

**Historic Highlands Neighborhood Association Board Meeting
July 30, 2008**

Members Present

Belinda Jacobs, Mitch Aiken, Clint Palmer, Heidi Rous, Greg Harrison, Veronica Boone, Jama Meyer, Bridgid Fennell, Margaret McAustin, Liz Berner, Mike Berner, Brian Tessier.

Belinda Jacobs called the meeting to order and conducted the meeting.

Treasurers Report- Mitch Aiken

Film revenue has increased since last meeting. \$4k was received from one shoot at the Lawrence house- a pilot for a tv show entitled Captain Cook's Adventure. Crew was there 10 days. Home Tour Revenue is still an estimate of \$5,500 as the association has not yet received a few bills, including the one for the plaques. The only new expenses are \$400 in thank you gifts for long term volunteers. The 4th of July part was under budget at \$656- \$800 was budgeted. With an approximate balance of \$27,900, less \$10K reserves, \$5k for Home Tour, and \$5k general reserve, the approximate available balance is \$17,900. Landmark district signs may be next major expense. Labor Day Neighborhood Party expense may be around what the 4th of July party expenses are. Margaret volunteered to get estimates on signs once a design has been officially selected. Greg moved to approve the budget, Clint seconded motion, budget approved.

Historic Commission Report- Bridgid Fennell

New block wall at 1450 Michigan approved. New porch being built at 1455 N Mar Vista not permitted. Bridgid called Kevin Johnson re: lack of permit. Historic Preservation Committee not made aware of work. Owner of 1455 told to stop construction and that compliance is required. A required public hearing will be in September and the Historic Preservation Committee is working to assist in any way. If anyone sees work that may not be approved, instructed to call Code Compliance directly at 626 744-4633, even on evenings and weekends. New bay window being put in at southwest corner of Michigan and Elizabeth and front porch of house on north side of 900 block of Elizabeth may not have proper approval. Margaret asked Bridgid to copy Margo Fuller on emails. Point raised by Greg that not everyone may know all the rules and that they need permits for certain type of work, and asked how we can best make everyone aware of them. Website, postcard, flyers solutions discussed. A simple explanation of the thresholds for permits could be distributed in a friendly manner, perhaps timed to coincide with new signs. Belinda tables discussion until Labor Day.

A discussion was had of how to get Altadena portion of Landmark District more involved with everything. Possible good recruits raised were: Gene York, Susan Goldman. Greg gave list of possible Altadena recruits to Bridgid.

Ideas need to be free and exclusive ownership given to HHNA. Closer to the date, another postcard reminder will be sent out. HH Website will be used for voting- one vote allowed per address. Two week voting period of October 1-14 and design(s) with most votes will go to board for approval. Margaret investigating the number of signs the city will allow us to put up and the cost, which is dependent on the design. We won't necessarily place Pasadena signs in Altadena portion of district. Individual on Holliston on home tour, a friend of Linda Lake, said he would do signs for free. Liz to follow up with Linda on this.

Education Committee-

Report not given as Cate and Becky not present. Recommendation made to cultivate relationship with someone at Longfellow and/or St. Elizabeths- Kelly Lecto (sic?), a teacher at St. Elizabeth, was mentioned in particular.

Film Liaison- \$4800 in revenue is great, especially since filming was down in late 2007 because of strikes.

Neighborhood Watch-

Chair open as Trina has resigned. Next Central Meeting is scheduled for Saturday, August 9th at 10 AM. Trina's notes from July 15th meeting indicate that there have been some problems in HH, mostly of pottery and lawn ornament theft. 80% of robberies in city are made against people on a cell phone. Home Safety Inspections can easily be made with Pasadena PD, a summer reminder is being sent out. Margaret brings up importance of role a Neighborhood Liaison can play in communication between police and neighborhood. Belinda will attend the August 9th meeting, but we hopefully will have a permanent person in place for the meeting after that, currently scheduled for October 2nd. Trina happy to work with successor to get him or her up to speed, and suggested Margaret Edinger (sic?) could be someone to consider. Lots of blocks do not have block captains and quick training is needed. We have signups from 4th of July part, we simply need Committee Chair to coordinate.

Emergency Preparedness- Greg Harrison

PERT training scheduled for October 18th- time and location TBD. A dozen people have signed up already to be block captains and receive training, and a mailing is scheduled to go out to get more people to sign up. Course will take 4 hours and teach individuals disaster preparedness, first aid and light search and rescue to help our neighbors in the event of a disaster/emergency. Jama will put notice on website once she receives more info. Block captains need to know who is homebound, who would need help turning off gas, etc. Greg will meet with new Neighborhood Coordinator to coordinate jointly- block captains could be same people as neighborhood watch captains. The Fire Dept gives the PERT training and also distributes emergency kits- question was asked if we could possibly get a bulk discount on kits.

Neighborhood Communications- Jama Meyer

Jama will forward to board pertinent emails she receives from community website. Jama is looking for 4th of July party photos to place on website. Write-ups wanted for submission on different issues. 20 pages are viewed every day on website.

4th of July Committee- Everything great.

Home Tour Committee- Liz Berner

Goal for 2009 tour is to recruit homes earlier- advance notice helps with publicity in magazines and newspapers- targets this year include Sunset Magazine and Pasadena Heritage newsletter. Plan is for homes to be recruited by January, so a layout of program can be made and Liz can start selling ads in program at that time. A much earlier deadline for ad submissions helps with the design. Ads are one big profit source of Association. Next year's tour will focus on Howard between Catalina and Lake. Visitors for tour will be added to list to get postcards. Email blast could also be created.

Welcome Committee

Chair Open. Mike suggested we put a packet of info together to give to new residents welcoming them to community, telling them about the construction rules, etc. Linda has Hometown Pasadena books to distribute to new homeowners, and can get new chair up to speed.

Triangle Project-Clint Palmer

Clean up day scheduled for Saturday, August 16th. We'll get dumpsters from Margo. Location of keys to sprinklers and possibility of getting new benches discussed.

NEW BUSINESS

Labor Day Block Party

We need coordinator. Linda will do flyer but she will be out of town most of August. A need to cultivate more volunteers for events was discussed as "the same 25 people do everything." Greg has 80 person email list to give to Belinda and Belinda has a few names from the 4th of July

Neighborhood Food Bank Drive

Drive will be added to flyer since local banks are low

Neighborhood Watch Chair

Events could be moved to accommodate new chair and help coordination

Pet food needed for Humane Society

Leadership Academy

Classes in weekday evenings in fall, every week for 12 weeks. The city of Pasadena has more info on their website under Neighborhood Connections.

Bridgid happy to set up Yahoo Group to help communication with board. We have had great success with one for the Home Tour.

Board agreed to have Historic Highlands show of support for Pasadena Marathon scheduled on November 16th. Question was raised if we want to add blurb to website but no decision was made.

Next HHNA board meeting set for September 24th at 7 PM.

Liz motioned to accept Board Meeting minutes from April 26th, Mike seconded, and minutes were passed.