



**Uptown Whittier Improvement Association  
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602  
Tuesday, January 28, 2020, 8:00 a.m.**

**Present:** Conal McNamara (Vice President), and  
Jim Dunkelman (Treasurer), and Monica Oviedo (Secretary)

**Absent:** Mark St. Julien (President)

**Guests:**

**Consultant:** Brent Haskell and Stephanie Shamp – GM Properties

**MINUTES:**

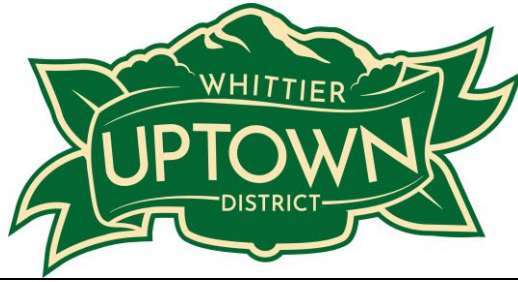
<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Call to Order &amp; Introductions</b>	Conal McNamara called the meeting to order at 8:10 a.m.	<b>1. No Action Taken</b>
<b>2. Introduction of guests and announcements</b>		<b>2. No Action Taken</b>
<b>3. Public Comment</b>		<b>3. No Action Taken</b>
<b>4. Approve the Executive Committee Minutes dated December 17, 2019</b>	Corrections need to be made as follows:	<b>4. Jim Dunkelman motioned to approve the December 17, 2019 Executive Committee minutes. Monica Oviedo 2<sup>nd</sup>. Motion approved without opposition.</b>

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

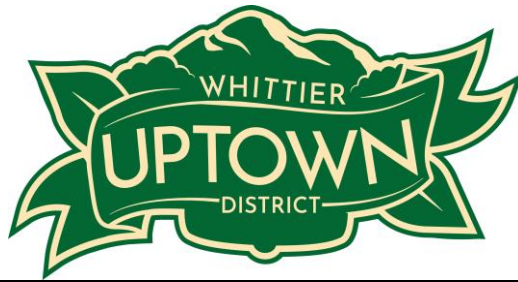
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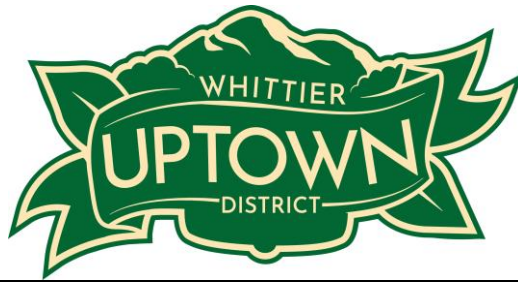
<p><b>5. Discuss / update regarding the year end packet / report sent to be sent to property owners</b></p>		<p><b>5. Tabled</b></p>
<p><b>6. Update regarding the UWIA review prepared by Eide Bailly CPAs &amp; Business Advisors</b></p>	<p>Jim Dunkelman stated Eide Bailly is done with the review. UWIA needs to submit with a cover letter. Mark St. Julien and Jim Dunkelman are to sign. UWIA's year ending \$430,000.00 versus \$267,00.00 last year. Jim reviewed the typical expenses, the accounts broken down per organization. The prior year footnotes wording was corrected and updated note 3 with two banks – Chase and accounted maintained by GM Prop. Jim also asked Christina to update numbers. Eide Bailly still has to do the UWIA tax returns. Brent asked when does UWIA need to submit to the city. Jim replied the end of February so it can be approved at the February Board meeting and submitted in time. The Board is to approve after the cleanup. Jim asked when is Brent's deadline. Brent replied the 6<sup>th</sup> and drop dead is Monday the 10<sup>th</sup>.</p>	<p><b>6. No Action Taken</b></p>
<p><b>7. Review of D&amp;O Insurance renewal quote</b></p>	<p>Brent Haskell reviewed the amounts quoted versus last year's costs.</p>	<p><b>7. No Action Taken</b></p>
<p><b>8. Task Force update regarding property owner survey questions</b></p>	<p>Monica Oviedo stated she provided the draft survey to Mark St. Julien.</p>	<p><b>8. Tabled</b></p>
<p><b>9. The Executive Committee to</b></p>	<p>Mark St. Julien is working on the form / application.</p>	<p><b>9. Tabled</b></p>



<p>discuss the development of a policy or guidelines to consider charitable contribution requests received and present a form / application to the Board for their approval</p>		
<p><b>10. Discuss the document reviewed by Rutan &amp; Tucker and present to the Board recommended changes to the ByLaws for their approval</b></p>	<p>Conal McNamara stated he has no issues with the attorney Ajit S. Thind’s recommendation. Jim Dunkelman stated he reviewed the report when received. Monica Oviedo asked if Aleco’s contract has been reviewed at this time. Conal asked when the Aleco contract expires. Brent Haskell stated the contract is currently month-to-month. Jim asked if UWIA has to be listed as additional insured. Brent replied yes. Conal does not believe there are issues to present to the Board. Monica Oviedo agrees with Conal. Monica would like to update the wording in the Aleco contract with Ajit and perform an open bid – not happy on the increase request at the Bord Meeting (didn’t feel it was the right place). Further discussion on the contract review process when UWIA originated. Conal stated the process was less free flowing. Jim wants to come up with a contract template. Monica has a two-page contract and insurance template to work off of. Send to Ajit to work on and send to the Executive Committee first. Brent stated in all fairness, Carlos Lopez and Stephen Ortiz discussed and put on</p>	<p><b>10. No Action Taken</b></p>



	the side burner until after the Rutan & Tucker review of the Aleco contract.	
<b>11. Review the email response from insurance agent regarding comments from Rutan &amp; Tucker on insurance</b>	Conal McNamara & Monica Oviedo want the insurance agent, Kimberly Dautremont, and attorney Ajit S. Thind hash out the differences then present to the Board. Monica would like to include the Staff Report on the Agenda, not as an Action Item but Review Item.	<b>11. No Action Taken</b>
<b>12. Discuss and approve the Agenda for the UWIA Board meeting on February 13, 2020.</b>	Monica Oviedo stated to Table Item 7. Further discussion there are no changes on insurance. Monica noticed the Rutan & Tucker, LLC letter is not on the Agenda. Brent Haskell asked for Board to discuss and review. Conal McNamara stated it is for the Board for discussion and bring back to the Executive Committee to act on. Monica stated Item 6. is not an Action Item. Resolution is needed for one to do the other - cannot bifurcate. Jim Dunkelman stated if UWIA can move forward on the bylaws why wouldn't UWIA. Sidewalk Committee will work on the Aleco contract and bring it to the Board. Monica wants no Action Item. Only discussion on the first item.	<b>12. No Action Taken</b>
<b>13. Other Committee Items</b>	Land Use Meetings and Committee Meetings discussed. Conal questioned what is stated in the bylaws regarding committees. Brent Haskell reviewed the bylaws with the Executive Committee. The Executive Committee and other Committees can be formed. Discussion on District Management and the plan outlined. Conal would like to function efficiently with purpose and structure.	<b>13. No Action Taken</b>



	<p>Land Use Committee is working on done deals and are not productive. Brent stated the last meeting has been about how-to bring development to uptown. Brian will be attending the next scheduled Land Use Committee meeting. The Committee Members think someone from the city should attend the meetings. Conal stated code changes are at the direction of council. Monica stated the city is busy and asked if there is publication. Conal stated he could send Katie and email updates to Frank Rinaldi. Further discussion on development, parking, conservancy, and code changes outside of UWIA’s scope. Monica stated with the school’s existing law discussion, the school looks at new issues coming and vote on a position. Monica asked if there is a Social Date. Brent replied Friday the 13<sup>th</sup> of March.</p>	
<p><b>14. Next UWIA Executive Committee Meeting</b></p>	<p>The next regularly scheduled meeting will be on Tuesday, February 25, 2020, at 8:00 a.m. at 13305 Penn Street, Whittier, CA.</p>	<p><b>14. No Action Taken</b></p>
<p><b>15. Adjournment</b></p>	<p>The meeting was adjourned at 8:54 a.m.</p>	<p><b>15. No Action Taken</b></p>

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