

NOVATO HEIGHTS

Property Owners' Association

Novatoheights.com

2024 Annual Meeting Minutes (6pm to 8:03pm)

(Prepared by Jeannie Gjevik) NHPOA meeting held September 23rd at Margaret Todd Senior Center Community Room 1560 Hill Rd.

Introduction of board members and attendees

NHPOA Board Presided: **Presidents:** Chris and Catherine Smith, **Vice President for Safety:** Michael Costello, **Secretary Treasurer:** Jeannie Gjevik
Meeting Attendees (26): David Freiberg & Linda Imperial, Bill Smith (for Ellen Breazeal), Rick & Dee Frites, Courtney Fischer, John & Simin Simpson, Wes Bethel, Diane Ascher, Lilian Ansari, Tondi Erickson & Charles Gardiner, Williams Jeremy, Margaret Franz-Costello, John & Carol Bartley, Ali Banihashemi, Matt Powers, Caitlin Kinsel, David Hermanson & Fuh-Lin Hsin, Reed Walker, Zach Campau, Linda Johnson, Laurie & Dave Rodriggs

Treasurer's Report

Beginning Balance 9/9/2023	Income	Expenses	65,321.72
2023 dues	800.00		
2024 dues	16,960.80		
Auto Bill testing	0.01		
Annual meeting (M Todd)		142.50	
Annual mtg refundable deposit		450.00	
Office supplies		228.19	
Refreshments 2023 Ann'l mtg		20.48	
Road signs		218.67	
Slide 432 Ridge		3,000.00	
Ditch,Grate & S Curve hole		2,447.00	
Spur Culvert repair		10,582.00	
Slide 300-390 Ridge		4,992.00	
465-467 Ridge Culvert		7,404.00	
Ending Balance 9/23/2024	<u>17,760.81</u>	<u>29,484.84</u>	<u>53,597.69</u>
Net \$0.00			
9/22/23 Poison oak removal (Canyon/Ridge)		6,504.28	
10/11/23 Firesafe Marin reimb. poison oak removal	6,504.28		

44 of 61 (72.13%) properties paid dues to date

2023 Agenda: Approved; 2023Minutes: Approved; Treasurer's Report: Approved; 2024 Updated Statement of Policies & Procedure

Please visit novatoheights.com, Click on Annual Meeting, Click on NHPOA Annual Meeting 2024.pptx and download the file for the subjects addressed at the meeting.

New Business:

- **NHPOA Mission Statement (slide 3)**
 - Catherine Smith reviewed the. Reminder that any issues with neighbors is not the Board's responsibility. Please address your neighbor directly.
- **Guest speaker John Poulson , Firewise liaison,** presented video Make it Downhill Alive.
 - Watch video on novatoheights.com click on Fire Safety
 - Emergency vehicles go uphill, AFTER we evacuate downhill.
 - M. Costello offered NOVATO EVACUATED POLICE banners explaining that they are to be placed on your doorknob or mailbox. He has more if needed. Extras will be put in the Library Box at the corner of Ridge & Canyon.
 - Everyone should sign up for Nixle and Alert Marin to receive emergency warnings
 - Important documents can be on memory stick
 - Practice & time your evacuation drill
 - Most importantly evacuate early, be prepared
 - Rick Frites suggested an evacuation coordination drill for the neighborhood. J. Gjevik asked that you please put notices on car windshields when car is parked on the road, impairing emergency access. She will send out the pdf format of notices for neighbors to print.
- **Introduce new neighbors:** Joshua Rutherford & Radja Lewis 55 Half Moon, Lillia & Saied Ansari 75 Half Moon, Salar Naderi 7 Farvue

- **CERT & Emergency Prep Info** (Community Emergency Response Team)
 - Michael Costello is only CERT member, asking for volunteers. At novatoheights.com click on CERT training is a national program to train citizens to help fill the gap between a disaster or emergency and the arrival of professional services.
 - Michael pointed out & reviewed ALL the resources available for emergency preparedness and/or evacuation on the NHPOA website under the headings (on the left), of "Fire Safety", "Evacuation Plan", "CERT & Emer Prep Info", and "Get Alerts & Notifications". Please review all these resources!
- **Road management Plan (slide 8)** on website. See [Road Work Completed](#) and the [Determining Upcoming Roadwork](#)
 - NHPOA is a community organization and involvement by all neighbors is key. Each of the upcoming Road Management Plan projects need to be spearheaded by concerned neighbors. Step up!
 - Laurie Rodriggs expressed concern that neighbors were not told of the scope of the project, however M. Costello & C. Smith confirmed the work that was done was approved by the spouse of each neighbor.
 - Carol Bartley asked if repair is on someone's property why does NHPOA pay. Michael explained that the Board had decided repairing slides on the road was in the interest of everyone's egress, including emergency vehicles.
- **Proposed Legal Assessment (slides 10, 11, 12)**
 - As decided at the 2023 Annual Meeting, David Hermanson presented his research for a real estate attorney.
 - A motion by Wes Bethel was seconded by Rick Fraites to vote to authorize spending up to \$14,000 over the next 12 months toward the proposed real estate lawyer initiative. The vote passed (18 yea 3 nay). The funds will be used to retain a real estate attorney (tentatively Jordan A. Lavinsky at Hanson-Bridgett) whose primary tasks (in this first phase) will be to clarify the definition of easements on our private road network and to make recommendations for putting in place a fairer and more sustainable dues-collection system (as an alternative to our current voluntary system). For further details about this initiative, please refer to the "Real Estate Lawyer" thread in the Discussion Forum on novatoheights.com.
- **Items from the floor**
 - Caitlin Kinsel is concerned that culvert between 465-467 will flood. David responded that the manhole cover needs to be unbolted. He and M. Costello will meet to figure out next steps.
 - John Bartley is concerned about the posts at the bottom upward side of S curve. He will volunteer to furnish boulders and remove the posts
 - Margaret Franz Costello gave thanks to David Hermanson for his hard work and countless hours dedicated to creating and maintaining our website and his efforts to find legal advice for NHPOA.
 - J. Gjevik said that long before she joined the Board 12 years ago Michael Costello was hard at work devoting his time and energy to fire safety and improving the road. Make no mistake, NHPOA is indebted to him. She seconded Margaret's praise for David's time dedicated to our website and his research to move forward finding legal advice for NHPOA and is grateful for our new presidents Catherine and Chris Smith, who have devoted so much of their time taking their jobs as co-presidents to the max.
- **Election of officers:**
 - All officers volunteered to serve again.

Catherine & Chris Smith, **Co-Presidents**

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Michael Costello, **VP for Safety** (415) 509-7905 michaelacostello5225@gmail.com

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Meeting was adjourned at 8:03pm