident and Sustainability requests were made to ICHA and forwarded to HRB with a note to those asking that future requests should be made to HRB.

D. Architectural Improvement Application Summary

Frost – solar - approved
Bartok – painting - pending
Frost – solar - pending
Angelou – landscaping - approved
Whistler – solar - pending
Truth – solar - pending
Whistler – solar - pending

E. A new blue USPS outgoing mailbox has been installed at the Community Center.

VI. COMMITTEE REPORTS

A. Transportation Committee

i. ICHA has reported that the curb painting at the corner of Schubert and Russell will occur in August or September.

ii. ICHA is still awaiting a determination / approval from the Orange County Fire Authority on the Speed Hump installation request for Area-11. Bryce is optimistic that the OCFA group will approve the request but must wait for their decision that will include a visit to the site. Once the final word is received, a DRAFT letter will be compiled for all Area 11 residents. It will address the details of the OCFA decision, tentative installation dates and also address other parking issues specific to the new Coltrane restricted parking signs, “Tic-Marks”, red curbs and other striping improvements and proposed enforcement. The DRAFT correspondence will be shared with the Transportation Committee before it is mailed to the community.

B. Entertainment Committee

i. EC Survey regarding resident preference is okay to send.
Now that the Los Trancos Park refresh survey is completed, the Entertainment Committee would like to move forward with the proposed survey, coordinating with ICHA to distribute the survey in the third Wednesday email blast. No requests for changes were received by the July 15 date noted in the July meeting. The Entertainment Committee should provide Kim and Andrew with the survey to be distributed.

ii. Storywalk proposal

Proposal is in the appendix and requires a vote. See ACTION ITEMS.

iii. Summer movies/ Summer concert series

These were not voted on in the July meeting and require HRB vote to approve funding. See ACTION ITEMS.

The October movie may be sponsored by UCIPD. This proposal should be submitted to HRB for a vote before proceeding. See ACTION ITEMS.

C. Sustainability Committee Request

Proposal for speaker and refreshments: Wednesday, August 18, The Sustainability Committee is proposing an event with John Liu,, a filmmaker, ecologist, activist, and public speaker. <https://knaw.academia.edu/JohnDLiu>. John would like to show parts of his films and have a discussion about ecosystem restoration with community members. Event working title (may still be edited): "Seeking and finding: Ecosystem Restoration. An evening with film maker and ecologist John D. Liu." RSVPs are requested

Request is for: Room with screen access at the stated time; CSO until 9:30 pm; budget for food and drinks not to exceed \$200; set up/clean up will be done by Sustainability Committee members.

Motion and vote is required. See ACTION ITEMS.

D. Welcoming and Wellness (W2)

W2 chair reports that the committee will be meeting with ICHA and Emergency Management and moving forward.

E. CSD/PSAC

i. Diversity in Art Mural Project Update:

Last month, the CSD surveyed a focus group of Uhills residents regarding the BLM mural design proposal. Based on the feedback, the committee is in the process of revising the design brief, which will now feature a collaboration between two artists, namely, Omar Martinez and James Brooks. Resident Jesse C. Jackson, has joined the mural committee, which currently consists of Anne-Marie Grill, Lilli Labuen Gillen, Hobart Taylor, with Gerald Parham as the HRB representative. The committee will meet with ICHA, namely, Andrew Herndon, Bryce Bunker and Kim Encinas, once the revised design is completed. The mural is expected to fit within the previously discussed budget.

li. PSAC will be distributing a survey in the fall monitoring community perception of policing and UHills residents as well as faculty and staff will be participating in the survey.

F. Garden Mentoring Committee

The committee requests funding for a speaker and neighborhood “planting party” block party after rooms reopen.

VII. ACTION ITEMS

A. New business requiring votes

i. Garden Mentoring Committee request

- a. Motion to approve speaker fee for author for book signing for \$150 and an initial block party grant of \$50 for a total of \$200. This was approved to be scheduled after buildings reopen.

ii. Sustainability Committee request for speaker.

- a. Motion: To approve the SC request in the amount of \$200 for a speaker and refreshments to be held at the CC and an additional amount of \$75ish to extend the CSO, for a total of \$275. The Sustainability Committee will need to work with Ron to coordinate access to the Media room. This was approved.

iii. Resident request for dance fitness class on the basketball courts for 3 Saturdays. See Appendix 4.

- a. Motion: to approve the resident request to hold dance fitness classes on the basketball courts at the described times. There would be no cost to HRB. Each resident will pay for the class. This was approved. ICHA will coordinate signs on the courts. The vendor should meet ICHA requirements for insurance by coordinating with Kim and Andrew.

iv. Resident request for aqua fitness class in the pool.

- a. Motion: To approve the resident request to hold aqua fitness classes in the pool at the described times and dates. There would be no cost to HRB. Each resident will pay for the class. This was approved.

v. Entertainment Committee requests

- a. HRB previously approved a portion of the budget for a **concert series**, for a total cost not to exceed \$7,900. The vote is to approve the remaining spending in FY22 of **\$5,946.70. ICHA Action Item: Provide HRB with detailed amount of upcoming concert for email vote. The HRB has requested that the food truck be substituted for the light refreshments, to reduce the budget amount in light of the recent budget reduction.**

- b. HRB previously approved a portion of the budget for a series of **3 movies in the park**, in July, August, and September, for a total cost not to exceed \$3,476. The vote is to approve the remaining spending in FY22 of **\$1,232.68**.
- c. **Board motion to request to reimburse Chrissy McCormick \$158.38 for expenses supporting July concert. This was approved.**
- d. Motion: To approve the Storywalk proposal with a budget of \$6,000 - \$8,900. This was tabled for further discussion.

VIII. Tabled to the September meeting

Proposal from the chair on the following HRB Resolution on Community Safety:

"Be it Resolved while the HRB is mindful of the difficult balance between public safety and needless police intrusion, we encourage residents to base their decisions on whether to call the police on people they do not recognize on the basis of behaviors rather than appearances."

- 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.

Pending question 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. This was declined due to a perceived high level of surveys being sent out.

- ii. UCI CARE Green Dot Bystander Intervention and UHills update
- iii. Lockers in swimming pool areas update. This is pending the Los Trancos Pool/Area 12 design plan completion.
- iv. **HOOT group pest control proposal and counter proposal update**
- v. Drug give-back, Salvation Army, document shredding, and electronic recycling event?
- vi. **Renter Representation: Next steps**
- vii. Provide to HRB information from the insurer 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 a written statement from the insurer or counsel stating whether HRB members are indemnified against liability in performing duties as described in the ground lease, in light of misnomers in Condo 1 and Condo 2 documents and an insufficient number of current board members "subject to terms of the ground lease." This was declined in lieu of a verbal statement.**

IX. ADJOURNMENT

The meeting was adjourned at **7:07 P.M.**

Minutes prepared by Andrea Canfield

APPENDIX 1

Entertainment Committee Report, Comments, and Requests for Motions

Upcoming Events:

8/14: CONCERT (Zach Nelson), Currently looking for a savory food truck, Kona Ice Truck will be onsite.

8/28: Movie Night in Gabrielino Park featuring Raya & the Last Dragon. Guan N Roll food truck to be onsite.

9/18: Movie Night in Gabrielino Park featuring High School Musical. The Family Pizza Food truck to be onsite.

10/30: Halloween trunk or treat, costume contest and movie night

1. Entertainment Committee Chair: Lilli would like to nominate Chrissy McCormick to Chair entertainment committee and Cami Patel-Simmons as her co-chair/core volunteer behind the scenes.

2. Volunteers:

Currently, active volunteers are:

Zach Nelson (Summer Bounceback Series; Trivia Nights)

Cami Patel (Movie Nights, Food Trucks, Storywalk)

Chris Chin (new event volunteer, interested in Trivia Nights)

Diana Escobar Rivera (new event volunteer)

Diana Restrepo (Salsa nights, tbd.)

Sherry Ong (Event volunteer)

Matthew Loveless (Trivia Nights, dates tbd)

Rohan Warrior (high school volunteer for movie nights and concert nights)

3. Community Survey: Can this be sent out to the community as is? Did all HRB members get a chance to view it? Without a chair, it has been difficult to coordinate but we cannot move on with planning without sending it out. *It is key to providing inclusive events that people will want to attend. We would like to use this survey to help plan for the rest of the year.* Is HRB okay to send it out this week via Constant Contact with a deadline of Sunday, August 15th? Thank you, Chris Chin for coordinating this survey, and to Diana

Escobar and Cami Patel for their feedback.

Core Events:

Photo Contest

Easter Egg Hunt

Summer Movie Nights

Foreign Film Night (on hiatus)

Summer Concert Series

Halloween: Decorating contest, Costume Contest, Trunk or Treat, Movie night

Trivia Night (on hiatus)

4. Coffee Cart Proposal: Status? Lilli thought it was approved but just needed confirmation.

5. Storywalk Proposal: What are the next steps?

6. 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. I highly recommend this position only work on special events, not as an administrative assistant.

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.kellogghubbard.org/storywalk](https://www.kellogghubbard.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

APPENDIX 2

JOB DESCRIPTION

JOB TITLE:

Community Events and Programs Coordinator

POSITION IS:

Full-Time, Non-Exempt

REPORTS

TO:

Vice President of Community Development

THE COMPANY:

Irvine Campus Housing Authority (ICHA) was created by the Regents of the University of California to develop and maintain University Hills, the for-sale and rental housing community on the campus of The University of California, Irvine. In its over 36 years of existence, University Hills has become an innovative model for other university employee housing programs. University Hills was created as an academic community in residence to provide affordable housing to eligible full-time employees of UC Irvine. The community apartment communities, condominium associations, townhomes, single family detached homes, parks, pools, and a community center. Currently, ICHA maintains and manages 384 apartments and 1,226 homes on over 300 acres.

JOB SUMMARY:

- The role will create, manage, advertise, support, and implement University Hills Events and Programs with an overarching goal of Building Community.
- Building Community is a University Hills concept that means increasing resident connections, increasing neighborliness, building relationships among neighbors, and strengthening the social fabric of University Hills.
- Building Community can be achieved in part by increasing resident involvement the three elements of community involvement and engagement: 1) Participate (go to an event, build relationships with neighbors); 2) Serve (volunteer for a community Event or Program); 3) Guide (Homeowners Representative Board & HRB Committees, elected and volunteers).
- A fourth element is provided by ICHA staff: Support (communication, event management, vendor management, scheduling, budget, etc).
- Event & Programs:

- Events & Programs will eventually include social activities (ex: picnics, trivia night, food truck Fridays, battle of the bands, fall fiesta); street block parties (organized by street or small neighborhood areas); opportunities for learning from experts and professionals (ex: “I had no idea” lectures, Let’s talk series, etc.); community conversations about topics of importance and interest (ex: Wild fire safety, BLM, COVID, Book Clubs); Life Long Learning (ex: work with UCI Life Long Learning to bring courses to University Hills); and regularly scheduled physical health activities (ex: yoga, Pilates, tai chi, boot camp, wilderness hiking, surfing, paddling, etc.)
- The role will cover a spectrum of Events & Programs creation and support: independently executed by ICHA, collaboratively executed by ICHA with HRB, collaboratively supported by ICHA with HRB, and supported by ICHA with certain Recognized Community Groups. The role will be expected to create new, ICHAled Events and Programs. The role will also be expected to support the HRB in events that they may either suggest or lead, to whatever degree the HRB asks.
- Physical Coordination: Vendor contracting and management, venue reservation & scheduling, venue set up and tear down in collaboration with ICHA Community Field Staff.
- Digital Coordination: Advertising to the University Hills community using various ICHA communication channels—web sites, Constant Contact e-mail blasts, door posters, aframe posters, etc.
- Stakeholder Coordination: Communicating and collaborating with ICHA staff, HRB members, community members, UCI partners, etc. on planning, organizing, advertising, and executing Events and Programs.
- Create, manage, and direct a Community Volunteer Corp (CVC), a group of community volunteers who want to serve the community in practical ways but are not interested in serving on the HRB or in an advisory role. For events support and community service opportunities. Physical work, digital work, passing out flyers, etc. The CVC is intended to be an additional path to connect residents to each other and to serve the community.
(Other paths include serving on the HRB, an HRB Committee, Recognized Community Groups, and one-time event volunteering.)

JOB DUTIES:

1. Collaborate closely with other ICHA departments and employees
2. Vendor contracting and management
3. Venue reservation and scheduling
4. Venue set up and take down coordination with ICHA office and field staff

5. Digital coordination: advertise to the Community using various ICHA communication channels, including but limited to, Constant Contact, email blasts, door posters, a- frame posters and signage, and websites
6. Stakeholder coordination: effectively communicate and collaborate with the ICHA staff, HRB members, community members, vendors, and UCI partners on the planning, organizing, advertising, and executing community events and programs
7. Create, manage, and direct a Community Volunteer Corps (CVC), a group of community volunteers who want to serve the community in practical ways such as event support and community service, but are not interested in serving on the HRB or in an advisory role. The CVC is intended to be an additional path to connect residents and serve the community
8. Perform administrative tasks as assigned by management
9. Update and create digital work related to role
10. Answer department phones, respond to department emails specific to the role
11. Maintain and update projects using Microsoft Office, SharePoint, company database and any other programs/systems as directed by management
12. Create and manage event and programming budgets
13. Maintain budget parameters
14. Vet all program and event vendors including licenses, insurance, references and OSHA required safety programs
15. Maintain a communication history with community members and vendors
16. Maintain the calendar for scheduled events and programs
17. Maintain needed advertising and print supplies
18. Greet callers and walk-ins, direct to appropriate department or assist as needed
19. Maintain event and program storage areas in good order

MINIMUM JOB QUALIFICATIONS:

1. Must possess excellent interpersonal, public relations, conflict resolution, and problem solving skills
2. Bachelor's degree is a plus
3. Excellent administrative skills and the ability to multitask
4. Strong oral and written communication skills
5. High level of integrity and confidentiality
6. Self-motivated and ability to work with minimal supervision
7. Strong knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
8. Ability to learn new software with minimal assistance
9. Must possess excellent communication and customer service skills and ability to multitask
10. Physical ability to bend, stretch, lift, stand, and sit

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. While performing the duties of this job, the employee is regularly required to
 - a. remain in a stationary position working at a desk,
 - b. operate a computer and other office machinery including printer, copier, and telephone,
 - c. move about inside the office to access office machinery,
 - d. walking the UHills Community,
 - e. traverse and climb rough, uneven, varied terrain of the common property,
 - f. venue set up and tear down,

- g. Standing for long periods of time during community events and activities
 - h. exchange information with coworkers, University staff, and the public, and
 - i. may need to lift or move up to 30 lbs.
2. Must be legally eligible to work in the United States
 3. Adhere to ICHA policies and procedures
 4. Must follow ICHA established safety requirements and practices at all times
 5. Must be capable of safely operating a vehicle and possess a valid California motor vehicle operator's license and automobile insurance.

DIVERSITY AND INCLUSION:

ICHA is committed to maintaining a culture of diversity and inclusion and seeks to be representative of the communities we serve. Additionally, ICHA does not discriminate on the basis of any legally protected category in any activity or operation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

DISCLAIMER:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

APPENDIX 3

Resident request to lead exercise class

From Nesve Yayalar
Regarding Aqua Fitness Class

I have approximately 10 people who are willing to attend. In the past (pre-pandemic) I had over 15 people in Los Trancos Pool. Depending on the current pandemic conditions, I would most likely keep the number below 10 per class, and also depending on the size of the pool.

Again, the suggested day is Thursday at 4 PM- 4:45 PM at any pool that HRB recommends. Time can be a bit flexible. I can start the class anytime between 3 to 4 PM. The class is 45 min.

APPENDIX 4

Resident request to coordinate exercise class

From Lilli LaBuen Gillen

I'm interested in having Sakina come back for more workouts. Can I reserve the basketball courts on Saturday mornings from 9-10 for the next 3 Saturdays? So many asked for her to come back and are willing to pay her for each workout.