

UASRA GENERAL ASSEMBLY MEETING MINUTES

February 21, 2018 7:00 PM

Attendees:

- President (Helena McDermott)
- Vice President (Negar Omid)
- Treasurer (Tracy Martison)
- Secretary (Jeff Hedrick)
- Events Coordinator (Noelle Velios)
- Newsletter Editor (April Duggan)
- Community Center Coord. (Jessica Grinberg)
- Sawtelle A Unit Rep (Mindy Patterson)
- Sawtelle B Unit Rep (Faeze Nateghi)
- Sawtelle D Unit Rep (Kirk Kanesaka)
- Sawtelle E Unit Rep (Phil Chung)
- Mentone/ Clarington Unit Rep (Aleksandar Kondic)
- Sepulveda A Unit Rep (Umut Tok)
- Sepulveda B Unit Rep (Magdalena Cline)
- Sepulveda C Unit Rep (Natalija Markina)
- Sepulveda D Unit Rep (Jian Liu)
- Keystone Unit Rep (Eve Emmanouilidou)
- Venice/Barry Unit Rep (KT Bender)
- Rose Unit Rep (Esther Claudio)
- Green Coordinator (Jda Gayle)
- Community Garden Supervisor (Jocelyn Bellairs)
- Community Ctr Maintenance Coord. (Deevi Soumyasri)
- Sepulveda Maintenance Coord. (Liz Stephenson)
- Residential Life Advisor (Addae Jahdai-Brown)
- UAS Apartment Coordinator (Jake)
- UAS Management – Officer Briggs, Regis, Javier, Lizca
- Absent: Sawtelle C Unit Rep (Talya Cohen)

Summary of Key Meeting Topics:

- **Annual carpet cleaning service, which was temporarily suspended, is now once again available to residents upon request**
- **Maintenance now providing one-week notice before entry for maintenance work not being performed at resident request (e.g. scheduled air filter replacements, termite inspections)**
- **Building corridor cleaning will be completed in March**
- **UASRA bylaws will be updated in March (drafts to be made available on uasra.org prior to the meeting)**
- **Revised UASRA Election Rules & Regulations for 2018 were approved by the General Assembly**

Minutes:

1. Meeting Called to Order
2. AC Report (Jake)
 - a. Most common issues reported after hours are fire alarms (in error), pipes leaking, cars parked in front of garages

- b. Many issues can wait either for a call to the management office during business hours or by submitting work request through Maximo – e.g. one bathroom clogged but other one fully functional
- 3. UCPD Report (Officer Briggs)
 - a. Important for residents to be invested in community / Community policing
 - i. Lock cars
 - ii. Close garage doors
 - iii. Don't leave belongings in garage
 - b. Mentone thefts (also Rose & Sawtelle)
 - i. They are working on identifying the individual(s) involved
 - c. Crime spikes around homeless encampments
 - i. KT – there are people living in RVs who are still part of the community
 - d. UASRA and UCPD are working together to organize a town hall event
- 4. Management Report
 - a. Regis Update
 - i. Maintenance is doing termite inspections and air filter replacements
 - ii. Also doing vine trimming along freeway (on garages)
 - iii. Field Ops manager will be at the next GA meeting
 - iv. Javier in attendance (manages custodial staff; started in October 2017)
 - 1. Would like to consider various initiatives – composting, improved recycling efforts including for large household items
 - 2. Question from unit rep: Sawtelle A residents told by maintenance staff that policy is that mold just gets painted over – is that accurate?
 - a. Per Regis, if there's mold/mildew issue, maintenance will evaluate
 - i. Residents should always use bathroom fan, should open windows
 - b. Regis said it is not maintenance policy to simply paint over – resident should contact Regis directly if issue isn't being adequately addressed by maintenance
 - c. Depending on the extent of the issue, testing is done and independent lab evaluates sample
 - v. Annual carpet cleaning is back (was temporarily removed /put on hold but as of next week, residents can request cleaning)
 - vi. Question from KT: resident came back to door being ajar – better notice possible?
 - 1. Maintenance now providing at least one week notice; 3rd party contractors to be escorted by UCLA employee, more proactive communication to UASRA
 - vii. Multiple residents expressed concerns that they don't know what work was done
 - 1. For work orders, hang tags are supposed to be left whether or not work was completed; hang tags are being left for the termite treatment as well
 - a. Regis will address this with his staff

2. If Maximo maintenance request is generated, maintenance will update status in Maximo within 12 hours of performing work so residents can review status there
 - viii. Question from Phil: Sawtelle gate on south side frequently has issues
 1. Regis will look into repositioning the sensor a bit
 2. Maintenance checked all the gates recently and fixed some issues
 - ix. Question from Esther: any way to explain on hang tag when something hasn't been fixed so resident doesn't resubmit request?
 1. Regis & Javier will work on addressing
 - x. Question from Esther: composting program?
 1. Per Javier, composting isn't working well currently but he's working on revamping program; bins were removed from garden area
 2. Regis will try to bring someone in to talk about the composting at an upcoming meeting
 - a. There is now new signage for the composters
 3. If residents want compost, can contact Regis
 - xi. Question re benches:
 1. Regis hasn't been able to get update yet on status of these but will be following up
 - xii. Question re hallway cleaning
 1. Custodial staff is going to be cleaning of all buildings corridor hallways in March
 - xiii. Custodial staff will be installing new carpeting (hallways) in buildings that haven't been replaced recently
5. Recognitions
- a. Helena: recognize Esther who has been really on top of Rose renovations; solicited Helena to organize meeting, has been working on keeping management accountable
 - b. Jda: recognize KT for consistently encouraging us
 - i. Has organized community around produce distribution at Venice/Barry, fighting rent increases
 - c. Negar: recognize Jesica for being super responsive and going above and beyond duties of the position; always looking for ways to improve bookings, use of space, foster better programming, etc.
 - d. KT: recognize Jda for helping get produce distribution going on Sepulveda side
 - e. Esther: recognize Aleks for assistance with produce distribution
 - f. Jda: recognize Natalija for helping with transition of produce program to Sepulveda side
6. Keystone/Mentone Gardening
- a. Introduced Sam, the 1st gardener at Keystone/Mentone
 - i. Eve and Aleks are using unit rep funds to pay Sam \$50 per month
 - ii. Goal is to produce cooperative garden culture
 - iii. Have their own compost that's been brought in
7. Workshop Item (assess time commitment of your UASRA position, including detail as to line items of time; include time at meetings)
- a. Helena – this is part of a broader review of the budget, stipends and bylaws and is preparation for planned review of proposed changes in March

8. Helena Preview of Contemplated Changes to Newsletter Editor Bylaws (to become Website Editor)
 - a. Board revamped the Newsletter Editor position
 - b. Plan is to make proposed revised drafts available 1st week of March for review
 - c. Changes to bylaws will be voted upon at March GA meeting
 - d. Most of changes will probably be tweaks but Newsletter Editor position will be changing the most
 - i. Board agreed to discontinue the newsletter and revamp the website (Newsletter Editor April transitioned to the website creation)
 - ii. In the past, Newsletter Editor would publish 1-2 advertisements, GA minutes, some other various flyers
 - iii. Helena previewed key contemplated changes to the bylaws, primarily requirements for website functionality & content and digital support of UASRA, turn-around requirements for scheduled and ad hoc updates
9. Budget Update from
 - a. 60% of annual budget is still available
 - i. 75% of unit rep budget still available
 - b. We only get funding quarterly
 - c. We have an \$11k buffer that we're supposed to maintain
 - d. **General Assembly vote on amendment to Constitution to permit ability to go \$250 below the current \$11k buffer (\$10,750)**
 - i. **17 in favor, 0 opposed; 0 abstain**
 1. **Motion passed**
10. UASRA Election Rules and Regulations
 - a. Helena read proposed revised rules & regulations aloud
 - i. Major changes – remove President from process of review of candidate election materials (to be replaced by Residential Life Advisor); candidates may post on main UASRA Facebook page; if person votes multiple times, their 1st vote will now be counted
 - ii. Provision to be added that candidate statements and election information will be posted to UASRA website
 - iii. **General Assembly vote on revised UASRA Election Rules and Regulations**
 1. **23 in favor, 0 opposed; 0 abstain**
 - a. **Motion passed**
11. Update from Event Coordinator
 - a. Trivia Night on Feb 23 7-9pm
12. Unit Rep Obligations
 - a. Required to set up GA 2x
 - b. Required to volunteer at 2 community events
13. Flyers distributed to unit reps for inclusion in the unit glass cases or other common areas
 - a. Language classes
 - b. Rent increases forum
 - c. Spring UAS classes