



THE CITY OF
EL CERRITO
CITY MANAGEMENT

Staff Liaison
Ian Wong | 215-4418
iwong@ci.el-cerrito.ca.us

MINUTES

REGULAR MEETING OF THE CRIME PREVENTION COMMITTEE

Wednesday, November 13, 2019 at 7:00 p.m.

City Hall – Hillside Conference Room
10890 San Pablo Ave, El Cerrito

This Meeting Place is Wheelchair Accessible

7:00 p.m. CONVENE REGULAR MEETING Chair Takimoto called the meeting to order at 7:00 p.m.

ROLL CALL – Present: Chair Marty Takimoto; Vice-Chair Yow and Members Gene Go & Jim Dolgonas. **Absent:** Member(s) N/A
Public: Cordell Hindler & Dorothy Herzberg
Staff Liaison: Sergeant Ian Wong

1. Review and approve minutes as amended from September 11, 2019 meeting.
Motion: Yow, Second: Go
Aye: Takimoto, Go, and Esquivel
Nay: None
Abstentions: Dolgonas

2. COUNCIL AND STAFF LIAISON REPORTS

Detective Sergeant Wong reported on the following items:
-Personnel and staffing update.
-Current crime trends in the city.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Cordell Hindler spoke about parliamentary procedures for HOA's and sources of funding. Hindler also provided the committee with an HOA handbook and organizational chart.

Herzberg informed the group she is a longtime El Cerrito resident and is interested in being on the committee.

4. DISCUSSION OF CRIME PREVENTION COMMITTEE ACTIVITIES

- a) Current status of subcommittee refresher:
 - a. Chair Takimoto provided a handout for the next steps of the Neighborhood Watch and recruitment subcommittees. (See attached). Takimoto also discussed the need for more involvement from CPC members to accomplish goals.
- b) Neighborhood Watch Program Development Subcommittee
 - a. Chair Takimoto provided a handout for the next steps of the



DRAFT MINUTES

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Neighborhood Watch subcommittee (See attached).

- c) Membership recruitment
 - a. Chair Takimoto provided a handout for the next steps of the Recruitment subcommittee.
- d) Tri-City Safety Day Report
 - a. Member Esquivel stopped by for several hours to represent the CPC.
- e) Senior Resource Fair
 - a. Chair Takimoto and member Go attended the event and engaged with many members of the public about crime prevention.
- f) 2019-2020 Chair/Vice-Chair Elections
 - a. Dolgonas nominated Chair Takimoto for Chair
Second: Yow
Aye: Dolgonas, Yow, and Go
Nay: None
Abstentions: Takimoto
 - b. Go nominated Yow for Vice-Chair
Second: Dolgonas
Aye: Dolgonas, Yow, Takimoto, and Go
Abstentions: None
- g) Kensington Police Department Request for Proposal
 - a. Dolgonas attended the community meeting for the KPD request for proposal and provided the committee with a summary.
- h) Review of Nextdoor Virtual Neighborhood Watch Webinar
 - a. Chair Takimoto attended a webinar for Neighborhood Watch and will be sending a link out to all members to watch. Chair Takimoto discussed the use of Nextdoor and boosting Neighborhood Watch Programs. (See attached literature).

5. MEMBERSHIP

-Citizen Dorothy Herzberg expressed a desire to begin serving on the CPC.

6. COMMUNICATION REPORT

-Nothing new to report.

7. UPCOMING EVENTS

-Richmond Commission on Aging 22nd Annual Winter Ball
Saturday December 21, 2019, from 6PM to 10PM at the Richmond Memorial Auditorium

-Mayor's Conference on December 5th, 2019 in Martinez.

-Sundar Shadi display set up is scheduled for December 14th from 9:00-12:00

-The City of El Cerrito is hosting a training on the Brown Act on December 2nd

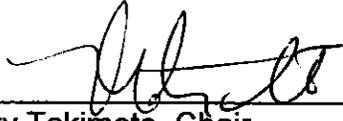
8. ANNOUNCEMENT

-Nothing new to report.

9. FUTURE AGENDA ITEMS

-Nothing to add

10. ADJOURNMENT The meeting adjourned at 8:10 p.m.



Marty Takimoto, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Crime Prevention Committee meeting of November 13, 2019 as approved by the Crime Prevention Committee.



Ian Wong, Staff Liaison

**Crime Prevention Committee
April 10, 2019**

FOR CPC Approval, Next Steps as proposed by Subcommittees

Neighborhood Watch Expansion Subcommittee

1. Begin drafting eligibility requirements for El Cerrito Neighborhood Watch group creation.
2. Research best practices in cities similar in size to El Cerrito.
3. Contact current Neighborhood Watch leaders via existing email addresses and a NextDoor posting to begin rebuilding NW leadership database.

CPC Recruitment Subcommittee

1. Contact City Clerk to find out who is responsible for Commission/Committee recruitment and what guidelines and resources exist for additional recruitment.
2. Continue developing community organizations list for possible recruitment including groups such as WCCUSD PTAs, local churches and places of worship, and business associations.

FOUR SEASONS – HOMEOWNER’S HANDBOOK

Welcome to Four Seasons! As you considered the many areas in which you could purchase a home, undoubtedly one of the things which struck you about Four Seasons is its feel. It feels safe, quiet and reflects that quality we term pride of ownership. The reason Four Seasons feels this way is because these are the qualities of this neighborhood and it is one of the major functions of the Four Seasons Homeowners’ Association (HOA) to foster and promote those qualities which make Four Seasons such a desirable place to live.

This handbook has been assembled to introduce you to the neighborhood and inform you how our HOA functions, the services it provides, and the opportunities available for you to get involved. The handbook is intended to be a useful resource. Thus, it is a work in progress. From time to time updated versions will be posted.

The directors of our HOA welcome your comments, questions and suggestions. The directors’ names and phone numbers are published regularly in the monthly Newsletter and are posted on the Four Seasons website. Email addresses for directors and committee members are listed below. We look forward to meeting and greeting you and extending our personal words to welcome you to this special place we call Four Seasons!

Contact Information

Four Seasons Homeowners Association
15005 SW Village Lane
Beaverton, OR 97007
www.fourseasonshoa.net

fourseasons.president@yahoo.com
fourseasons.architecture@yahoo.com (to reach the architectural director)
fourseasons.archcommittee@yahoo.com (to request architectural approval or lodge a complaint)
fourseasons.maintenance@yahoo.com
fourseasons.pools@yahoo.com
fourseasons.clubhouse@yahoo.com
fourseasons.treasurer@yahoo.com
fourseasons.secretary@yahoo.com
fourseasons.socialevents@yahoo.com
fourseasons.newsletter@yahoo.com
fourseasons.listserv@yahoo.com
fourseasons.website@yahoo.com
To email Four Seasons listserv (once a member): fourseasonshoa@listbox.com

A BIT OF HISTORY

Four Seasons is a planned community consisting of 383 homes. The community was developed and built by Wedgewood Homes. The first plats were recorded in 1968 and the last plat was recorded in 1976. One of the things which make Four Seasons unique is the variety of home styles within it. In addition to single family homes, there are one and two story townhouses and duplexes. The majestic Douglas Firs throughout the area give the neighborhood its signature Northwest flavor.

In 1988 the neighborhood was annexed and became part of the City of Beaverton. The city provides sewer, water, street lighting, and street maintenance as well as police protection. Fire

FOUR SEASONS – HOMEOWNER'S HANDBOOK

protection is provided by Tualatin Valley Fire and Rescue.

A more complete history is available on the website at <http://www.fourseasonshoa.net/history.html>

FOUR SEASONS' HOMEOWNERS ASSOCIATION

In December, 1969 the HOA was organized and incorporated under Chapter 94, Oregon Annotated Statutes. It operates in accordance with the statutes, the Four Seasons' Bylaws, and the Four Seasons' Amended and Restated Declaration of Protective Covenants, Conditions, and Restrictions (CC&Rs). A copy of the Bylaws and CC&Rs is posted on the Four Seasons website (available at <http://www.fourseasonshoa.net/keydocuments.html>).

The Four Seasons is the master association for the entire neighborhood. There are three subassociations: Crystalbrook, Summerville Square, and The Villa. There are also two additional neighborhoods, The Heights and Village Place. Crystalbrook has its own separate governance and the others are primarily governed by the Four Seasons.

Each homeowner within Four Seasons is a member of the HOA and is entitled to one vote at the Annual Meeting. Residents who are not homeowners are not entitled to vote at the Annual Meeting, but have rights to the common areas and other HOA privileges. The HOA is governed by a five-member Board of Directors ("Board"). The Board is elected by the members of the HOA to a two-year term. The two-year terms are staggered to ensure that there is overlap between experienced and new directors. There are no limits on the number of terms a Director may serve. Elections are generally held via written ballot. Once the Board is elected by the HOA members, the Board then elects its own officers, appoints members to the committees as needed, and makes committee assignments.

Regular meetings of the Board are held monthly at the clubhouse. The date and time will be published in the Four Seasons Newsletter and posted on the website. Currently, Board meetings are held the second Tuesday of each month, excluding August. All homeowners and residents are invited to attend Board meetings. In the interest of time, homeowners who have issues or items for Board consideration are asked to contact the Board's President at least 3 days prior to the meeting to assure a place on the agenda.

BUDGETS AND DUES

In the fall and winter, the Board works with the HOA Treasurer and, when there are sufficient volunteers, a Budget Committee, to draft the HOA's operating budget for the coming year. That budget is submitted to the Board of Directors for adoption. Additionally, under Oregon law, the HOA must maintain a reserve account to cover the cost of any major projects anticipated in the next 30 years. Based on the adopted budget and whatever additional funds, if any, that may be needed to maintain the mandated level of funding in the reserve account, the Board establishes annual dues for the homeowners. These are payable **February 1** of each calendar year. After March 1 dues are considered delinquent. Delinquent payments are subject to interest and late fees. If dues are not paid in a reasonable amount of time, the HOA may file a small claims action or lien against the property. The timely payment of HOA dues is most beneficial to everyone and is greatly appreciated!

POOLS

The HOA maintains two swimming pools and one spa pool for the use of our Four Seasons

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residents. Use of these facilities requires that HOA annual dues and assessments be current. The pools and spa are usually open from Memorial Day to Labor Day, depending on the weather. A complete set of rules for use of the pools is available on the website at <http://www.fourseasonshoa.net/keydocuments.html>.

CLUBHOUSE

The clubhouse is located at 15105 SW Village Lane. The clubhouse was extensively remodeled in 2015 and is a beautiful space. Those interested in using the clubhouse should contact the clubhouse director at fourseasons.clubhouse@yahoo.com. The Rules for use of the clubhouse can be found at <http://www.fourseasonshoa.net/keydocuments.html>. All requests are honored on a first come, first served basis.

NEWSLETTER

Each month in which there is a Board meeting, the Communications Chair coordinates the publication of a neighborhood newsletter. Copies are hand delivered to each residence by a faithful cadre of volunteers and are posted on the Four Seasons website. Non-resident homeowners may receive the Newsletter electronically or, for an additional fee (see Dues and Fees, below), by U.S. mail. The Newsletter includes minutes from the most recent Board meeting, reports of the Board’s committees, announcements about upcoming events, and other announcements relevant for homeowners and residents. Suggestions for Newsletter content are always welcome and should be sent to fourseasons.newsletter@yahoo.com.

MAINTENANCE

It is the responsibility of the Maintenance Director and, if applicable, the Maintenance Committee,¹ to ensure that all the common areas within Four Seasons are properly maintained.² The common areas in Four Seasons are composed of islands, lawns, paths, fences, wooded areas, and bridges.

The Maintenance Director also plans for needed improvements and future maintenance of the common areas. This includes resurfacing of walkways, planting trees and shrubbery, and other projects. These projects must be within a budget as approved by the Board. Input from HOA members is always desired. The designated common areas are for the use of homeowners and residents, and their guests, for walking, playing, picnics, and other activities. Because the common areas are for the use and enjoyment of each homeowner and resident, dumping of trash, littering, leaving of dog waste, destruction of property, or disruptive behavior will not be tolerated.

Each homeowner is responsible for cleaning from the edge of his property to the middle of the street and also to prune trees and bushes, if any, between his adjoining sidewalk and the street. Branches of trees must be pruned to provide clearance over the roadway of no less than **12 feet**, and no less than **8 feet** over the sidewalks. All plants must be pruned so that they do not encroach onto the sidewalks.

¹ Currently, and in recent years, a landscape maintenance company has been retained to maintain the common areas and no Maintenance Committee has been appointed.

² Residents must maintain their own properties, including trimming low hanging tree branches and shrubbery to allow safe use of sidewalks. The Architectural Committee reviews and enforces the requirements in the CC&Rs for a homeowner/resident to maintain his or her own property.

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The CC&Rs prohibit residents and HOA members from placing a fence, sign, or any other unapproved structure or facility on a common area. It is also prohibited for residents and HOA members to plant or prune in a common area without the written permission of the Architectural Director/Committee, Maintenance Director/Committee, or Board. Access by pedestrians to common areas from sidewalks is to be unobstructed.

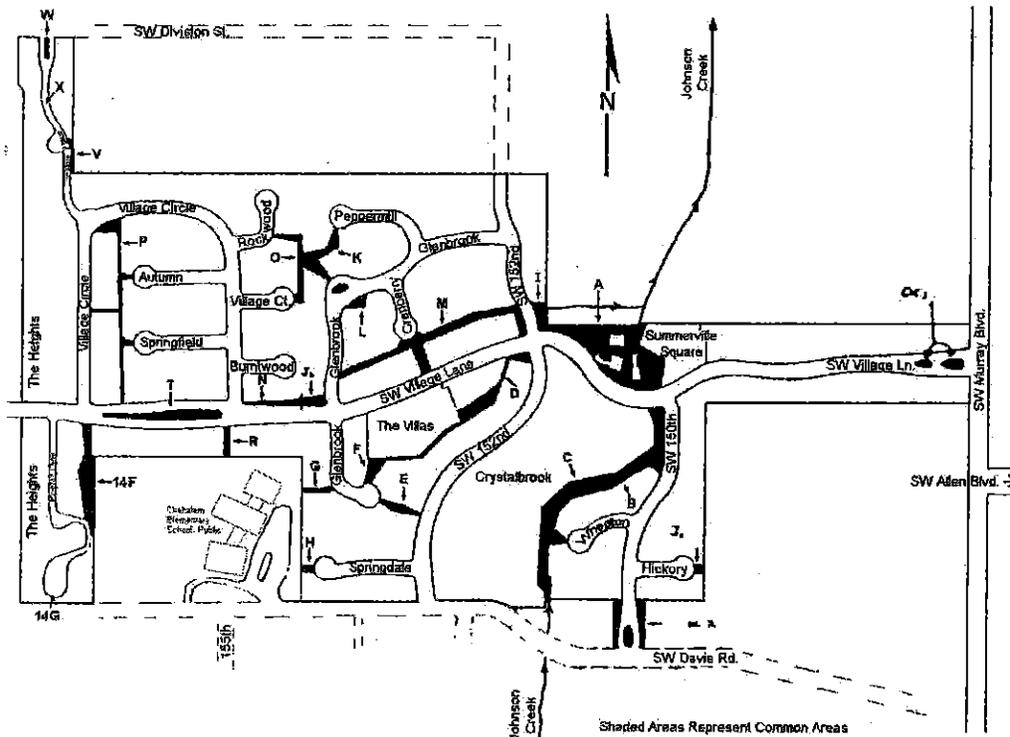
All adults are asked to help monitor our common areas to insure their proper use. Replacing damaged plants and trees is expensive to all homeowners.

Homeowners with residences adjacent to common areas should familiarize themselves with the legal property boundaries to make certain their landscaping, fences, and personal utilities do not infringe upon common area tracts. The HOA has the right to file liens against properties where there is an infringement upon those areas.

Periodically, Four Seasons offers Yard Debris service. Homeowners will be notified when this service is being offered. Four Seasons generally offers a “junk box” weekend, in which large bins are available for homeowners to deposit acceptable items. Homeowners will be notified when this service is being offered and will have a list of unacceptable items. Homeowners may not use these services unless they are current on their annual dues.

The City of Beaverton sweeps our streets once a month. To assure sweeping in front of your house, please be sure vehicles are not parked on the street. Piles of leaves and other debris will not be removed by the sweeper. This material, as with any other yard waste, should be gathered up and disposed of by the owner. City sweeping is usually done the first week of each month.

Enjoy the usage of the common areas (shaded in the map below), and if you have any questions or suggestions contact the Maintenance Director at fourseasons.maintenance@yahoo.com.



FOUR SEASONS – HOMEOWNER’S HANDBOOK

ARCHITECTURAL

A description of the role and authority of the Architectural Director and the Architectural Committee and the architectural and roofing rules for homeowners to follow to ensure compliance with the CC&Rs can be found at <http://www.fourseasonshoa.net/keydocuments.html>.

LISTSERV

Four Seasons has an HOA listserv that is a resource for Four Seasons homeowners and residents to connect with one another, share relevant information, and seek out recommendations or other information. It is intended to help foster the sense of community and pride in our neighborhood that makes Four Seasons such a great place to live. This listserv has been used by the Board to communicate with residents regarding issues the Board is reviewing, security alerts, and other neighborhood news. It has also been used by homeowners sharing information such as lost or found pets or seeking recommendations for roofers to landscapers. To join the listserv, send an email with your name and Four Seasons property address to fourseasons.listserv@yahoo.com. Once you are a member, emails can be sent to the entire listserv by emailing fourseasonshoa@listbox.com

DUES AND FEES

If dues and fees change, this information will be updated. The current dues and fees are:

HOA Annual Dues:	\$370.00
Pool – Guest pass	\$ 25.00
Clubhouse user fee (non-refundable)	\$ 20.00
Clubhouse cleaning deposit (refundable) ³	\$ 50.00
Non-resident Newsletter Mailing Fee (annual) ⁴	\$ 15.00

FINALLY.....

In the end, Four Seasons is not about rules, regulations, and restrictions. It is about people living in a community which fosters respect, cooperation, and neighborliness. Simply stated, Four Seasons is about being a good place to live! As your Board, that is our commitment to you! Again, welcome to the neighborhood!

³ All or part of this deposit is refundable depending on the condition in which the clubhouse is left after the event. That determination will be made by the Clubhouse Director or by her/his designated representative.

⁴ If a non-resident has the Newsletter delivered electronically, this fee will be waived. Newsletters are also posted on the Four Seasons website and can be accessed free of charge.

BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

Welcome and Social Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Develops, assembles and delivers the "Welcome Packet" to new residents consisting of helpful information (best shopping values, restaurants, etc.), copies of governing documents, by-laws, association directory, trash pickup schedules, board and homeowner meeting dates, a list of board members and committee members with phone numbers and other information the resident should know or have readily available.
- Plan, prepare, and coordinate annual events that strengthen the neighborhood and community (Annual garage sale, block party, etc).
- The Committee meets as often as reasonable and necessary.

Communication and Website Committee

- Reports to the Board of Directors and consists of at least two homeowners
- Develop and maintain the BAH website and Facebook group
- Develop and maintain the association directory and homeowner handbook
- Provide and update neighborhood information on the website and through annual newsletters
- In times of tragedy provide encouragement, support, and care for homeowners and their families
- The Committee meets as often as reasonable and necessary.

Neighborhood Watch Committee

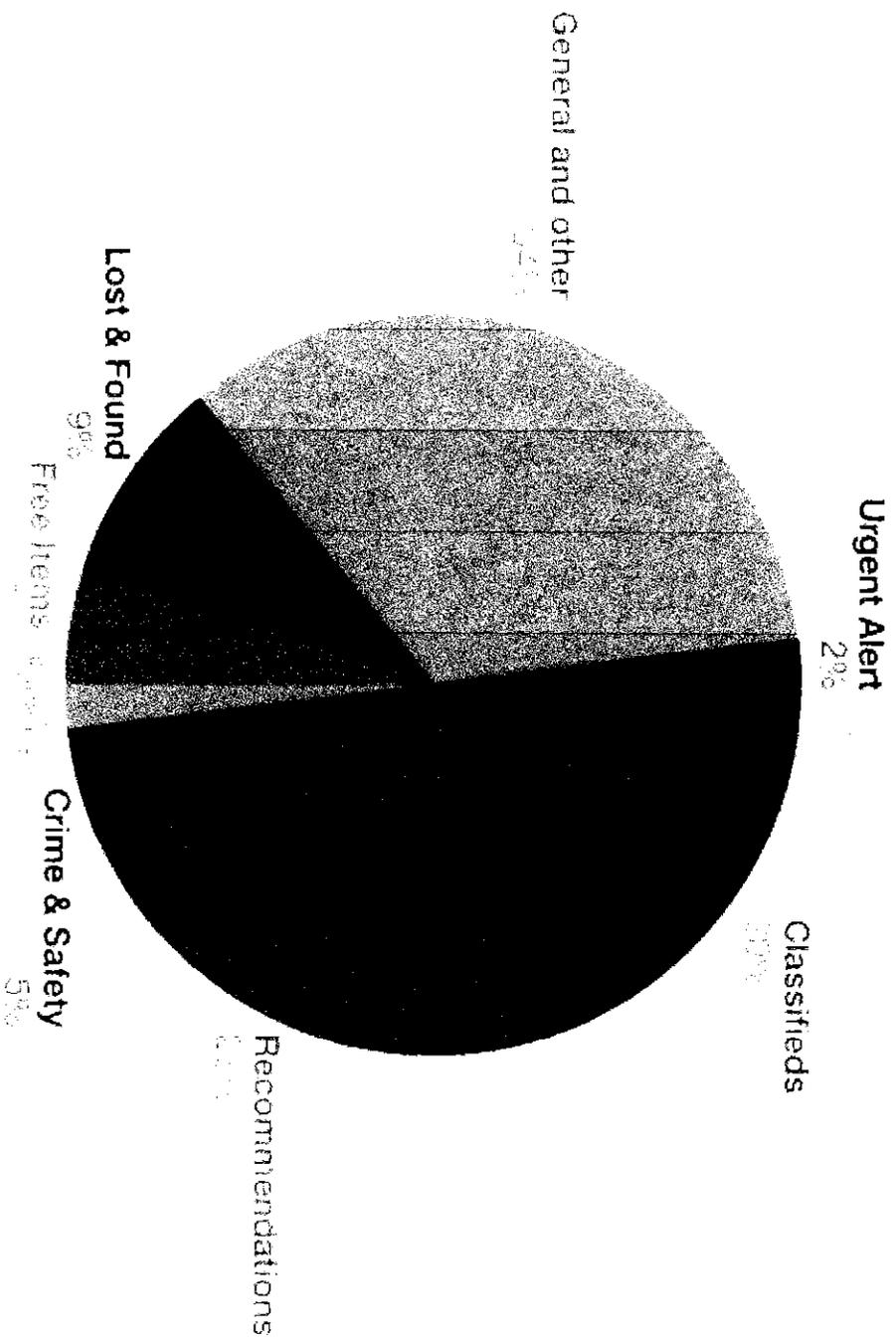
- Reports to the Board of Directors and consist of at least two homeowners
- Develop safety procedures, crime prevention and awareness programs for the benefit of the community.
- Remain in regular contact with local authorities and stay informed of potential criminal situations and relative issues in the area.
- Communicate concerns to the HOA and/or Board of Directors as appropriate.
- Coordinate with the Welcome and Social Committee to provide Neighborhood Watch information whenever possible in conjunction with social events of the association.
- The Committee meets as often as reasonable and necessary.

BEL-AIR HEIGHTS HOMEOWNERS ASSOCIATION ORGANIZATIONAL CHART

Nominations Committee

- Reports to the Board of Directors and consist of at least two homeowners
- Identifies and recruits candidates for the Board of Directors prior to the annual election and prepare a list of nominees for the vacant Board positions in the election.
- Identifies and recruits block representatives
- Arranges for publication of information about the election in the newsletter and inclusion of candidate statements in the newsletter
- The Committee meets as often as reasonable and necessary.

Wide range of use case reflect the needs of a local community





Richmond Commission on Aging

City of Richmond Community Services Department
Proudly Presents



*The 22nd Annual
Senior Winter Ball*



*Saturday, December 21, 2019
6 pm - 10 pm*

Richmond Memorial Auditorium
403 Civic Center Plaza, Richmond, CA

TICKETS ON SALE: FRIDAY, OCTOBER 4, 2019

\$30 IN ADVANCE | \$240 FOR TABLE OF 8 | NO REFUNDS - ALL SALES FINAL

DINNER SERVED FROM 6:30 PM - 7:30 PM

BACK BY POPULAR DEMAND - TOP SHELF REVIEW

📞 FOR ADDITIONAL INFORMATION, CONTACT:

MYRTLE BRAXTON, CHAIR (510) 233-0777

BEV WALLACE, CHAIR (510) 223-4528

ROSE BROOKS, TREASURER (510) 232-6315

VALERIE ROBINSON, SECRETARY (510) 942-1049

NAOMI WILLIAMS, CORRESPONDENCE SECRETARY (510) 918-6955