



**North Hills Community Association
Board Meeting Minutes
Claremont Club and Spa, Berkeley Room
January 22, 2024**

Board Member Attendance: Carolyn Burgess, Ken Cohen, Dan Conolly, Donna Karch, David Kessler, Nancy Mueller, Vicki Oliveira

Guest Attendance: Ann Smulka

1. Call to order: Dan called the meeting to order at 3:03 P.M.

2. Review and Adoption of Agenda: By consensus the agenda was adopted as presented.

3. Review and Approval of Draft Minutes of December 18, 2023. Ken made a motion to approve the minutes as presented. David seconded. Unanimous approval.

4. Guest Ann Smulka was asked to present the 4th Bore Coalition (FBC) request: Ann has encouraged the NHCA board to agree to accept the funds due to NHCA and Parkwoods to close out the non-profit 501c3 Fourth Bore Coalition (FBC) which was formed in 2007. The six founding groups gave \$10,000 each to sue Caltrans to seek mitigations for the damage done to the community by the construction of the Caldecott Tunnel Fourth Bore. NHCA and Parkwoods HOA were two of the groups. Funds were spent on attorney and consultant (tunneling and acoustic engineering experts) fees, and operational expenses (annual filings with CA, equipment rental to prepare the record for the lawsuit, PO Box rental, website hosting and maintenance, Quickbooks subscriptions). There is now about \$3100 at WFB for each of the six groups. Parkwoods is not a 501c3 therefore they cannot receive the funds directly. The FBC directors would like NHCA to accept about \$6200, and for at least half to be used for a pedestrian or public safety benefit in the area close to the Parkwoods. Ann is in the process of contacting the new President of the Parkwoods HOA to discuss that NHCA receive the funds on their behalf, but not as a fiduciary. Parkwoods Condominiums are within the geographic area, for which NHCA advocates, therefore it was the most logical organization among the five other founding organizations to receive funds. Carolyn made a motion for "NHCA to accept the \$3100 funds to be used for public safety in the local area as the NHCA Board so designates." David seconded. Unanimous approval. Ann said it still

needs to be approved by the CA Attorney General. She will continue to work on this and keep NHCA informed. (Attachment 1)

5. Treasurer's Report: Donna noted that in 2023, NHCA spent \$4,628.93 more than it received in donations. It was necessary to transfer \$2,559.76 from NHCA's Savings Account to the Checking Account. Nancy noted that this was the pattern during the past few years.

The Annual Newsletter cost \$2,021, including \$800 from Carolyn's Public Safety budget. Carolyn purchased, and gifted to NHCA, a Non-Profit Indicia, which allows NHCA to receive reduced mailing rates. Since the newsletters were sent, NHCA has received approximately \$6,500 in donations.

Donna reported that expenses since the December 18, 2023, meeting totaled \$1,381 (\$528 postage and \$693 printing for the Annual Newsletter, \$160 for the website). NHCA has received end-of-the-year donations due to the Annual Newsletter mailing, which included a donation envelope.

As of January 22, 2024, NHCA:

Checking account has	\$6,045.86
Savings account has	\$12,839.22
Total available funds are	\$18,885.08

6. Committee Reports

a. Gardens and Events. No garden report. Events - The next big event is the Annual Meeting. David and Ken, the Co-Chairs, will give an update later in the meeting .

b. Communication. Donna had a Zoom meeting with Ruby and Barry re updating the NHCA Website. Once Ruby had access to the Website, she began working on the update. In the second week of February, Ruby, Barry and Donna will meet again. Ruby has suggested using a new Wordpress template that is more easily edited and maintained.

Ruby wants to begin work on documents that will be sent via Constant Contact, but NHCA does not have a paid subscription to Constant Contact. The Lite subscription costs \$144 per year; nonprofits are offered a 30% discount for a 12-month prepay. Ken volunteered to pay for the one-year subscription.

Donna and David are working to move emails for Open Forum and Announcement subscribers into an Excel document. There are approximately 1500 email addresses.

c. Membership. No report.

d. Advocacy. No report

e. Public Safety. Carolyn: Dec 2023/Jan 2024 NHCA Public Safety Report

Dec 16 - District 4 Advisory Meeting 11-1pm (virtual)

Jan 5 - Contacted by OFD Michael Hunt to initiate a letter from NHCA to support Grant application for Oakland Fire. Accomplished.

Jan 15 - Follow up with Montclair Presbyterian Church re Annual meeting.

7. New Business

a. Year-end Donations. With the latest donations, Vicki updated the Google tracker, mailed personal thank you letters to donors, as well as updated the Donor page on the NHCA website. Donna will write Thank You letters to all those who donated in Memory of Sheldon Kabaker, M.D, a Hiller neighbor who recently passed. Nancy took home some NHCA newsletter-stuffed envelopes, with remittance envelopes, and will reach out to various neighbors who have not yet donated.

b. Communications: See report in Section 6.b. above.

c. Annual Meeting: David and Ken, the Co-Chairs of the Annual Meeting, felt that a Thursday night was not a great time to convene the meeting. They proposed moving the meeting to Saturday, March 16, 2024, from 2:00 – 4:00 PM. The Board agreed. David reminded the Board that per NHCA Bylaws the Board must present a slate of candidates by February 16, 2024.

Board members said that they would meet at the Montclair Presbyterian Church to determine the layout of the room, use of mics, refreshments, etc.

Re speakers, David suggested the City Administrator, Jestin Johnson, and, perhaps Janani Ramachandran, D4 Councilmember, as the second speaker. Carolyn responded that the auditor was going to speak at the next public safety meeting, which would mean a duplication of the speaker. There will be a raffle. Vicki had previously forwarded information on the nonprofit raffle renewal permit procedure to the Board. David said he would take care of it. Nancy will contact the Claremont Club and Spa re donations to the raffle. Last year, attendees to the meeting objected to the price of the raffle tickets, so it was suggested to have lower ticket prices. Therefore, Nancy thought perhaps it would be better to offer two Limewood Restaurant gift certificates (\$150 each) and four gift certificates for East Bay Provisions (\$75 each). Nancy will ask Star Grocery to donate a case of wine (6 whites and 6 reds) and perhaps, raffle the wine in pairs (one red and one white) for a total of six raffle prizes.

Nancy said that the food does not need to be elaborate at 2:00 - 4:00 PM on a Saturday. It was suggested to get Peet's coffee to donate. (Montclair location??) Nancy and Donna will bake cookies. Anyone else??

The members of the Nominating Committee are Dan, David, and Ken. It is hoped that they will find new people to join the Board.

d. Public Safety Chair Transition. Carolyn and Ken.

Carolyn is moving; thus, a new Public Safety Chair will be elected at the Annual Meeting. Ken Cohen has volunteered to serve as the Public Safety Chair. During the transition, Ken will work with Carolyn. Ken will also supply the Board with a sample "Code of Conduct" to use for future communications amongst the Board.

e. Janani, District 4, February 3, 2024, Park Volunteer Celebration

Nancy asked if Carolyn would attend the celebration, as Vicki and Dan, who have lead the garden restoration, will be in Chicago. Carolyn can attend and later Nancy realized she could also attend.

As there was no additional business, Dan adjourned the meeting at 4:58 P.M.

Respectfully submitted,

Nancy Mueller and Donna Karch, NHCA co-secretaries

Next Meeting: The next NHCA scheduled meeting is on February 19, 2024, which is Presidents' Weekend. Nancy proposed moving the date to February 26. The next meeting date will be determined at a later date.