

Holbrook Heights

Community Association

Newsletter

Feb./March, 1998

March 1998 Annual Meeting

Tuesday, March 10
7:30 - 9:00 pm

Holbrook Elementary School

Agenda

7:30 - Call to Order/Confirmation of Quorum

Introduction of Board of Directors and Management
Approve Minutes, 1997
President's Report
Financial Report
Nominations from the Floor
Election of new Board Members
Committee Reports
New Business - Document Revision

8:30 - Questions and Answers

9:00 - Adjourn

If you are unable to attend the annual meeting, please complete the proxy and resolution on page 7 to assign someone to represent you on March 10, 1998, and mail the proxy and resolution back to Management Unlimited, 1500 A Street, Antioch, CA 94509. Should you attend the meeting your proxy will be returned to you.

To conduct the annual meeting, a quorum of 51% of the owners of record must be present in person or by proxy. All owners should plan to attend this yearly meeting. If there is not a quorum present by attendance or by proxy, another meeting date will be set which will incur additional costs to the association.

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This edition is being sent to both homeowners and renters in Holbrook Heights.

Quorum: Reminder from the President

Once again it's time for our annual business meeting. As you may recall, it's not unusual for us to not have a quorum of 51% of Holbrook Heights homeowners represented in person or by proxy at this meeting.

Without a quorum, we cannot conduct association business. We must schedule a second meeting at additional expense to reach a quorum of members represented in order to proceed.

Since this is our only business meeting of the year, the members of the Board urge you to join your fellow homeowners in attending. We want to see you and hear from you, and you need to be part of the decision-making process for your association.

Each homeowner has the potential to be effective on behalf of the entire Association by contributing small doses of his or her time or special knowledge or skills to Association committees like Neighborhood Preservation, Neighborhood Watch, Park and Pool Vision, and Newsletter.

One of our active committees has created positive change. Planning, implementation, and follow through by the Holbrook Heights Neighborhood Preservation Committee has been directly responsible for improving the appearance of our neighborhood and increasing the value of our homes.

You can also find out about Concord-wide homeowner and neighborhood association networks that have formed through the Concord Neighborhood Alliance to work in organized, informed steps toward real, practical solutions to problems that directly affect the value of your property and quality of your life in Holbrook. These include storm water drainage; traffic; and liaison team members who attend meetings of City of Concord commissions, boards, and City Council committees to keep Alliance members informed.

We know that you lead busy lives (as do we!), but we urge you to make time to join us on Tuesday, March 10 at 7:30pm. And we urge you to get involved - through these organized means you can help speed solutions.

*Robert Ward
President, HHCA*

Pool Employees

As we prepare for the April opening of the 1998 pool season, we want to invite Holbrook Heights owners and residents to consider summer employment at the pool.

We will have a need for lifeguards and Snack Shack personnel with a variety of schedule options. If you or your children would like to work in a pleasant environment and be outdoors, please call Management Unlimited at (510) 706-0123 and ask for Gail. We'll pay competitive wages and attempt to accommodate your schedule needs.

Also, for the first time we are considering hiring a part-time person to serve as an on-site pool manager. We would like this position to be filled by a pleasant, well-rounded individual to serve as an employee scheduler, pool function planner, and to be responsible for some book-keeping duties at the Snack Shack. Bookkeeping and clerical experience would be very helpful.

This could be an ideal job if you're at home with kids and seek part-time employment for the pool season. We're also exploring the option of joining other associations that have pools to expand the part-time hours available, if this would be to everyone's benefit.

Please contact Gail at Management Unlimited if you're interested.

Updating our Documents

In the past couple of years the Board has worked to bring our Association in line with current state law and county ordinance requirements. Projects have included instituting collections of back dues, regular funding toward reserves, and upgrading pool installations according to city and county regulations.

For some time the Board and our Association management group have been concerned about the age of our Association's governing documents: the CC&Rs, Bylaws, and Articles of Incorporation. Because our documents are over 40 years old, they do not take into account subsequent California state laws.

For example, in 1986 an entire body of law relating specifically to the administration and operation of common interest developments (CIDs), like Holbrook Heights, became effective: the Davis-Sterling Common Interest Development Act, Civil Code sections 1351 and following. That Act has seen further material amendments in the last eight years that should be incorporated in revisions to association governing documents.

The key point is that where our governing documents and state law differ, state law rules.

In updating our documents we'll take the Davis-Sterling Act into account, while at the same time fitting the guidelines for the Association to our community.

So, the next big Holbrook Heights Community Association project is bringing our governing documents up to date.

The Board is working with our Association attorney to start the process of updating our documents. After the initial research is done, we will form a Document Update Committee.

The Board will work with the Committee to seek input from homeowners; provide input to the Association attorney to draft updates of our documents; and send the finished product to homeowners to vote on adoption.

Let us know if you are interested in working on this project by calling Gail at Management Unlimited, (510)706-0123. _____

Holbrook Heights' Neighborhood Watch

The Holbrook Heights Community Association would like to thank those members who have volunteered their time and efforts for Neighborhood Watch. We've seen that it's made a difference in our neighborhoods.

Holbrook Heights has Neighborhood Watch signs posted at the main entrances to our community. The signs help, but the program is designed to involve people working together on their individual streets.

We need more response in promoting this program throughout Holbrook Heights.

We have to remember that this program should be used as a preventative tool for our neighborhoods, not in response to a problem.

If you and a couple of your neighbors could share the responsibility of being block captains, and are interested in promoting this program on your street, please contact Management Unlimited at (510)706-0123; call the same number if you're interested in being a member of Neighborhood Watch.

At the Ready - Disaster Planning for Neighborhoods (Should we consider this for Holbrook Heights?)

At 5:04pm on October 17, 1989, the Loma Prieta earthquake shook the San Francisco Bay area. In the midst of the initial confusion, 160 neighborhood groups were able to spring into action. They were following disaster response plans prepared with the help of an organization called Strengthening Preparedness Among Neighbors (SPAN).

History records that after major disasters, police, fire and other emergency support is often not available to many people during the first 72 hours.

(continued on page 4)

“We had a tremendous response in these communities,” said Dr. LuAnn Johnson, SPAN director. “When bad things happen - like a major earthquake or storm - people are happy to be supportive of each other, but in the absence of being organized you have chaos...everyone running to do the same thing at once. We help people get organized prior to such an event.”

SPAN helps groups by showing them how to take advantage of what they already know and what they already have on hand. The goal is to organize into six disaster response teams:

1. Communications

Takes advantage of amateur radio operators to establish links between the neighborhood and the city emergency operations center. Also sets up phone trees.

2. Damage Assessment

Assesses and reports damage, assists with damage documentation.

3. First Aid

Establishes a neighborhood first aid station and provides basic first aid.

4. Safety and Security

Checks for fires, turns off natural gas, ropes off downed electrical lines and removes debris.

5. Light Search and Rescue

Performs simple searches of homes and rescues or gets help for neighbors who may be trapped.

6. Sheltering and Special Needs

Establishes a care center for children whose parents may not be home and for anyone who may need extra care, including seniors

and people with special needs.

The timing of San Francisco’s 1989 earthquake gave the Sheltering and Special Needs teams an especially important job. Many parents were on their way home from work when the quake occurred, so team members helped ease the stress for lots of neighbor children.

In their planning meetings, the team had identified the kids who were home alone after school. They went to the children’s homes and accompanied them to the planned emergency meeting place to stay in safety until their parents could get there.

“Bridges were out and in some cases parents were stuck far from home for up to 36 hours, and although they were worried about their kids, it was very comforting for them to know that their neighborhood was organized and that someone was there watching out for them,” Dr. Johnson said.

Most SPAN groups work in tandem with an existing neighborhood safety program like Neighborhood Watch. This way the team can build on an already existing network.

For more information on SPAN, write Dr. LuAnn Johnson at SPAN Disasters, 23632 Hwy. 99 #F322, Edmonds, WA 98026. Or call (425) 672-8919; or go to span9119@mail.idt.net

(Reproduced from *Front Steps*, a publication of The Evergreen State Society, Seattle, WA)

Board of Directors Meetings

Regular board of directors meetings are held the fourth Thursday evening of every month at 7:30pm in the trailer at the pool.

We occasionally reschedule a board meeting because of holidays. Watch the sign board on the North 6th Street side of the pool building for notice of rescheduled meetings.

In addition, we sometimes schedule more frequent work session meetings of the board as association business demands. We’ll probably do this to prepare for the summer pool season. Notice of these additional meetings is posted on the same sign board outside the pool building, visible from North 6th Street.

All Holbrook homeowners are welcome to attend board meetings. We’ve instituted opening all regular board meetings with a homeowners’ forum that appears first on the agenda. Come with your news, questions, suggestions, and perhaps get involved with some great fellow-Holbrookers in making our community more attractive, safe and enjoyable.

It is helpful to let us know at least a week in advance if you plan to attend simply so we can move to a bigger venue should we need to. The trailer can’t hold more than nine people.

Upcoming Board Meetings Thursdays, 7:30pm

February 26
March 26
April 23
May 28
June 25

Board Members

Robert Ward, President
Doug Lower, Vice President
Todd Pull, Treasurer
Melinda Lunn, Secretary
Denis Paquette, Member at Large
Jack Nicholson, Member at Large
Dana Claire, Member at Large

Management Company:
Management Unlimited
1500 A Street
Antioch, CA 94509
(510)706-0123

Park and Pool Vision Committee

Our Association's biggest tangible asset is our common park and pool property. It's important to plan uses of the park and pool to benefit the entire community.

What is the best usage of the park and pool? What should the park look like in five years? How should the community maintain the common property? What will it cost to maintain the property over the next five years?

Although these questions are very basic, the answers are detailed and complicated. To start on the journey of answering these questions the board has endorsed the formation of the Park and Pool Vision Committee. The committee, along with sub-committees, will be charged with:

> Developing and presenting to the board a plan for the intermediate usage and operation of the park and pool. This plan should include a five-year maintenance schedule and improvement recommendations.

> Developing and presenting to the board three realistic alternative usage proposals. This aspect of the committee's work would include an explanation or analysis of how each proposal would suite the needs of the greater community, the cost and benefits of each alternative use, and the steps or actions required to implement each proposal.

The proposed structure of the committee follows:

> Three sub-committees

* Park Plan Sub-Committee: Responsible for developing a five-year maintenance and landscape plan with improvement recommendations for the park area.

* Pool Plan Sub-Committee: Responsible for developing a five-year maintenance plan with improvement recommendation for the pool area.

* Alternative Usage Sub-Committee: Responsible for developing three alternative usage proposals for the common property. The proposals should meet the criteria of how the greater community benefits, the

cost and benefits of each alternative usage, the feasibility and steps required to implement the alternative use.

> One Central Committee: Responsible for overseeing and guiding the committee as a whole and the sub-committees, interacting with the board, coordinating the efforts of the sub-committee, and resolving conflicts.

This may sound like a lot of work, but volunteers who break up the tasks can make each person's part straightforward. In fact, it can be a lot of fun, and provide the opportunity for real education in community planning.

The great part about the committee is that we will be shaping our future together as a community. Please attend the annual meeting for more details.

If you wish to join the Park and Pool Vision Committee, please contact Gail at Management Unlimited at (510) 706-0123 or attend the annual meeting.

Thank you for your interest and support!

Make a Personal Map of Your Block

Look out your windows. Who lives in the house on the corner? What are the names of the kids down the street?

If you're like most people, you probably recognize many of your neighbors, nod politely to some, visit on the sidewalk with others. Many people make a list to keep next to the phone or on the fridge. It makes it easier to be friendly, to be aware of strangers, and can be crucial in an emergency.

Taking the idea of a phone list one step further can be a great start to building a friendlier, safer neighborhood. It's easy and fun to do.

To start, sketch a simple outline of your block using good-sized boxes for buildings and a couple of lines to indicate the street. Put the house numbers next to the boxes. Then fill in as many names as you know. Maybe use the phone book to verify spellings.

Now, take your incomplete map to a neighbor you already know. Ask for help with the empty boxes. Add as many names as you can, then decide together whose door to knock on next to start filling in the rest.

Soon you will have people asking you for copies of your block map to put next to their phone or on their fridge!

A map like this can give a big boost to community crime-prevention

efforts like Neighborhood Watch. And it helps you to make a quick call to check if everything is OK if you see a door standing open, or the mail piling up across the way.

Things you might want on your map:

- Children's names and ages
- Day and evening phone numbers
- Emergency contacts - nearby relatives or friends
- Notes about people who may need extra attention in an emergency
- Information about pets who might need to be returned home

Remember that some people may prefer to keep these details private. Your map should make people feel more comfortable and secure; if there are some who choose not to be included, be polite and respect their wishes.

(Adapted from *Front Porch*, a publication of The Evergreen Society, Seattle, WA)

Our Traditional Easter Egg Hunt

Yes, we're going to have our Easter Egg Hunt again this year. The Holbrook Heights Community Association and Girl Scout Cadette Troop 1100 will put on the hunt and its activities at the Pool's Courtyard area at Holbrook Heights Park.

The big hunt will be held on Saturday, April 11, 1998 from 10am to noon.

*Looking forward to seeing
you there!*

!

Mail Your Proxy!

We need 51% representation in person or by proxy to conduct business at the March 10, 1998 annual meeting.

If we do not have a quorum, we are required to schedule a subsequent meeting, which entails additional cost to the association.

It's important that both homeowners who live in Holbrook and those who do not either attend the meeting in person or send in their proxies.

Don't let this quick task get lost in that "incoming things to do that I'll get to when I have a chance" pile.

Please - do it today!

Tear or cut off the facing page, fill out the proxy, and mail it to:

**Holbrook Heights
Community Association**
c/o Management Unlimited
1500 A Street
Antioch, CA 94509

Questions?

Call Management Unlimited at
(510) 706-0123

Holbrook Heights

Community Association

P.O. Box 485

Concord, CA 94522-0484

The quality of life in Holbrook Heights depends on us.
