

North Hills Community Association Board Meeting Agenda

May 16, 2022 DRAFT

7:00 PM

Meeting Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/8233106183?pwd=L1FGMDdiODJacy90NDRNZ3M1V1c1UT09>

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+1 669 900 6833 US (San Jose)

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Board Members

Carolyn Burgess, Public Safety and Second Vice-Chair

Daniel Conolly, Garden Chair

Steve Hanson - Chair

Chris Johnson –Treasurer

Nancy Mueller, Secretary

Vicki Olivera, New member, Welcome, Events Chair

Elizabeth Stage –First V. Chair

Guests:

1. Call to order

2. Introduction of Guests

Please introduce yourselves at the appropriate time

Dave McGuinness (mcguinness.david@gmail.com)

2. Review and approval of draft minutes-

a. **Draft Meeting minutes for April 18 meeting, Attached**

3. Review of agenda- adoption of agenda – May 16, 2022

4. Board Membership

a. Potential new Board Member to be nominated **Shivani Grover**, Introduction by Nancy Mueller

5. Treasurer's Report

a. Treasurers Report- Chris Johnson

- b. Liability insurance renewal update coverage – see attached.
- 6. **Communications Committee**—Chris Johnson
 - a. NHCA taking a position on the Draft City of Oakland 2045 General Plan update--- Housing element focus
 - b. <https://www.oaklandca.gov/topics/general-plan-update>
- 7. **Public Safety Committee**—Carolyn Burgess, Chair
 - a. Next Public Safety Community meeting?
 - b. General security concerns- public safety
 - c. PSPS and PG&E- seems like more wind than usual and a third drought year
- 8. **Garden Committee**- Dan and Vickey to report
 - a. Firestorm Memorial Garden
 - b. Gateway Garden
 - Volunteer Work Parties are continuing with new energy.
 - Comprehensive report from Dan and Vicky
 - Planning efforts being undertaken
 - Discussion of maintenance of area to vacant land area to the North of the Exhibition structure
 - 311 maintenances
 - Howard Matis and the sidewalk- update with Caltrans- reported by Steve- No funding identified- we have Caltrans attention- that is all.
- 11. **New Business**
 - a. Annual meeting Update – location and time
- 12. **Old Business?**
 - a. Thank you letters for contributions

(Attachments)

Draft Board Minutes - attached

Member Overview



Logged In: North Hills Community Association
Member # 44225

Summary | Policy Info | Billing | Member Info | Claims

North Hills Community Association - 44225

Important NEW Address Info

NEW Premium Payment Remittance Address:
AMS, P.O. Box 52224
Phoenix, AZ 85072-2224

Liability Deductible Remittance Address:
AMS, P.O. Box 8507
Santa Cruz, CA 95061-8507

IMPORTANT: Premium payments & Liability Deductible payments must be sent to respective addresses to ensure proper allocation of funds.

Dividend Info

For information on the dividend program, [click here](#).

Year	Amount	Dividend Paid On
2021-2022	\$100.00	07/14/2021
2020-2021	\$100.00	06/29/2020

Policy Info

LOB	Premium	Effective Dates	Auto-Renewed?
Liability	\$1,712.00	06/08/2021-06/08/2022	Yes
D&O	\$600.00	06/08/2021-06/08/2022	Yes
Accident	\$156.00	06/08/2021-06/08/2022	Yes

Broker Info

Broker Name: **Fidelity Insurance Service, Inc. - UV**

Broker #: **00865**

Broker Producer Contact:

Broker CSR Contact: [Erik Holland](#)
510-225-6252

Broker Claims Contact:

Broker Billing Contact: [Erik Holland](#)
510-225-6252

NIAC Contact Info

Webmaster: [Webmaster](#)

Accounts Receivable Accountant: [Carolyn Butera](#)
Phone: 800-359-6422 ext. 6079
Fax: 831-621-6135

Member Info

NIAC Member #: **44225**
Status: **Active - Renewal Quoted**
Member Since: **2015**
Billing Type: **Direct Bill**
FEIN: **27-5088990**

Current Activity

- [Loss Runs](#)
- [Member Usage Report](#)

Quick Links

- [Make a Payment](#)

My Contacts:

Broker: Fidelity Insurance Service, Inc. - UV
Broker Contact:
[Erik Holland](#)
Phone: 510-225-6252

NIAC Billing Contact:
[Carolyn Butera](#)
Phone: 800-359-6422 ext. 6079
Fax: 831-621-6135

Upcoming Webinars

May 10, 2022 - Exploring At-Will Employment: What It Means, How to Preserve It, When Exceptions Apply

May 18, 2022 - NIA Member Resources

May 19, 2022 - Risk Management Basics

[View More](#)

NIAC Payment Address:
IMPORTANT: New Payment
Address

AMS
P.O. Box 52224
Phoenix, AZ 85072-2224

Member Reference Corner:



Video Help



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Webinars

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The insurance policy, not this website, forms the contract between the insured and the insurer. The policy may contain limits, exclusions, and limitations that are not disclosed in this website. Coverages may differ by state. NIAC, ANI, and NANI are AM Best A VIII (Excellent) insurers with 501(c)(3) nonprofit status. Nonprofits Insurance Alliance® is a brand of Alliance Member Services® (AMS).
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Garden Report

Dear NHCA Board of Directors:

Links below regarding the gardens NHCA has been supporting.

Gateway Garden & Pavilion - City of Oakland

[https://localwiki.org/oakland/Gateway Gardens Park %26 Pavilion](https://localwiki.org/oakland/Gateway_Gardens_Park_%26_Pavilion)

Firestorm Memorial Gardens - CalTrans

[https://localwiki.org/oakland/Firestorm Memorial Garden](https://localwiki.org/oakland/Firestorm_Memorial_Garden)

These are to be used as demonstration and educational fire prevention gardens. NHCA's responsibility is to maintain the existing gardens.

Attached is Steve's letter regarding non NHCA or City 311 responsibilities.

BACKGROUND

For clarity and to keep the presentation simple, please refer to the various emails during this brief investigation regarding the two gardens (i.e., City of Oakland request for 311 Gateway Garden repairs, Piper Gateway north parcel annex background, Garden Committee luncheon notes, weeding event briefs - two Spring Berkeley Project days, new Friday weekly weeding event, etc.

Besides working with the Garden Committee, Vicki and I have been in contact with potential new/exiting volunteer groups, Adopt-a-Spot coordinators, OAK311, the Pipers, the NHCA Board, past and potential vendors (i.e., irrigation, mulch, landscapers), met Wyllie Clayson from CCC to assess the gardens plants and condition plus participated in the events at the Gateway and Memorial Gardens.

Also, I have been involved, and am still involved, with professional landscape and gardens in the East Bay, i.e., a member of the City of San Ramon master landscape & tree committee. The final plan was approved/implemented in 2018. This particular project included the committee, city council and several arborists. I will forward that report, and you can click on the [yellow links](#) to view the details.

Vicki, for her part, handled Dreyer's/Nestle' local volunteer programs for 15+ years, (a personal side project) which involved Jr Achievement, Adopt-A-School, Boys & Girls Club, plus Nestle 'Very Best in Youth' on a national scale. She recently signed up Chevron for 6 days in September (2 weeks, 3 days week, 20 volunteers per day) to work in the gardens to focus on Fall hard pruning, mulching and catch up/clean up.

So with that...

CONCLUSIONS

It is obvious that a lot of good intentions plus the associated time and effort have been put into the gardens in the past years. There's been lots of passion and sweat equity. However, those efforts may not have been exclusively focused on the goal of simply maintaining the existing gardens, i.e., the more plants, the better, garden expansion.

Neither garden is currently in optimal condition. There is no prior plant, irrigation or

maintenance plans developed, and past activities indicate that the garden focus may have diverged from the stated goal, which is to maintain the existing gardens, keeping in mind that these are natural, low maintenance/low water types of gardens.

Even if the gardens were in good order, they require regular care during the season w/planned off season care like Fall hard pruning and mulching for the garden's health.

This takes consistent time and effort. There are few short cuts no matter how focused, especially if it is primarily a volunteer effort, which is difficult to maintain consistently.

There is deferred maintenance to be done.

So where do we go from here? What is in our control? What is our focus?

OPTIONS MOVING FORWARD

A. Continue Doing What Was Done Before (Various Garden and Non-Garden Activities)

B. Do Not Support Either and/or One of the Gardens

C. Support the Maintenance of the Existing Gardens

1. Current - Provide no/limited funds, and NHCA manages all activities w/volunteers

2. Future - Provide funds for a professional firm to manage the garden activities

3. Future Hybrid - Provide some funds to partner with a professional firm for select focused garden activities (i.e., Spring cleanup), and NHCA manages other activities w/volunteers

The advantage of Option 3 is that the heavy lifting, or main deferred maintenance, can be done quickly and cost effectively up front so that the volunteer groups can be more effective when scheduled for specific tasks (spot mulching, removing weeds from paths) vs. current never-ending general weeding like the March 12th and April 16th Berkeley Project Day groups did.

Both Gateway (Priority 1) and Memorial (Priority 2) could both use catch up/clean up.

As a starting point, I've asked BrightView Landscape www.brightview.com to put some tangible numbers together for the NHCA Board to review, which should add actionable perspective to the above options. I'll have the proposal to you tomorrow before the meeting. For that, I've attached a few typical landscape docs like zone pruning maps, annual activity schedule and QSA report.

I've worked with Brightview for 12+ years on various HOA/commercial and residential projects.

Timing - In any of the above scenarios, it will realistically take a year to put the gardens in order.

We hope this strategic, short & long view of the gardens is helpful,

Dan Conolly & Vicki Oliveira
510.847.7587, 510.847.1604

Quality Site Assessment

General Information

Property Name: Renaissance at Gale Ranch

Date: Monday, December 20, 2021

Next Inspection Date: Wednesday, January 20, 2021

Client Attendees:

Brightview Attendees: Leonel Vasquez

CUSTOMER FOCUS AREA:

Weed control and irrigation management

CARRYOVER ITEMS (CheckBox = DONE): None Noted

MAINTENANCE ITEMS:

- 1) Overall site look clean from last service
- 2) Roses need to trimming on next visit
- 3) Hard prune along the sand wall and hill side new to on the next 6 weeks
- 4) Turf color look good
- 5) Plum trees still dropping leaves we will keep clean this area to all leaves done
- 6) Detail the ground cover between the unit near the pool
- 7) Shrubs prune by unit 2311 need
- 8) West side of the property look clean
- 9) Daylily need details we are going do on next three weeks
- 10) Pool areas look clean leaves close to finish

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Add two shrubs by unit 1000.

NOTES TO OWNER/CLIENT:

Quality Site Assessment

Maintenance Items

Overall site look clean from last service



[1 / 10]

Maintenance Items

Roses need to trimming on next visit



[2 / 10]

Maintenance Items

Hard prune along the sand wall and hill side new to on the next 6 weeks



[3 / 10]

Maintenance Items

Turf color look good



[4 / 10]

Quality Site Assessment

Maintenance Items

Plum trees still dropping leaves we will keep clean this area to all leaves done



[5 / 10]

Maintenance Items

Detail the ground cover between the unit near the pool



[6 / 10]

Maintenance Items

Shrubs prune by unit 2311 need



[7 / 10]

Maintenance Items

West side of the property look clean



[8 / 10]

Quality Site Assessment

Maintenance Items

Daylily need details we are going do on next three weeks



[9 / 10]

Maintenance Items

Pool areas look clean leaves close to finish



[10 / 10]

Recommendations

Add two shrubs by unit 1000.



[1 / 1]

NHCA Board of Directors

Steven Hanson, Chair
Elizabeth Stage, 1st Vice Chair
Carolyn Burgess, 2nd Vice Chair,
Public Safety Chair
Chris Johnson, Treasurer
Nancy Muller, Secretary
Daniel Conolly, Garden Chair
Vicki Olivera, New Member,
Welcome, Events Chair

NHCA is a registered 501(c)(3) non-
profit organization.
Federal Tax ID # 27-5088990

May 6, 2022

G. Harold Duffey
Director of Public Works
250 Frank H. Ogawa Plaza
Suite 4314
Oakland, CA 94612

**Subject: Maintenance of Memorial Gateway Garden and Pavilion –
Hiller Drive and Tunnel Road**

Dear Mr. Duffey;

This letter is a follow-up to some “311 requests” for basic maintenance work to be done at the Memorial Gateway Gardens in the North Hills of Oakland, now more than 30 years after the 1991 Tunnel Fire.

Our organization, under an adopt-a-spot agreement with the city, maintains the gardens surrounding and developed as part of this memorial installation. We use it as a demonstration garden and an educational facility. It allows our neighborhoods to understand the need for proper landscaping in and around a home as a means of controlling potential devastating fires.

We would like the City to help us make some much needed repairs to things other than the gardens that we cannot maintain, due to potential liability and which are outside the scope of our responsibilities. We know the City has many parks, but we are asking you to direct this letter and its request to the proper supervisor to assure that this work gets done in a reasonable time frame.

I have attached some accompanying pictures to this letter as well. The maintenance request lists is as follows:

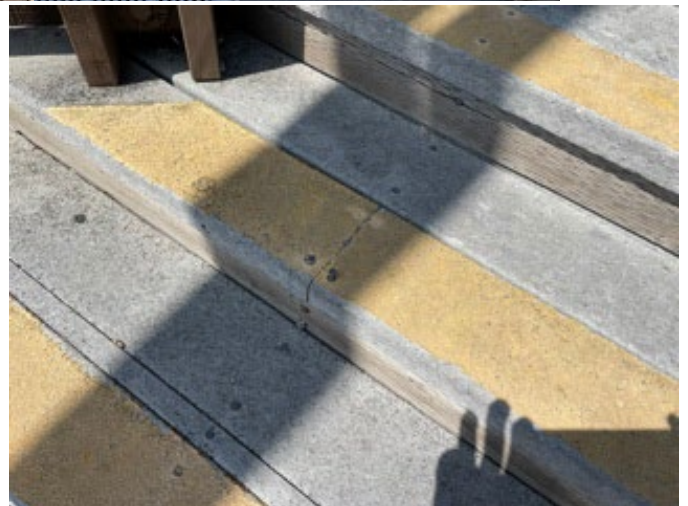
1. There is some graffiti in several locations which needs to be removed, located on parts of the landscaping rocks, etc.
2. There are broken wooden steps and steppingstones in certain areas that need to be repaired or replaced
3. There are loose and exposed nails in the decking on the pavilion decking areas that need to be reaffixed and repaired

We appreciate the City’s attention to these issues as this area is becoming more heavily used by visitors, particularly during the pandemic where the public is spending more time outside of enclosed areas.

Please contact us, if you have any questions. Please see attached pictures.

Sincerely,

Steven E Hanson



1	4	PRUNING ZONE MAP
2	5	
3		

