



**Uptown Whittier Improvement Association
Executive Committee
GM Properties
13305 Penn Street, Suite 200, Whittier, CA 90602
Tuesday, October 29, 2019, 8:00 a.m.**

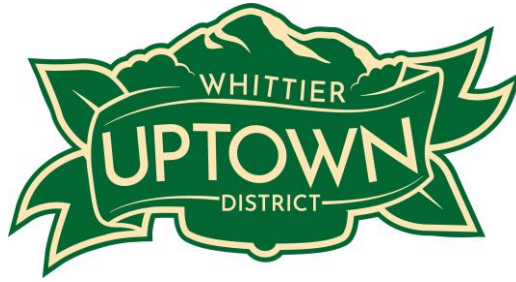
Current List of UWIA Executive Committee Members: Jim Dunkelman (Treasurer), Conal McNamara (Vice President), Monica Oviedo (Secretary), Mark St. Julien (President)

AGENDA

- 1. Call to Order: Mark St. Julien, President**
- 2. Introductions of guests, announcements**
- 3. Public Comment** - The public is invited to address the UWIA Executive Committee (EC) regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the EC cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.
- 4. Approve the Executive Committee minutes from September 24, 2019** *Action Item*
- 5. Discuss if Rutan & Tucker should review the Aleco contract, bylaws and insurance policies of the UWIA.** *Action Item*
- 6. Discuss owner outreach**
- 7. Discuss correspondence with the property owners**
- 8. Discuss the pending City Council vote regarding the parking structure and determine if an agenda item is needed for the UWIA board meeting on November 7th.**
- 9. Discuss and approve the agenda for the UWIA Board meeting on November 7, 2019**

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

c/o GM Properties ■ 13305 Penn Street, Suite 200 ■ Whittier, CA 90602
P (562) 697-5000 ■ F (562) 693-2126
info@uwia.org ■ www.uwia.org



10. Other Committee Items

11. Next UWIA Executive Committee Meeting date: November 26, 2019, 8:00 a.m., at GM Properties, 13305 Penn St, Suite 200, Whittier, CA 90602

12. Adjournment: _____

BROWN ACT:

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the Whittier Train Depot, at the meeting location designated for the Board or Committee meeting and on their website www.uwia.org. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Brent Haskell brent@gmpropertiesinc.com or Stephanie Shamp stephanie@gmpropertiesinc.com of GM Properties at (562) 697-5000.



**Uptown Whittier Improvement Association
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602
Tuesday, September 24, 2019, 8:00 a.m.**

Present: Mark St. Julien (President), Conal McNamara (Vice President), Jim Dunkelman (Treasurer), and Monica Oviedo (Secretary)

Absent:

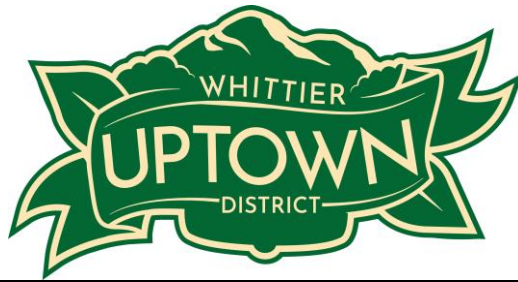
Guests: Frank Medina and Melinda Pina

Consultant: Brent Haskell and Stephanie Shamp – GM Properties

MINUTES:

| <i>Item</i> | <i>Discussion</i> | <i>Action Taken?</i> |
|--|---|---------------------------|
| 1. Call to Order & Introductions | Mark St. Julien called the meeting to order at 8:07 a.m. | 1. No Action Taken |
| 2. Introduction of guests and announcements | | 2. No Action Taken |
| 3. Public Comment | Frank Medina presented holiday lighting – phase 1 & 2. From Bailey to Rick’s Burger last year. This year branching out. WUA is reaching out to UWIA, Rick’s Burger, the City, Chamber and it is estimated at \$24,000.00 which is beyond their budget in the amount of \$6,000.00 collaborative and will do together. Jessica Han donated \$1,000.00. Jim Dunkelman asked if phase 1 & 2 are the same costs each year. Frank stated no because WUA is performing GFI repairs and lights cost \$4,000.00 every | 3. No Action Taken |

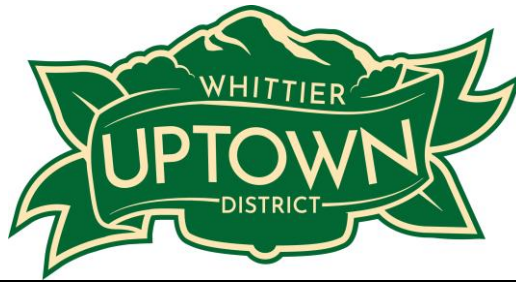
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



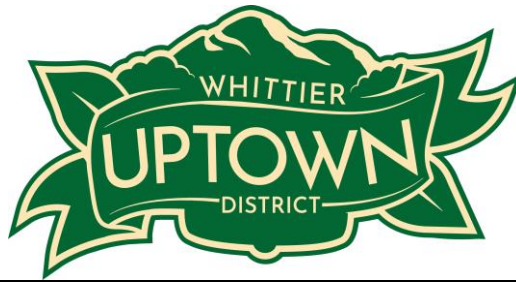
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| | <p>year. Conal McNamara asked if the same lights are used every year. Frank stated \$24,000.00 is to purchase lights, installation, electrical labor, and Southern California Edison fees. After that \$4,000.00 can handle it. Conal asked for a funding breakdown. Mark St. Julien asked if it can be provided early to put in the packet. Jim asked how many blocks will this cover. Frank stated Bailey to Wardman – 42 trees, Bailey to Rick’s – 8 trees, and Hadley to Bailey – 6 trees. Jim asked if the work will be done in 3 phases. Frank stated yes and Conal recommended WUA approach the Lyons club. There is a meeting Wednesday, September 25th at 1:00 p.m. and WUA will approach the Rotary Club. Melinda Pina asked if Greenleaf is the main focus. Frank stated yes. Melinda discussed there is no lighting on Comstock and on Bright and pointed out the streets are included in the carriage ride. Jim asked if WUA is skipping a tree. Frank stated he would not mind exploring to add in more. Conal stated Bailey and Bright need electrical setup. Frank stated WUA is working on it. Melinda stated she will help out privately. Melinda would like to get a bus on Bright to get businesses involved with lights and window decorations. Frank stated he is in agreement – Bailey and Bright are dead.</p> | |
| <p>4. Approve the Executive Committee Minutes dated August 27, 2019</p> | <p>Corrections need to be made as follows:</p> | <p>4. Jim Dunkelman motioned to approve the August 27, 2019 Executive Committee minutes. Monica Oviedo 2nd. All in favor,</p> |



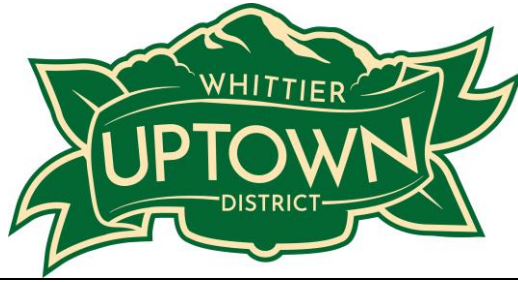
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| | | <p>none opposed, motion passed.</p> |
| <p>5. Approve the Executive Committee progress report to be presented to the UWIA Board for approval</p> | <p>Mark St. Julien confirmed only Executive Committee progress report and budget to be approved by the EC. Brent replied correct and stated it was a homework assignment at the last meeting. Further discussion each Committee establishing protocols and templates.</p> <p>Further discussion on membership and showing face. What is expected – membership or a representative, and social mixers. Face-to-face worked and the most affective.</p> | <p>5. Accomplishments:</p> <ul style="list-style-type: none"> • Hired a CPA firm • Brought in Legal Counsel • Stayed within budget • Transitioned to new President • Social Media agreement protocol • Nominating Committee • Supported Street Scape Plan <p>Goals:</p> <ul style="list-style-type: none"> • Outreach to obtain new memberships • 50% Executive Committee individual property owners • Better communication with the owners/owner social mixer <p>Monica Oviedo motioned to approve the Executive Committee progress report Jim Dunkelman 2nd. All approved. None opposed. Motion passed.</p> |



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| <p>6. Approve the 2019 – 2020 Executive Committee budget to be presented to the UWIA Board for approval</p> | <p>Mark St. Julien asked who completes the budgets. Brent stated it was sent to all Committee Chairs to complete. Monica Oviedo asked why the <i>District Management Allocation</i> negative. Jim Dunkelman stated it is a transfer out to a Committee account.</p> <p>2019 -2020 Executive Committee Budget: Rent – Cut to \$1,500.00 Monica asked when is the UWIA Budget. Jim Dunkelman stated December 1st thru November 30th. Liability, D & O Insurance – Increase to \$5,500.00 County Fee – Eliminate Memberships – Increase to \$350.00 Office Expense – Cut to \$1,000.00 Brent stated Legal Council needs to be budgeted in. Legal - \$15,000.00 Unassigned - \$25,770.00</p> <p>Jim stated Ricardo Diaz and Stephen Ortiz were to draft and send the Committee budgets. Brent stated Sidewalk is scheduled to have a meeting Friday, September 27th and DISI on October 4th. Jim stated he will email Ricardo and Stephen. Jim will also copy Brent in the email.</p> | <p>6. Conal McNamara motioned to approve the Executive Committee 2019 – 2020 budget. Jim Dunkelman 2nd. All approved. None opposed. Motion passed.</p> |
| <p>7. Discuss if Rutan & Tucker should review any of the UWIA documents and if so, make a recommendation to the Board on which</p> | <p>Rutan & Tucker to start cycling thru and review documents with the ByLaws first. Jim Dunkelman stated his biggest concern on vendors is Aleco’s contract. Review of insurance coverage especially Directors & Officers. Monica Oviedo agreed with Jim. Melinda Pina stated the insurance and</p> | <p>7. Discussion if Rutan & Tucker should review any of the UWIA documents and a recommendation to the Board on which document is Tabled.</p> |



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| <p>documents should be reviewed at this time.</p> | <p>Directors & Officers should have legal review.</p> | <p>Brent Haskell to inquire costs on ByLaws and Contracts.</p> |
| <p>8. Discuss if the UWIA should make a \$6,000.00 donation to the WUA, as requested, for holiday decorations and if so, make a recommendation to the UWIA Board.</p> | <p>Melinda Pina asked if the \$6,000.00 number is an estimate or actual numbers. Brent Haskell and Jim Dunkelman stated proposed numbers and based upon last year's numbers. Melinda would like UWIA to show due diligence and have WUA provide three estimates. Jim stated his concern for not recycling the string of lights. Melinda stated in order to justify UWIA needs concrete numbers to provide the members. Monica Oviedo said she did not like in the WUA meeting recap on the holiday decorations Olivia Rios stated if the cost is less WUA will buy more. Monica would like the monies given back. Brent Haskell stated another option UWIA will provide after numbers are provided. Further discussion on the Sonata event. Melinda stated it is contingent upon more clarity on the numbers provided and work to enhance Bailey. Monica stated let Frank Medina know unless he provides hard numbers he will be shot down.</p> | <p>8. Mark St. Julien to talk with Frank Medina with the WUA to get hard numbers where the monies are going by October 1st and to be placed as an Action Item on the Board Agenda.</p> |
| <p>9. Discuss and approve the Agenda for the UWIA Board meeting on October 10, 2019</p> | <p>Monica Oviedo wants the Budget a separate Action Item.</p> <p>Jim Dunkelman didn't think the Annual Work Plan and Assessment Data needed to be included in the city report but Ben Pongetti said the city is looking for submittal. Jim also asked what to include. Monica stated the Goals and Budgets. Brent Haskell stated to include the Progress Reports in the submittal to the</p> | <p>9. No Action Taken</p> |



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| | <p>city. Jim stated October 15th the Actual Budget Report is due. Further discussion on where the other Committees are at on their reports. Monica stated to share but show as separate action items. Brent stated a separate action item should Frank Rinaldi provide numbers, it becomes item 8.</p> <p>Monica stated Rutan & Tucker is not a vote, just an update.</p> <p>Jim stated he will not be at the budget meeting on October 10th. Monica stated if Jim can review it with her, Monica will be prepared at the meeting. Monica directed Brent to ask all members to review the finance report and ask any questions prior to the meeting. Onus is on each member.</p> | |
| <p>10. Other Committee Items</p> | | <p>10. No Action Taken</p> |
| <p>11. Next UWIA Executive Committee Meeting</p> | <p>The next regularly scheduled meeting will be on Tuesday, October 29, 2019, at 8:00 a.m. at 13305 Penn Street, Whittier, CA.</p> | <p>11. No Action Taken</p> |
| <p>10. Adjournment</p> | <p>The meeting was adjourned at 9:25 a.m.</p> | <p>10. No Action Taken</p> |

Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.

EMAIL EXCHANGE WITH AJIT OF RUTAN & TUCKER RE PROPOSAL TO REVIEW DOCUMENTS

Yes, but I think, to be safe, I should say six hours total. I will obviously aim to keep it under that, but I don't want to underestimate.

Ajit Singh Thind

Rutan & Tucker, LLP
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RUTAN

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From: Brent Haskell [<mailto:brent@gmpropertiesinc.com>]

Sent: Wednesday, September 25, 2019 1:28 PM

To: Thind, Ajit <AThind@rutan.com>

Cc: Stephanie Shamp <stephanie@gmpropertiesinc.com>

Subject: RE: UWIA

Ajit,


Yes, the EC would want a review, recommendations, and then most likely, if something needs to be corrected by you, a proposal on whatever needs to be corrected by you.


I assume that is total for the three documents and not per document or is it per document?

Brent

Brent Haskell

13305 Penn St., Suite 200
Whittier, CA 90602

 (562)-762-3112

 (714) 272-6585

 (562) 693-2126

From: Thind, Ajit <AThind@rutan.com>
Sent: Wednesday, September 25, 2019 1:02 PM
To: Brent Haskell <brent@gmpropertiesinc.com>
Cc: Stephanie Shamp <stephanie@gmpropertiesinc.com>
Subject: RE: UWIA

Thanks Brent. Some of these documents are quite long and I take it that that the Executive Committee would like me to suggest changes/modifications as well. If so, I would estimate approximately 5 hours to review. My rate, per my proposal, is \$325.00 an hour.

Let me know if I can provide any additional information.

Ajit Singh Thind

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From: Brent Haskell [<mailto:brent@gmpropertiesinc.com>]
Sent: Wednesday, September 25, 2019 7:53 AM
To: Thind, Ajit <AThind@rutan.com>
Cc: Stephanie Shamp <stephanie@gmpropertiesinc.com>
Subject: RE: UWIA

Ajit,

See attached. I am fairly certain the last attachment would have been prepared by the City attorney, but don't know that for a fact. I don't believe it would need to be reviewed, but there is information in that document that pertains to the insurance requirements the City has placed upon the UWIA.


Let us know if you need anything else.

For the last engagement letter GM Properties hired you for the training. I would think you would want the an officer for the UWIA to sign this engagement letter. Let me ask whom they would like to sign and I will get back to you.

Brent

Brent Haskell

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Whittier, CA 90602

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From: Thind, Ajit <AThind@rutan.com>
Sent: Wednesday, September 25, 2019 7:32 AM
To: Brent Haskell <brent@gmpropertiesinc.com>
Cc: Stephanie Shamp <stephanie@gmpropertiesinc.com>
Subject: RE: UWIA

Hi Brent,

It is a little hard to estimate without seeing the documents. Can you send them to me so I can give you a better estimate? I obviously will not charge anything for coming up with an estimate.

In addition, I expect to send you a revised engagement letter later today or tomorrow. It will be fairly similar to the one you signed last year when I gave my Brown Act presentation, but will have a revised description of the work to be performed.

Ajit Singh Thind

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From: Brent Haskell [<mailto:brent@gmpropertiesinc.com>]
Sent: Wednesday, September 25, 2019 6:56 AM
To: Thind, Ajit <AThind@rutan.com>

Cc: Stephanie Shamp <stephanie@gmpropertiesinc.com>

Subject: UWIA

Ajit,

At the Executive Committee meeting yesterday, the EC decided they would like to have some documents reviewed. Before they make a decision on which documents and in what order they have them reviewed, they asked me to reach out to you to obtain estimates of time / cost. Here are the documents they discussed at the meeting:

Aleco contract (Ambassadors) – This vendor is probably the most interactive in the Whittier uptown district. Aleco is a security company, but the UWIA does not call them security, they call them ambassadors. The ambassadors are not to engage, but observe and report activity to the proper authorities. They also assist people with questions and will walk people to their vehicles if needed or requested.

Bylaws

Insurance policy (especially D&O)

Let us know if you need more information.

Thank you.

Brent

Brent Haskell

13305 Penn St., Suite 200
Whittier, CA 90602

 (562)-762-3112

 (714) 272-6585

 (562) 693-2126



**Uptown Whittier Improvement Association
Board of Directors
Historic Train Depot, 7333 Greenleaf Avenue
Thursday, November 7, 2019, at 8:30 a.m.**

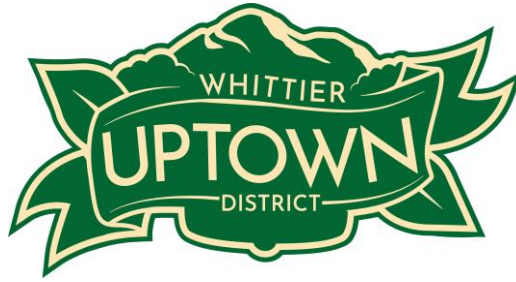
Current List of UWIA Board Members: Ginny Ball, Jeff Collier or Conal McNamara (Vice President), Jim Dunkelman (Treasurer), Stephen Ortiz or Irene McCallister, Monica Oviedo (Secretary) or Steven Rodriguez, Milt Pate, Melinda Pina, Frank Rinaldi, Mark St. Julien (President)

AGENDA

- 1. Call to Order: Mark St. Julien, President**
- 2. Introductions of guests, announcements**
- 3. Flag salute**
- 4. Public Comment** - The public is invited to address the UWIA Board regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the Board cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.
- 5. Approval of the UWIA Board meeting minutes from October 10, 2019** *Action Item*
- 6. Committee tasks:**
 - a. Executive Committee: Mark St. Julien**
 1. President report – Mark St. Julien
 - EC to update board on Rutan & Tucker / Ajit Thind
 -
 -
 - Other
 2. Finance report – Jim Dunkelman
 - Review of budget to actual variance report and financials
 - Other
 - b. Contractor Update**
 1. Aleco – Carlos (report attached)
 2. Edna Becerra (report attached)
 3. Coastal Landscape Services – Tyson (report attached)

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- c. **District Identity Committee: Ricardo Diaz**
 - 1. District Identity update
 - 2.
 - 3. Other

- d. **Land Use and Project Review Committee: Frank Rinaldi**
 - 1. Land Use update
 - 2.
 - 3. Other

- e. **Sidewalk Operations Committee: Stephen Ortiz**
 - 1. Sidewalk Operations update
 - 2.
 - 3.
 - 4. Other

7. **UWIA to discuss if a contribution should be made to the WUA for holiday decorations and discuss the amount, if any, of the contribution (information, if available, will be provided at the meeting)** *Action Item*

8. **Other Board Items**

9. **Next Regularly Scheduled UWIA Board Meeting: Historic Train Depot, 7333 Greenleaf Ave, December 12, 2019, 8:30 a.m.**

10. **Adjournment:** _____

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