

## Board Minutes 12-20-17

In attendance: Board members Jack Backus, Susie Cerf, Marshall St. Clair, Peter Turner. Members Brian O'Malley, Warrine Coffey, Angel Garrett, Steve Garrett, Dennis Woodruff.

Meeting was called to order at 7:31pm.

### Open Session

LHA member raised the issue of short term rentals in LHA, citing a Trestle Glen home that has an advertised rental of a converted garage space. Neighbor became aware of the rental when a family member stayed there over the holidays. He feels that the CC&Rs prohibit this practice and that the City of Oakland has regulations against transient use. Board discussed language of CC&Rs regarding definition of occupancy and "single family" and considered surveying members to determine what LHA residents think about this issue. Board will ask owner to remove listing and set up a meeting to discuss further.

PT has looked into applying for Historic Preservation Zone status for LHA. Other Oakland neighborhoods have done this to retain the historic detail of homes and keep cohesive look to the neighborhood. If implemented, it does require that property owners obtain city approval for exterior changes, but owners can more easily apply for Mills Act status to reduce their property taxes. PT agreed to do further research and provide at future Board meeting.

MSC JB/PT to approve October 2017 minutes.

### NP – Consent Calendar

1406 Barrows	Tree removal – Juniper
919 Larkspur	Tree removal – Oak
775 Longridge	Replace side door – custom wood
775 Mandana	Replace windows
825 Rosemount	Tree removal – Maple
883 Sunnyhills	New deck railing
1255 Trestle Glen	Tree removal – Bay & Acacia

MSC JB/PT to approve the NP Consent Calendar.

The Board then discussed whether revisions to approved projects require additional rounds of NP review and Board approval. Neighbor of 963 Grosvenor would like Board to revisit this project that has gone through 3 revisions resulting in reduced square footage and building mass. Board members commented that the revisions are within realm of initial approval in quality and location. MSC PT/MS to reject second review/approval – 2 votes for, 1 recusal and 1 abstain. Motion will be deferred to next month's Board meeting.

### Finance

We have an increase of \$15,000 in income from last year, partially due to budgeted items shifting between categories. MSC PT/SC to approve October & November financials.

Membership – The Annual Meeting had a smaller turnout this year than in prior years. Membership committee has targeted dates for 2018 events.

Administrator

An offer has been extended to a finance manager candidate and LR will update Board by next month. Councilmember Abel Guillen presented LHA with a City proclamation in honor of LHA's 100<sup>th</sup> Anniversary.

# LHA Board Meeting January 17, 2018

Director Marshall St. Clair called the meeting to order at 7:30 p.m. at the LHA office, 907 Underhills Road.

## **Determine Board roles for 2018**

Board members present determined and approved MSC CM/BOM their positions on the Board for 2018 as follows:

Marshall St. Clair, President  
Chris Metcalfe, Vice President / Parks Chair  
Eddie Low, Vice President / Membership Chair  
Brian O'Malley, Secretary / Neighborhood Preservation Chair  
Angel Garrett, Treasurer / Financial Committee Chair

## **Members Present:**

Bari Robinson, Warrine Coffey, Eric Ellisen, Rob Stone, Sue Merriman, Phil Silva, Carmen Fuchs

## **Open Session**

Neighbors came to discuss the issue of an illegal rental of the in-law unit at 1307 Holman. Homeowner is advertising the in-law unit for rent online. Neighbors are aware of the situation on Bates Road where one illegal rental led to four and has created a nuisance for neighbors. Parking has become more difficult on Holman. Houses are approximately 6' apart, which means that a tenant will need to trespass on neighboring property to enter the unit. Neighbors expressed concern with the City of Oakland, whether the unit meets fire code and giving the in-law unit a separate address, designating the property as multi-unit. Neighbors want the Board to enforce the CC&Rs. Board will consider options for enforcing, including legal action, but must be careful about setting precedent.

## **Approval of Minutes**

The minutes of the December 20, 2017 meeting were approved as submitted. MSC CM/EW

## **President's Report**

Marshall proposed several initiatives for 2018, including adding timing to the Board agenda, creating a speaker card for members attending Board meetings, conducting a survey of the NP process and member satisfaction, review dues increase process, posting of minutes for all committees and Administrator providing a weekly call summary to the Board, including response to member. In response to member's request for HOA dissolution, Brian will write a response to include that although there is a process found in Davis-Stirling code, the Board will not take action.

## **Committee Reports**

Neighborhood Preservation:

Consent Calendar - MSC CM/EW to approve all 4 applications:

1394 Barrows	window replacement
935 Hillcroft	window replacement
883 Sunnyhills	replace balcony railing
862 Trestle Glen	window replacement

Board discussed issue of requiring members to submit new applications when changes have been made to an approved application.

MSC BOM/MS to agree that the issue should be voted on by the Board

MSC MSC/CM to agree that a projects do not need a 2<sup>nd</sup> round of application and approval.

**Treasurer's Report**

MSC CM/AG to approve addition of Angel and Chris to bank signature card.  
MSC AG/CM to approve LHA credit card for Finance Manager Dianne Manning.  
MSC CM/EW to approve Dianne Manning ability to write off debt.

**Parks Report**

No park redesign for this year, maintenance and planting only. Will be holding work parties this year to accomplish this.

Meeting adjourned at 9:15pm

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting February 21, 2018

Director Marshall St. Clair called the meeting to order at 7:35 p.m. at the LHA office, 907 Underhills Road.

## Board Members Present

Marshall St. Clair, President  
Chris Metcalfe, Vice President / Parks Chair  
Brian O'Malley, Secretary / Neighborhood Preservation Chair  
Angel Garrett, Treasurer / Financial Committee Chair  
*Eddie Low, Vice President / Membership Chair Absent*  
Dianne Manning, Finance Manager

## Members Present

Mary Merrick and Maureen Thomas

## Approval of Minutes

The minutes of the January 17, 2018 meeting were approved as submitted. Signed BOM

## President

### Treasurer's Report

Young, Craig & Co – Accountants Representation Letter Signed MSC AG/CM

Approved CPA reviewed FY 2017 Financial Statement - Signed

Approved January 2018 financials MSC MSC/CM

Will ask Finance Manager to provide specifics on Long Term Liabilities (item #2502). Approve new HOA insurance premium March 2018 – March 2019 -Angel noted new provider. Status of 2018 dues collected will be provided at March Board meeting.

### Neighborhood Preservation:

Brian reported that the idea of a survey was rejected by the NP Committee. Committee members concerns include lack of focus of the survey, problem undefined with a bias towards finding problems and no option for collecting specific feedback. Marshall stated that we need to be open to feedback and ways of gathering feedback. Angel suggested that perhaps Eddie Low could reach out from the Membership committee. Angel also noted that Eddie has experience with facilitating surveys. Suggestion that in preparation of potential survey, we need to collect more member emails. Discussion to be continued.

## Consent Calendar

1312 Bates	Replace fence	Approve	On sloped lot, above 6' in sections
996 Grosvenor	Move / replace fence	Approve	
683 Longridge	Tree removal	Approve	City permit required for removal
775 Mandana	Solar install	Approve	
782 Rosemount	Replace fence	Approve	Neighbor was notified and agreed
1090 Trestle Glen	Replace garage door	Approve	
1279 Trestle Glen	Tree removal	Approve	
1386 Trestle Glen	Window replacement	Approve	
1386 Trestle Glen	Tree removal	Approve	

**Parks**

Brief Discussion on vendors who prefer payment in cash. Office will require that vendors have tax id number and will be paid by check.

**Membership**

There is a proposed Parks Workday (lunch provided - bring your own tools) – joint effort with Membership and Parks in Oak Grove on April 21<sup>st</sup>. This will be included in the next Newsletter.

**Administrator**

Process for updating LHA CC&Rs can be lengthy with large legal fees. Chris will research further with Finance Manager and provide update next month.

**Executive Session**

Discussion of secondary unit rentals.

Meeting adjourned at 9:15pm

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting

## March 21, 2018

Director Marshall St. Clair called the meeting to order at 7:35 p.m. at the LHA office, 907 Underhills Road.

### Board Members Present

Marshall St. Clair, President  
Chris Metcalfe, Vice President / Parks Chair  
Brian O'Malley, Secretary / Neighborhood Preservation Chair  
Angel Garrett, Treasurer / Financial Committee Chair  
Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator  
Dianne Manning, Finance Manager

### Members Present

Warrine Coffey, David Schopfer, Tim Davis, Angela Nicolella-Jay, Don Jay, Carmen Pearson, Michelle Cheng

### Open Session

Neighbors from Bates Road attended the meeting to discuss the continued parking congestion on their street. Neighbors had created parking guidelines to alleviate problems, but not all neighbors are following these. Properties with a large number of cars have not made any changes and neighbors cannot park in front of their own homes. Leaving room on sidewalks for pedestrians is also an issue. Neighbors commented that the number of in-law units being rented and house rented to 4 unrelated adults magnify the problem. LHA Board is working to establish a fair policy to address the issue.

Neighbor updating the Board that 20 LHA families have children that didn't get into Crocker Highlands Elementary this year. After years of decreased student population, school closures and redrawn districts, the school cannot accommodate the number of new students for 2018-2019. Parents are reaching out to CM Abel Guillen and OUSD to confirm process for student and sibling address verification being used by the district.

### Approval of Minutes

MSC AG/CM to amend February Board minutes to add Dianne Manning to attendance list. The minutes of the February 21, 2018 meeting were approved with this change.

### Treasurer's Report

Agings show the number of delinquent accounts has decreased compared to this time last year.

### Neighborhood Preservation:

Discussion of project at 671 Longridge. One of six neighbors notified expressed concern regarding the proposed change to half columns from full columns at front of property. NP Committee determined that the update will retain the look of the existing façade. Board agreed with this recommendation.

Consent Calendar – MSC MSC/AG to approve the following projects:

609 Carlston	Replace brick wall w/fence
937 Larkspur	<del>Deck replacement</del> – on hold
671 Longridge	Garage extension / replace doors
983 Longridge	Replace garage door
856 Sunnyside	Addition (reviewed via email)

### Parks

Parks Workday Saturday, April 21<sup>st</sup> will be publicized in newsletter, an email blast and at park kiosks. This is a joint effort with the Membership Committee.

### Membership

February Membership was not well attended, but target dates for events in 2018 have been set. Committee also discussed changing the name of LHA Cares.

Pamela Ericson, CM Abel Guillen's new staff member, introduced herself to the Board. Discussion of the many issues that she will be working on with Abel, including:

1. School assignments / space shortage at Crocker – will discuss with CM Abel. Pamela shared that there is a new computer system in place this year for enrollment and that in the last few years, OUSD has been under enrolled and considered closing more schools.
2. Park Blvd. Road plans and School Safety Initiative, which has already been funded.
3. Increase in auto break-ins – Pamela providing signs to remind neighbors to be vigilant.
4. Discussion of narrow streets changing to one-way or parking half on sidewalk on one side of street might increase speeding and some neighbors would continue their current practice regarding parking.

### **Administrator**

Item of pursuing Historic District designation for LHA, which might provide protection against secondary unit and multi-unit development within LHA. There is a new bill in the state senate to change zoning to accommodate multi-unit housing in areas of close proximity to transit hubs. Brian will continue to monitor progress of the bill.

MSC EL/AG not to pursue Historic Designation

Discussion of setting a dollar amount capping the finance charges accrued by overdue accounts. Board agreed that current practice of discretionary reduction of interest charges was reasonable.

### **Executive Session**

Discussion of secondary unit rentals.

Meeting adjourned at 9:15pm

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting

## April 18, 2018

President Marshall St. Clair called the meeting to order at 7:32 p.m. at the LHA office, 907 Underhills Road.

### Board Members Present

Marshall St. Clair, President  
Chris Metcalfe, Vice President / Parks Chair  
Brian O'Malley, Secretary / Neighborhood Preservation Chair  
Angel Garrett, Treasurer / Financial Committee Chair  
Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator

### Members Present

Warrine Coffey, Ron Tallia, Peter Turner, Carmen Pearson

### Open Session

Member Peter Turner came to discuss the City of Oakland S-20 Historic Preservation designation program. The program has several benefits to homeowners and could deter developers looking to add density in historic neighborhoods. Board agreed to do further research, seek input from Neighborhood Preservation Committee and create a list of questions for discussion with city staff.

Neighbor of Sunnyhills home with approved stair lift for elderly owner asking if LHA can ask owner to agree to removal of lift 90 days after lift is no longer in use. Board suggested that the property owner can make and sign an agreement with neighbors that can be placed in homeowner's file at the office.

Member asked about the LHA Mural project considered many years ago for the wall at the PG&E substation. Lisa Ray provided background – a committee had been formed to look at artists / options with a portion of funding coming from a PG&E grant. The LHA Board at that time opted not to pursue this due to cost of mural being higher than anticipated.

### Approval of Minutes

MSC CM/AG to approve March Board meeting minutes.

### Treasurer's Report

MSC CM/EL to approve March Financials.

### Neighborhood Preservation:

MSC MSC/CM to approve the following seven items on the consent calendar:

976 Longridge	Solar
809 Mandana	Fence replacement
920 Rosemount	Tree removal
1090 Trestle Glen	Solar
1234 Trestle Glen	Garage door + new window
1234 Trestle Glen	Tree removal
1255 Trestle Glen	Tree removal

### Parks

Will have a parks work day with Membership committee on 4/21. Lunch will be provided.

### Membership

Working on details for a mixer at Paulista on Park. Ice Cream Social will take place in July.

### Administrator

Our office was contacted with request to act as a polling place for June election. Both Dianne and Lisa were not able to verify details of request and declined use of LHA office.

Meeting adjourned at 9:15pm

**Executive Session**

Member meeting re: nuisance complaints Bates Road

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting May 16, 2018

President Marshall St. Clair called the meeting to order at 7:30 p.m. at the LHA office, 907 Underhills Road.

## Board Members Present

Marshall St. Clair, President  
Chris Metcalfe, Vice President / Parks Chair  
Brian O'Malley, Secretary / Neighborhood Preservation Chair  
Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator

## Members Present

Dennis Woodruff

## Open Session

Member Dennis Woodruff attended to discuss short term rentals within LHA and how the CC&Rs are being enforced. The Board responds to complaints related to both short and long term rentals that are regulated by the CC&Rs and assesses what action to take. The Board is tasked with interpreting the CC&Rs and places a priority on neighborhood preservation and resolving nuisance issues. Board members discussed possibility of polling LHA members to gather input on addressing rentals that do not adhere to regulations.

## Approval of Minutes

MSC MSC/EL to approve April Board meeting minutes.

## Treasurer's Report

MSC EL/CM to approve April Financials.

## Neighborhood Preservation:

Continued discussion from April meeting regarding City of Oakland S-20 Historic Preservation District. List of questions created to ask Oakland Planning department. LR to contact History desk for appointment to meet and discuss pros/cons.

MSC EL/CM to approve the following items on the consent calendar:

1453 Barrows	Add driveway gate, side fence
657 Carlston	Remove portion of chimney
1307 Holman	New deck, railing + French doors
934 Larkspur	Tree removal (Loquat)
937 Larkspur	New decks, railing
815 Mandana	Fence replacement, side & back
921 Sunnyhills	Window replacement
1100 Trestle Glen	Tree removal (Oak)
906 Underhills	Fence replacement
921 Underhills	Home addition
1079 Underhills	Home addition

## Parks

Had a successful work day in April.

## Membership

Next event will be the ice cream social on Saturday, July 14<sup>th</sup> from 1:00-3:00.

## Administrator

Office has received several calls about GIG car share. LR has contacted them and will add article to June newsletter. Tree fell in Oak Grove, damaged fence + landscaping of home on Mandana. LHA insurance will cover the claim.

Meeting adjourned at 9:15pm

**Executive Session**

Member meeting re: parking nuisance complaints Bates Road

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting June 20, 2018

President Marshall St. Clair called the meeting to order at 7:35 p.m. at the LHA office, 907 Underhills Road.

## Board Members Present

Marshall St. Clair, President; Chris Metcalfe, Vice President / Parks Chair; Angel Garrett, Treasurer; Brian O'Malley, Secretary / Neighborhood Preservation Chair; Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator

## Members Present

Warrine Coffey

## Open Session

Discussion of electric scooters (Lime, Bird) being left on sidewalks within LHA. Lisa to call Lime to determine if reported scooters can be retrieved by company. Discussion of nuisance complaint at property operating AirBnB rental. Board will address at subsequent meeting and/or executive session with desire to develop a consistent policy for short term rentals.

## Approval of Minutes

MSC BOM/AG to approve May Board meeting minutes.

## Treasurer's Report

MSC EL/CM to approve April Financials.

Question for Finance Manager on how line item for bad debt is used. LR will forward question to Finance Manager.

## Neighborhood Preservation:

MSC MSC/AG to approve the following items on the consent calendar:

1077 Hubert	Tree removal
811 Northvale	Tree removal
870 Sunnyhills	Home addition, deck, railing
1053 Trestle Glen	Tree removal

## Parks

Arborist coming Tuesday to prune Melaleuca and Oaks in office park. We have arborists check the trees in our parks annually. Plot D neighbor had our Magnolia trimmed. CM is setting up meeting with neighbors along Plot D to work on budget for maintenance of that park. Currently getting bids for Oak Grove park maintenance.

## Membership

The ice cream social is on Saturday, July 14<sup>th</sup> from 1:00-3:00. National Night Out will take place on 8/7/18.

## Administrator

LHA Board nominations for 2019 are due to our office by September 15<sup>th</sup>. Office has received multiple complaints of AirBnB full house rental on Trestle Glen. LR to contact property owner.

Meeting adjourned at 9:15pm

## Executive Session

Member meeting re: parking nuisance complaints Bates Road

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting

## July 18, 2018

President Marshall St. Clair called the meeting to order at 7:31 p.m. at the LHA office, 907 Underhills Road.

### Board Members Present

Marshall St. Clair, President; Chris Metcalfe, Vice President / Parks Chair; Brian O'Malley, Secretary / Neighborhood Preservation Chair; Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator

### Members Present

### Open Session

#### Approval of Minutes

MSC BOM/AG to approve May Board meeting minutes.

#### Treasurer's Report

MSC EL/CM to approve updated May and June Financials. Discussion of line item 6601 Capital Improvement Reserve – is this a reserve or budget for unexpected expenses? Lisa to discuss with Finance Manager. The budget process for 2019 will begin in August – Board members should contact Finance Manager to discuss 2019 plans.

MSC EL/BOM to approve liens on 3 accounts for unpaid dues: 0725, 0864, 1000

MSC EL/CM to approve increased charges to member for lien recording fees to cover increase at county recorder. Discussion to add agenda items for August of acceptable/legal forms of payment and limiting interest charged on overdue accounts.

#### Neighborhood Preservation:

Brian O'Malley & Lisa Ray met with Betty Marvin at the City of Oakland Building Department to discuss S-20 Historical Designation. Benefits of the designation are waiving of planning permit fees, better planner review, prestige for homes in the neighborhood and easier qualification for homeowners applying for Mills Act status. The S-20 designation does not provide protection from state mandates for increased housing density. The city council must approve the S-20 designation. There are only 2 other neighborhoods with this designation – Sheffield Village and Oak Center. The Board will work towards collecting LHA member opinion on the designation. Lisa will write an article for Board review to be included in the next LHA newsletter.

MSC BOM/CM to approve the following items on the consent calendar:

657 Carlston	New exterior doorway / door
892 Sunnyhills	Solar installation
892 Trestle Glen	Tree removal - Acacia
1053 Trestle Glen	Replace windows
1400 Trestle Glen	Tree removal - Oak

#### Parks

Oak Grove clearing is taking place. Will assess health of trees next week with arborist. Aesthetic pruning taking place next week. May need to hire additional worker for maintenance. Obtaining estimate for survey Plot D. Neighbor has asked about possibility of repaving private roadway there. Homeowners along Plot D have planted and cared for trees.

#### Membership

We had a great Ice Cream Social. National Night Out is coming up on 8/7 and then we'll have Movie Night on 10/20.

#### Administrator

Please remember to submit 2019 budget items or schedule time with Dianne to discuss planning for next year.

MSC CM/MS to adjourn meeting.

#### Executive Session

Update on parking nuisance complaints Bates Road.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting August 15, 2018

President Marshall St. Clair called the meeting to order at 7:30 p.m. at the LHA office, 907 Underhills Road.

## **Board Members Present**

Marshall St. Clair, President; Chris Metcalfe, Vice President / Parks Chair; Brian O'Malley, Secretary / Neighborhood Preservation Chair; Eddie Low, Vice President / Membership Chair  
Lisa Ray, Administrator

## **Members Present**

Warrine Coffey, Robert Teitelbaum

## **Open Session**

Robert Teitelbaum raised concern of neglected area on lower Mandana. The area is not landscaped and is used as a dumping area for trash and other debris. This area is owned by the City of Oakland, who will not schedule routine maintenance or place a garbage receptacle there. A clean-up day is scheduled for 9/15, organized by CM Abel Guillen's office. LR will also inform neighbors to call 311 to report trash or other maintenance issues.

## **Approval of Minutes**

MSC MSC/CM to approve July minutes with updated consent calendar.

## **President**

Discussion of interest and late fee rates, which Board agrees is being held to an appropriate level. Discussion of organizations being able to determine acceptable form of dues payment. LHA's will include electronic payment, check and paper currency.

LR reported that EBMUD did not provide a schedule of work by street for water main replacement project.

## **Treasurer's Report**

MSC EL/CM to approve July Financials. Discussion of line item 6601 Capital Improvement Reserve – this is not truly a reserve. The budget process for 2019 will include determination of any increase in dues for the year.

## **Neighborhood Preservation:**

MSC CM/EL to approve the following items on the consent calendar:

931 Hillcroft	Add copper awning
931 Hillcroft	Replace fence
959 Hillcroft	Replace windows / French doors
1100 Trestle Glen	Remove Acacia
1392 Trestle Glen	replace windows / add windows
921 Underhills	Replace deck railing

## **Parks**

Tracking expenditures for this year. Tree removals are complete in Oak Grove and currently obtaining bids for Rosemount, Larkspur and Office park pruning for next year. Discussion of additional notification to neighbors prior to tree removal. Parks Committee has a new meeting time of 7:00pm, 2<sup>nd</sup> Wednesday of the month.

## **Membership**

Adding a new homeowner event for Sunday, 9/23 from 3:00-5:00 at the Office Park.

## **Administrator**

Working on S-20 historic designation article for August newsletter. Arranged for speaker at LHA Annual Meeting to be President of Oakland Heritage Alliance.

MSC CM/EL to adjourn meeting.

## **Executive Session**

Airbnb complaint on Trestle Glen Road. Nuisance complaint on Barrows Road.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting September 19, 2018

President Marshall St. Clair called the meeting to order at 7:32 p.m. at the LHA office, 907 Underhills Road.

## Board Members Present

Marshall St. Clair, President; Chris Metcalfe, Vice President / Parks Chair; Angel Garrett, Treasurer  
Lisa Ray, Administrator

## Members Present

Warrine Coffey, Abtin Assadi

## Open Session

Neighbor expressed concern via email of necessity for security cameras and funding of security patrol in LHA. This issue has been raised several times in the past 8 years and each time, the sitting Board has determined (through research and member survey) that a majority of members would not support a dues increase to cover the cost.

## Approval of Minutes

MSC AG/CM to approve updated July and August minutes.

## President

## Treasurer's Report

Finance Manager Dianne Manning has resigned her position due to family matters. Patty Montmorency will resume as finance manager and help us determine options for a permanent replacement.

## Neighborhood Preservation:

MSC CM/AG to approve the following items on the consent calendar:

1249 Bates	Fence replacement / replace retaining wall
1312 Bates	New fence, pergola
1061 Hubert	Tree removal – 2 Liquid Ambers (in street well)
668 Longridge	Tree removal – Italian Stone Pine (front yard)
855 Longridge	Replace front stairway
1310 Trestle Glen	Replace windows / door

## Parks

Committee members cleaned up the office park, spread mulch. Continued brush / branch removal in Oak Grove behind Paloma houses. There was a request to add dog bag dispenser to Warren Hook, but we will hold off due to increase in bag costs at the other parks.

## Membership

New homeowner party is this Sunday, 9/23 and Halloween movie night is 10/27.

## Administrator

Office has received 7 candidates for the 2019 Board. Patty and Lisa are working on election materials, which will be held same day as annual meeting.

MSC CM/AG to adjourn meeting.

## Executive Session

Status of rental complaints and tree removal w/o prior approval.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

# LHA Board Meeting October 17, 2018

President Marshall St. Clair called the meeting to order at 7:42 p.m. at the LHA office, 907 Underhills Road.

## Board Members Present

Marshall St. Clair, President; Chris Metcalfe, Vice President / Parks Chair; Angel Garrett, Treasurer, Ed Low, Vice President / Membership Chair, Lisa Ray, Administrator

## Members Present

Warrine Coffey, Peter Engel

## Open Session

### Approval of Minutes

MSC AG/CM to approve September minutes.

## President

### Treasurer's Report

The 2019 Budget and Reserve Study were presented. A dues increase of \$6 for 2019 was calculated in to increase the reserve for pollarding expenses in 2020.

MSC CM/EL to approve 2019 Budget.

MSC BOM/CM to approve 2019 Reserve Study.

MSC AG/CM to approve 2019 dues increase of \$6, 4 in favor, 1 opposed.

### Neighborhood Preservation:

MSC EL/AG to approve the following items on the consent calendar:

1173 Holman	New fence / gate
870 Longridge	Addition / deck expansion
1020 Longridge	Solar / deck replacement / new railing
918 Underhills	Fence – rear and side yard replacement
930 Underhills	Remodel / replace windows

## Parks

Removing large, broken branch from Oak Grove.

## Membership

Halloween Movie Night will take place on 10/27

## Administrator

Two candidates for the 2019 Board of Directors withdrew their names. There are 5 candidates for 5 seats, so no election will occur this year.

Meeting adjourned at 8:35.

## Executive Session

Update on process for addressing encroachments and short term rentals.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date