



Date: Monday September 23, 2019 Time: 6:30 PM - 7:30 PM

Location: Highland Baptist Church

### Roll Call

1. Board of Directors Roll Call

Present

Bob Carlson (V. Chair/Home)

Dick DeCrane (Home)

John Vukasin (Chair/Tribune)

Charles Dalmon (Grandview)

Ruth Ritter (Sec/Parkside)

Absent

Grant Anderson (Tres/Hillcrst)

Bijan Mashaw (Parkside)

2. OHHA Member and Guest Introductions and Comments

Debbie DeCrane (Home)

3. General Announcements

a.

### Meeting Minutes and Treasurer's Report

4. Approval of minutes for Board Meeting held Aug 26, 2019 by consent.

5. Treasurer's Report (John)

a. General Account Balance - \$1,658.77

b. Streets! Legal Fund Balance - \$125

c. Quirk Loan to Legal Fund Balance - <\$3,875.00>

d. 2019 Membership - 34 of 276 (12.3%) OHHA members paid dues (322 Parcels)

e. Membership Due History: 2018-26 (9.6%); 2017-45 (16.7%); 2016-33 (12.8%); 2015-37 (14.4%); 2014-33 (12.8%); 2013-16 (6.2%); 2012-34 (13.2%)

f. Streets! Legal Fund - 53 of 276 (19.2%) OHHA members contributed; Paid out \$15,677.56

g. Old Highlands Nextdoor - 641 neighbors/440 households (40% of 1,113 households)

### Current Business

6. Streets! (Bob)

Work with the City to establish a means, method, and plan to repair the OHHA Streets.

a. Next Steps

1. Bob to continue to monitor and facilitate progress.

b. Timeline - The following reflects the current plan with the goal of First Street Compete end of summer 2020.

1. Grant Deed Document for Roadway Dedication

a. City – Survey streets and place markers for property owner reference – DONE

b. City – Prepare deed documents – DONE

c. TBD – Confirm property owner participation for property dedication – Nov 2019

City determined 13 property owners own street in front of their property. Bob to work with City to determine process to obtain easements.

2. Preparation of Construction Bid Documents and Construction Cost Estimate

a. City issue Request for Proposal for Preparation of Construction Bid Documents and Construction Cost Estimate – DONE

b. City receive response to Request for Proposal for Preparation of Construction Bid Documents and Construction Cost Estimate – End of Sept 2019



- c. City award contract for Preparation of Construction Bid Documents and Construction Cost Estimate – Oct 2019
- 3. Engineer's Report, Design and Cost Estimate**
  - a. City – Request for proposal and consultant selection – TBD
  - b. City – Council approve contract – TBD
  - c. City – Design consultant begin work – TBD
  - d. City – Design consultant complete engineer's report, design and cost estimate - TBD
- 4. Formal Vote to Approve Agreement**
  - a. OHHA – OHHA Board review engineer's report, design, and cost estimate – TBD
  - b. OHHA – Reach out to property owners to inform – TBD
  - c. City – Develop Assessment District Pro Forma, construction plan – TBD
  - d. City – Property Owner formal vote on Assessment District – TBD
- 5. Construction**
  - a. City – Begin Construction – TBD
  - b. First Street complete – End of Summer 2020
- 7. Streets! Legal Fund (John, interim)

Repay Quirks! - Phone call pledge; follow with letter (Phone list, script, timing, volunteers)

  - a. Will pursue once vote to form an assessment district is done and the City has worked up engineering and cost details.
- 8. Improve Neighborhood Communications (Bob)
  - a. Status of OldHighlands.com – in progress
- 9. Fire Safety/CERT/Disaster Preparedness Plan (Dick)
  - a. Dick continuing to develop a Neighborhood Emergency Notification/Evacuation strategy
  - b. Dick to give presentation at OHHA picnic, Saturday October 5<sup>th</sup>.
  - c. Volunteers for street leaders
- 10. Dues Payment Participation (John, Interim)
  - a. Planning to add PayPal to the revitalized Oldhighlands.com webpage as a means for members to make dues payments.
- 11. 2019 Highland Baptist Church Use Agreement and Insurance (Bob)
  - a. Working with Pastor Chris to extend use of church for another year.
  - b. Working to secure church use insurance.
- 12. Record and Banking Transition (John/Bob/Grant)
  - a. Transition completed; duties, files and signature authority has been turned over to Grant.
- 13. PG&E/City of Hayward Power Lines (Grant)
  - a. Grant to contact PG&E and Access Hayward regarding power lines in trees.
- 14. CSUEB Interface (Bob)
  - a. Bob to talk to CSUEB regarding streets, internet access and Master Plan Entrance.



15. 2019 Annual Jerry Kruse OHHA General Meeting and Picnic

- a. Saturday, October 5, 2019 at Old Highlands Park

New Business

- 16. Board Member Dick DeCrane announced his resignation from Board effective at end of year or when a new member is elected, whichever occurs first.

Next Board Meeting (4<sup>th</sup> Monday of every Month; All welcome)

- 17. Highland Baptist Church – Mon October 28, 2019, 6:30 pm.