

Holbrook Heights

Community Association

Newsletter

March, 1999

March 1999 Annual Meeting

Tuesday, March 30
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, 1998
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 30, 1999, and mail the proxy and resolution to Management Unlimited, 1500 A Street, Antioch, CA 94509. Should you attend the meeting your proxy will be returned to you, because you will be able to vote in person.

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.

Holbrook Heights Community Association Pool 1999 Pool Rules

1. No running in the pool area.
2. Only competent swimmers as determined by the lifeguards are allowed in the deep end.
3. No diving off the diving board when it is closed by the lifeguards.
4. No diving off the diving board if swimmers are in the deep end.
5. Only one person on the diving board at a time.
6. No playing, swinging, jumping, or diving from the ladder.
7. No diving in the shallow end.
8. No swimming over, hanging on, or playing with the lifeline.
9. No pushing, throwing, tagging, dunking, "chicken fighting," or splash fighting with other swimmers
10. Clear the pool immediately when the lifeguards blow their whistles twice.
11. No glass containers in the pool area.
12. No profanity; no inappropriate or offensive behavior.
13. No loud or disruptive music.
14. All swimmers must wear proper attire. Stringy cutoffs are prohibited.
15. Do not enter the pool building or equipment area.
16. Do not tamper with or adjust pool equipment.
17. Do not distract or interfere with the lifeguards.
18. No skateboards, rollerblades, bicycles, or similar equipment in the pool area.
19. All swimmers must shower before entering the pool.
20. No alcoholic beverages in the pool or park area; no usage of tobacco products in the pool area.
21. No soiling or defacing of the pool or park area.
22. All children under the age of 10 must be accompanied and supervised by a person who is at least 18.
23. Family swim period is limited to parents and their children only.
24. The pool will be cleared for mandatory 10-minute breaks each hour during General Swim and Family Swim at :50. Examples: 5:50pm, break until 6:00pm; 6:50pm, break until 7:00pm.

The lifeguards and pool manager will enforce the pool rules, and will remove individuals at their discretion. Violation of the pool rules may result in immediate removal from the pool area, and/or loss of pool privileges. Refunds will not be given to those who lose pool privileges for rules violations.

Questions about pool rules should be directed to Management Unlimited, (925) 706-0123.

Pool Opens Saturday, April 3

Pool Schedule

April 3 - 11: Full 7-day schedule

April 12- June 18: Weekends, weather permitting (per Saturday and Sunday schedule below)
(plus weekday morning and evening laps if sufficient interest is expressed through calls to Management Unlimited, (925) 706-0123)

June 19 - Sept. 6 : Full 7-day schedule

Sept. 7 - Oct. 10 : Weekends, plus morning and evening laps

Pool Hours

Monday - Friday

10-11am Adult laps (no lifeguard)
11am-5pm General Swim (breaks at :50)
5-8pm Family Swim (breaks at :50)
8-9pm Adult Laps (no lifeguard)

Saturday

9-10am Adult laps (no lifeguard)
10am - 5pm General swim (breaks at :50)
5-8pm Family swim (breaks at :50)
8-9pm Adult laps - if sufficient demand (no lifeguard)

Sunday

10-11am Adult Laps (no lifeguard)
11am - 5pm General swim (breaks at :50)

What is a family?

Families can be defined in many ways. For the purpose of using the Holbrook Heights pool, here's the definition: a maximum of seven people; adults, children and grandchildren; registered on the medical/resident information cards you fill out when you first use the pool for the season. Additional individuals are always welcome at the per-person daily use fee rate.

12th Annual "Good Stuff" Garage Sale

Here we go once again! This year's sale will be held on Saturday, April 17. The sale starts at 8am; each individual participant may close at their discretion. **The sale will be held, rain or shine!** Terry Oelschlaeger of Century 21, Diablo Valley Realty will provide the newspaper advertising and directional maps. You can post your own directional signs on the street corners near your home. To participate, please call Terry's voicemail - 945-2690 and leave him the following information: your name, address, phone number, and several of the major items which will be included in your sale. Please call Terry between April 1 and April 13 to be included in the promotional material. On Friday, April 16, Terry will drop off a reminder on the doorsteps of all participants. In previous years, many participants have also run their sale on Friday and placed their own ad in the newspaper. You are welcome to do so this year. Make some room in that garage or house of yours, make a few \$\$\$, and have some FUN!

1999 Pool Fees

Season pool use fee for Holbrook Heights homeowners who have paid their annual Association dues (or renters, if arrangements are made with the homeowner): \$65

Daily pool use fee for each Holbrook homeowner family member: \$2.50

Outside Memberships:

Families who are not Holbrook homeowners can use the pool on a seasonal basis for a fee of \$190, or a daily fee of \$3 for each family member.

Holbrook Heights Easter Egg Hunt

Easter already! Yes, its right around the corner. What goes along with Easter - that's right, an Easter Egg Hunt! Once again, Holbrook Heights Community Association and Girl Scout Cadette Troop 1100 will put on the festivities at the pool's courtyard area at Holbrook Heights Park.

The activities begin at 10am on Saturday, April 3, 1999. Looking forward to seeing you there!

Neighborhood Watch?

For those of you who keep an eye on these newsletters and attend our annual Community Association meetings, you know that we do have a Neighborhood Watch Program in Holbrook Heights. It doesn't appear to be a very active program. The reason - we tend to wait until a crime or criminal activity takes place on our block or around the corner before we start an *active* Neighborhood Watch program for our block. Why wait?

We've seen that the program makes a difference in our neighborhoods. Holbrook Heights has Neighborhood Watch street 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 a proactive response to further promote this program throughout our community.

If you and a couple of your neighbors could share the responsibility of being block captains for your block, please contact Management Unlimited at (925)706-0123. If you are interested in being an active member in this program, call this same number.

Remember, Neighborhood Watch is a preventative tool for us to use in our neighborhoods, not a response to a problem.

Watch For Pipeline Installation This Spring

Residents of the Holbrook Heights Community Association may become aware of a major pipeline installation that will occur this spring. The project extends from the Port Chicago Highway near Bates Avenue, and ends at East Olivera and Willow Pass Roads.

It's all part of the Contra Costa Water District's Port Chicago Pipeline Project, which will benefit residents of Concord and nearby areas. The 48-inch-diameter pipeline is needed to provide greater water transport capacity and reliability.

Between the approximate hours of 7:30 a.m. and 5:00 p.m. on weekdays, a water district contractor will be installing the 48-inch diameter pipeline. The work will include excavating a nine-foot-deep trench, laying down sections of the pipe, welding them together, and then backfilling over the completed work and repaving the street.

Here is the construction schedule:

Early March to mid-May:

Through access on East Olivera Road between Willow Pass Road and the Pixieland Park will be closed between the hours of 8 a.m. and 4 p.m. ***Although through access does not exist, portions of East Olivera Road will still be open,*** depending on where the pipeline installation may be occurring on a given day. That means visitors will

always be able to reach the various facilities within the Willow Pass Community Park. However, to do so, they will need to follow detour signs that will bring them into the portion of East Olivera Road that is accessible.

"CCWD will make every effort to detour traffic away from the Holbrook Heights Community Association neighborhood," said Project Manager Kim Lindbery. "This will primarily be accomplished by sending traffic down Willow Pass Road and onto the Port Chicago Highway."

After 4 p.m., through access on East Olivera Road will be restored. This through access is expected to also be available on weekends and holidays.

Mid-April to mid-June:

Northbound traffic on the Port Chicago Highway, from the BART Station to Bates Ave., will be restricted to one-lane (instead of the two lanes that now exist). Safety railings for these commuters will direct them to the proper lane. The railings will remain even after the work is completed each day. Southbound traffic in this area will not be affected.

For general questions about the project and schedule, call CCWD Public Information Specialist Ed Novi at (925) 688-8175.

For questions or concerns about construction, call CCWD Project Manager Kim Lindbery at (925) 688-8306.

To hear a recorded message about the project, call the CCWD Information Line at (925) 688-8225.

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 signboard on the side of the pool building visible from North 6th Street 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 meetings is posted on the signboard.

All Holbrook homeowners are welcome to attend board meetings. All regular board meetings open 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 if necessary. The trailer can't seat more than about 10.

Upcoming Board Meetings Thursdays, 7:30pm

(March: Tues., March 30, 9:00pm)
April 22, May 27,
June 24, July 22

Board Members

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

Management Company:
Management Unlimited
1500 A Street
Antioch, CA 94509
(925) 706-0123

Progress on Updating Documents

Our Association attorney has prepared and the Board and additional volunteers (Thank You!) have reviewed and commented on the first drafts of updated CC&Rs, Bylaws, and Articles of Incorporation for the Holbrook Heights Community Association.

Updated documents are required to reflect and comply with state laws that govern associations like ours, in particular the 1986 Davis-Sterling Common Interest Development Act, Civil Code sections 1351 and following, and further amendments made to the Act since 1986.

This spring we hope to have closer-to-final drafts available for review by all Association members who request copies.

Participate in these reviews and discussions! Come to the annual meeting, a board meeting, or call Gail at Management Unlimited, (510) 706-0123 to volunteer.

Please Mail Your Proxy!

We need 51% representation in person or by proxy to conduct business at the March 30, 1999 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
(925) 706-0123

Holbrook Heights

Community Association
P.O. Box 485
Concord, CA 94522-0484

The quality of life in Holbrook Heights depends on us.

Quorum Required

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 - or at least mail your proxy! We want to see you and hear from you, and you need to be part of decision-making for your association.

Funds Transfer

Toward the end of fiscal 1998 the Association transferred \$10,000 from its reserve fund to its operating fund to close out expenses. \$10,000 has been returned to the reserve fund from the operating fund.

Acknowledgment

Many Holbrook residents visited Don's Market on Port Chicago to offer sympathy and good will after the shooting last fall. Thank you for your thoughtfulness. Thankfully, the injured are back on their feet.

