



**Downtown Hayward Improvement Association  
Management Corporation for the Downtown CBD**

**Board of Directors Meeting  
Tuesday, September 24<sup>th</sup>, 2019, 10:00 a.m.  
ANNUAL BOARD OF DIRECTORS MEETING  
Zaballos Construction Company Offices  
22320 Foothill, Ste. 660 - Downtown Hayward**

**AGENDA**

- 1. **Call to Order & Introductions:** Jeff Jurow, President
- 2. **Approval of Minutes from July 17th , 2019** *Action Item*
- 3. **Community/Public Comment/City Announcements**
  - a. Old City Hall purchase and demolition – status
  - b. Fire in Downtown
  - c. Dispensary timeline
  - d. City lease to County on Veterans Building
- 4. **Report from Nominations Committee for open seats to the Board, determination of qualifications by staff (pending report from the City on payments)**
  - a. **Nominations and recommendations from the Committee for appointment to the Board, 1 and 2 year terms** *Action Item*
    - 1. *Property Owners Directors Nominated:* *Action Item*
    - 2. *Community At Large Directors Nominated:* *Action Item*
    - 3. *Nominations from the floor* *Action Item*
    - 4. *Board members for two-year terms (half of nominees)* *Action Item*
    - 5. *Balance for on- year terms* *Action Item*

5. **Committee Reports:*****(Executive Committee) – Jeff Jurow***

- a. Election of officers for one-year terms:
  - 1. *President* **Action Item**
  - 2. *Vice President* **Action Item**
  - 3. *Secretary* **Action Item**
  - 4. *Treasurer* **Action Item**
- b. Budget review YTD, issue of missing income
- c. Proposed budget for 2019 – presented at next meeting
- e. Other

***(DISI Committee) – Sara Buizar***

- a. Update on web site development;
- b. issuing RFP for Public relations and Social Media
- c. Events in Downtown
- d. Heritage Park discussions
- e. Other

***(SOBO Committee) – Blake Peters***

- A, New Chief of Police;
- b. Update on Maintenance crew, schedule for cleaning;
- c. Update on pressure washing
- d. Route schedules
- e. Removal of benches for Navigation Center
- f. Landscape contract for Downtown

***(Land Use Committee) – Bill Matheson***

- a. Rotary and Dirty Bird encroachment in Newman Park
- b. Next meeting to discuss current state of Downtown infrastructure
- c. Other

6. **Newsletter to introduce new Board members and programs**7. **Next Board of Directors Meeting: \_\_\_\_\_**

**BROWN ACT: *Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 22320 Foothill, Hayward, CA. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Monica Montes at 888 356-2726 at least 48 hours prior to the meeting.***



## Downtown Hayward Improvement Association Board of Directors

**Wednesday, July 17<sup>th</sup>, 2019, 12 noon**  
**Zaballos Construction Offices**  
**22320 Foothill, Ste. 660 – Downtown Hayward**

**Present:** Ben Schweng, Dinesh Shah, Sara Buizer, Resti Zaballos, Charlie Ream, Jeff Jurow, Charlie Ream

**Absent:** Blake Peters, Michael Helenius

**Guests:** Bill Mattheson, Catherine Ralston/City of Hayward, Kim Huggett,

**Staff:** Marco Li Mandri, Dominic Li Mandri/New City America

### MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Introductions of all present were made. Jeff Jurow called the Board together at 12:10	<b>No action taken</b>
<b>2. Approval of the June 19<sup>th</sup>, 2019 Board meeting minutes</b>	The minutes of the June 19 <sup>th</sup> , 2019 Board of Directors meeting were reviewed.	<b>Dinesh moved and Bill seconded approval of the June 19<sup>th</sup>, 2019 minutes. The minutes were approved unanimously</b>
<b>3. Community Updates, Old City Hall</b>	Sara gave an update on the City purchase and demolition schedule for the old City Hall next to the Zaballos Property. The call for bids to demo the property will be on September 14 <sup>th</sup> . A contractor will then be selected in November. The demo should take 14 weeks. RFP for new development will happen in April 2020. The Board was very pleased that this action is occurring.	<b>No action taken</b>

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22650 Main Street • Hayward, CA 94541

	<p>Kim Huggett gave an update on a number of activities the Chamber is involved with in Downtown. The Dispensary for the Antonini building at Main and B Street has been approved by the City Council. They will have multiple cameras in and around the building for security purposes. Discussion followed.</p>	
<p><b>4. Navigation Center</b></p>	<p>In the previous Board meeting, Jennifer Ott/Asst. City Manager asked what the DHIA could do to help the Navigation Center that is planned to open in September. The DHIA cannot spend assessment district dollars outside of the district boundaries, however it is possible to donate materials from within the district. Marco suggested that the permanent benches that are on the sidewalks, be donated to the Navigation center with City permission. Todd Roman/Maintenance Services Director with work with the DHIA on the possible removal of the permanent seating and donating them to the Navigation Center. Discussion followed.</p>	<p><b>No action taken</b></p>
<p><b>5. <u>Organization Committee – Jeff Jurow</u></b></p> <ul style="list-style-type: none"> <li>a. Budget report</li> <li>b. Lease with County at Veterans Center</li> <li>c. City transfer of assessments</li> <li>d. Meeting with City Manager on new Heritage Park</li> <li>e. First Annual Nominations to the Board</li> <li>f. Skip Board meeting in August due to vacations</li> </ul>	<ul style="list-style-type: none"> <li>a. The YTD budget was presented and reviewed by the Board. We need a little bit more money allocated to purchase the pressure washer and the trailer. Dominic is still working out the issues regarding access to water.</li> <li>b. Marco inquired again if the City has not found the lease with the County on the Veterans Building. Catherine said no one in the City can find it. Dominic is going to see if his contact in the Supervisor’s office can help track this down.</li> <li>c. Marco inquired about the final transfer of assessments to the DHIA for FY19 from the City. Sara said she would try to track it down.</li> <li>d. Sara, Marco and Dominic met with the City Manager to talk about the possible DHIA programming of the new Heritage Park across from the Library. A follow up meeting is planned for September with City staff to discuss it. The Nominations Committee will consist of Jeff, Sara, Dinesh and Resti.</li> </ul>	<ul style="list-style-type: none"> <li>a. Jeff moved and Sara seconded moving funds from the security section of the SOBO budget to the “fixed assets” line item to cover the cost of the pressure washer. The motion was approved unanimously.</li> <li>b.No action taken</li> <li>c.No action taken</li> <li>d.No action taken</li> </ul>

	<p>e. Marco reported that as per the bylaws, the first Annual nominations should go out to all property owners in the CBD so the Interim Board evolves into the permanent Board. The bylaws specify that every property must be given the opportunity to nominate themselves or others for the Board. If they have fully paid their CBD assessments, they will be eligible. The President needs to appoint a Nominations Committee to review the nominations and report to the Board at the Annual meeting on September 24<sup>th</sup>.</p> <p>f. Due to vacations, staff is recommending that we skip the August Board of Directors meeting.</p>	<p>e. Ben moved and Sara seconded the appointments to the Nominations Committee. The motion was approved unanimously. Resti moved then moved to set the Annual meeting date for Tuesday, September 24<sup>th</sup> at 10:00 at the Zaballos Construction offices. Dinesh seconded the motion. The motion was approved unanimously.</p> <p>f. Resti moved and Jeff seconded that we skip the Board meeting in August. The motion was approved unanimously.</p>
<p><u>Sidewalk Operations Committee – Blake Peters</u></p>	<p>a. Dominic gave an update on the challenges he is having hiring employees. The beginning wage of \$14.50 per hour, with benefits, is apparently not attracting workers. Many have been interviewed but then fail to show up for work. The Board instructed Dominic to increase the beginning wage up to \$17.00 to attract a higher number of quality employees. We now have the office, the equipment and carts, the truck and will soon get the pressure washer and trailer. Discussion followed</p>	<p>a No action taken</p>
<p><u>District Identity – Sara Buizar</u></p> <p>a. Selection of company to build a DHIA website</p> <p>b. Proposal for HBA event underwrite</p>	<p>a. Sara reported that the DISI Committee had approved a company based in San Leandro to create the web site, after we received two responses from an RFP.</p> <p>b. The Hayward Business Association has requested an underwriter for their upcoming event in Downtown. The original request was for over \$15,000. The Committee elected to allocate \$5,000 to conditional upon meeting the insurance requirements of</p>	<p>a. No action taken</p> <p>b. Dinesh moved and Resti seconded allocation of \$5,000 for the Downtown Hayward Business Association event, conditional upon meeting the DHIA</p>

	the DHIA. Ben wanted to make sure that traffic control was accommodated at A Street and Foothill. Discussion followed.	<b>insurance requirements. The motion was approved unanimously.</b>
<b><u>Land Use- Bill Mattheson</u></b>	At the last Land Use meeting, Bill reported that at the last meeting, Code Enforcement from the City was present to discuss the vacant building ordinance. Sara will send the proposed ordinance out to everyone on the Committee. Discussion followed.	<b>a. No action taken</b>
<b>Next Board Meeting</b>	The next meeting of the interim Board of Directors will be the Annual meeting held on Tuesday, September 24 <sup>th</sup> at noon at Zaballos Construction offices, 22320 Foothill Drive, Ste. 660	

Minutes taken by Marco Li Mandri, Administrator

## ARTICLE 4: DIRECTORS

### Section 1. Number and Term

The Corporation shall have a minimum of five (5) and a maximum of seventeen (17) Directors and collectively they shall be known as the Board of Directors. The exact number of Directors shall be fixed from time-to-time by resolution by the Board of Directors. Subject to the foregoing provisions for changing the number of Directors, the following seats shall be allocated to the Board of Directors:

- A) No less than a two-thirds majority of the seats on the Board of Directors at all times shall be filled by Property Owner Directors (as defined in Section 2 of this Article 4). Each property within the district boundaries, based upon the legal status of ownership, is entitled to appoint only one representative to serve on the Board of Directors;
- B) The balance of seats shall be filled by Community at Large Directors as defined in Section 2 of this Article 4);
- C) Directors shall be elected for a term of two (2) years., However, following the first election of Directors, one half (1/2) of the Property Owner Directors and one half (1/2 ) of the Community Directors shall serve a term of one (1) year, and one-half (1/2) of the of the Property Owner Directors and one half (1/2) of the Community Directors shall serve a term of two (2) years. The Directors may assign the one-year terms by unanimous agreement, but in the absence of such agreement, the Directors receiving one-year terms shall be chosen by lot at the meeting at which the election is held. This staggering of terms will ensure that the entire Board is not replaced within one calendar year. Directors' terms shall commence on the date of their election and expire on the date of the election of the successor to the Director whose term is expiring.

### Section 2. Qualifications

Members of the Board shall possess the following qualifications:

- A) *Property Owner Directors* shall be owners of real property within the boundaries of the Downtown Hayward Community Benefit District (the "District"), who have made full payment of all District assessments due for the previous and current fiscal years, or the duly appointed authorized representative (as defined in these Bylaws) of such owner.
- B) *Community at Large Directors* shall be persons who a) own and operate a business located on property located within the boundaries of the District, or the duly appointed authorized representative (as defined in these Bylaws) of such owner and operator; b) are community members who reside within the boundaries of the District; c) are individuals who do not reside or operate a business within the District boundaries but who show a high degree of interest and concern for the welfare of the District and who understand its connection to

the community at large, and who the Board believes may assist the Corporation to fulfill its goals as a public benefit Corporation.

- C) A group of stakeholders consisting of the persons set forth in Exhibit "A" attached to these Bylaws and who have placed their signatures on Exhibit "A", is hereby-appointed upon the execution of these Bylaws as an interim Board of Directors to oversee creation and functioning of the Corporation including the adoption of the Articles of Incorporation, the Bylaws of the Corporation, an initial governance plan, and the election of the First Board of Directors. The interim Board shall serve until they have elected a fully qualified Board of Directors in accordance with these Bylaws.

### **Section 3. Nomination and Election**

Not less than forty-five (45) days before the date set forth for the Annual meeting of the Directors, the President shall appoint at least three (3) Directors, at least two of whom shall be Property Owner Directors, as the Nominating Committee to solicit nominees for consideration for election as Directors. The names so proposed, by the Committee shall be presented to the Board at its Annual meeting. The Nominations Committee shall include the President and at least two other Directors.

The Nominations Committee shall provide nomination forms to all eligible property owners and Directors. The nomination forms shall be mailed out at least thirty (30) days prior to the date set for the annual meeting. A due date of at least twenty (20) days prior to the annual meeting date shall be stated as the deadline for submitting nominations to the Nominations Committee;

- A) The nominees, who have been deemed to be qualified, consistent with these Bylaws shall be presented to the Board for consideration of election to the Board at its annual meeting.
- B) At the annual meeting the Directors may vote to accept some or all of the nominees submitted by the Nominations Committee. The election of Directors shall comply with the allocation provided in Section 1 of this Article 4.

Nominations may not be made from the floor but only in accordance with the procedures set forth in this Section 3 or such other procedures as may be determined by the Board.





July 22<sup>nd</sup>, 2019

**To:** Downtown Hayward Community Benefit District Property Owners

**SUBJECT:** First Annual Nominations to the Hayward Improvement Association (DHIA) Board of Directors, Annual meeting to be held on Tuesday September 24<sup>th</sup>, 2019 at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward

Dear Downtown Hayward Community Benefit District Property Owner:

As you know, the Downtown Hayward District Association has just begun delivering special benefit services to property owners within its boundaries commencing this month. We have spent the last 8 months setting up our new non-profit corporation, selecting interim Board members, getting an office, setting up a maintenance program and will soon have a website and be fully operational by the beginning of September. These services have been funded by the assessments generated by the Downtown Hayward Community Benefit District, which was overwhelmingly approved by Downtown Hayward District property owners in July 2018.

The Downtown Hayward Improvement Association is the public benefit, non-profit District Management Corporation which is under contract with the City of Hayward to disburse the revenues of the CBD on behalf of the property owners in the District. The Association has been operating since early 2019 with an all-volunteer Board of Directors and officers.

***This first annual nominations process is an open process and all interested property owners, who are current on their Downtown Hayward CBD assessment payments, are encouraged to participate. The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward***

Please keep in mind that in nominating yourself or others to the Board, this is a **working** Board of Directors. Volunteer Board members are required to:

1. *Be current on the CBD assessments for the most current fiscal year, (FY18-19);*
2. *Actively participate in one of the Committees of the Board, (please see attached)*
3. *Help raise funds for the Board and its activities;*
4. *Support the goals and policies of the Board;*
5. *Attend all regular Board meetings;*

***We do not seek nominees to fill a seat; we seek active committed CBD property owners who seek to rapidly improve the commerce, image and amenities of Downtown Hayward.***

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

**22654 Main Street • Hayward, CA 94541**

Please take a moment to fill out the attached nominations form. You may nominate yourself to the Board.

**Schedule for First Downtown Hayward Improvement Association Annual Election Meeting:**

<i>Nomination Letters Distributed to Property Owner</i>	Week of July 22 <sup>nd</sup> 2019
<i>Nominations due to Nominations Committee:</i>	Friday, September 20 <sup>th</sup> 2019
<i>Annual Elections Meeting Held:</i>	Tuesday, September 24 <sup>th</sup> , 2019, 10:00 a.m.

***The nominations are due in the Downtown Hayward Improvement Association office at 22654 Main Street by Friday, September 20<sup>th</sup>, 2019 at 3:00 p.m. Nominations received after that date might not be considered for selection to the Board. Nominations may be dropped off, mailed, scanned and e-mailed or faxed to the office.***

If you have any questions regarding this process, please call our Executive Director, Marco Li Mandri, at 888 356-2726. Thank you for your ongoing efforts to improve Downtown Hayward District for everyone involved.

Sincerely

Sara Buizar  
Secretary  
Downtown Hayward Improvement Association

Jeff Jurow  
President  
Downtown Hayward Improvement Association

Marco Li Mandri  
Executive Director  
Downtown Hayward Improvement Association

ATTACHMENTS



## Downtown Hayward Improvement Association Board of Directors Nomination Form – 2019

Address of Property owned or represented: \_\_\_\_\_

Owner or Authorized Representative Name \_\_\_\_\_ (Print)

Are you currently on the Board of Directors: Yes \_\_\_ No \_\_\_

Are you currently serving on a Committee of the Board? Yes \_\_\_ No \_\_\_

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes \_\_\_ No \_\_\_

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes \_\_\_ No \_\_\_

Name of nominee: \_\_\_\_\_

Address or property owned of nominee: \_\_\_\_\_

Your name (as owner or representative): \_\_\_\_\_  
(Sign name)

Date signed: \_\_\_\_\_

*Eligibility verified/Assessments current (done by staff)* \_\_\_\_\_

***The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward***

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

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## Downtown Hayward Improvement Association Profit & Loss Budget Performance

August 2019

	Aug 19	Budget	Jan - Aug 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Assessment Income	0.00	49,637.00	476,515.64	397,096.00	595,644.00
Total Income	0.00	49,637.00	477,110.44	397,096.00	595,644.00
Expense					
Administration					
Accounting Fees	0.00	200.00	0.00	1,600.00	2,400.00
Insurance - Liability, D and O	0.00	450.00	8,262.52	3,670.00	5,500.00
Legal Fees	14.00	540.00	1,014.00	4,340.00	6,500.00
Office Supplies	499.99	100.00	1,887.01	800.00	1,200.00
Postage, Mailing Service	0.00	20.00	0.00	160.00	240.00
Printing and Copying	0.00	150.00	1,145.00	1,204.00	1,804.00
Rent	1,200.00	1,250.00	3,600.00	10,000.00	15,000.00
Staff Consulting (New City)	6,500.00	6,500.00	45,500.00	52,000.00	78,000.00
Utilities	0.00	400.00	6.27	3,200.00	4,800.00
Total Administration	8,213.99	9,610.00	61,449.80	76,974.00	115,444.00
DISI					
DISI Unallocated	0.00	3,250.00	0.00	26,000.00	39,000.00
Special Events	5,000.00	1,331.00	10,000.00	10,676.00	16,000.00
Staff Consulting (New City)	1,500.00	1,500.00	10,500.00	12,000.00	18,000.00
Website	0.00	665.00	0.00	5,340.00	8,000.00
Total DISI	7,042.17	6,746.00	21,500.79	54,016.00	81,000.00
SOBO					
Fixed Assets - Major Purchase	0.00	4,583.33	55,145.21	36,666.64	54,999.96
Maintenance and Supplies	109.94	1,083.33	7,908.65	8,666.64	12,999.96
Payroll					
Payroll Expenses	1,775.96	12,500.00	2,065.69	100,000.00	150,000.00
Total Payroll	4,331.03	12,500.00	8,029.76	100,000.00	150,000.00
Security	0.00	11,750.00	0.00	94,000.00	141,000.00
Sidewalk Maintenance	602.66	3,350.00	602.66	26,800.00	40,200.00
Total SOBO	7,373.63	33,266.66	74,056.28	266,133.28	399,199.92
Total Expense	22,629.79	49,622.66	157,182.10	397,123.28	595,643.92
Net Ordinary Income	-22,629.79	14.34	319,928.34	-27.28	0.08
Net Income	-22,629.79	14.34	319,928.34	-27.28	0.08

Report ID: TXA-30  
 Tax Roll Year: 2019-2020

08/16/2019 08:42  
 Page 1 of 1

**Alameda County - Auditor-Controller Agency**  
**Special Assessments Submission Status/Confirmation**

Taxing Entity Legend	Tax Bill Description	Phone No.	Sr. Citizen Exempt	Accepted Total		Date	Last Submitted By	Certification Date	Certified by	Corrections		
				Accepted	Accepted					by Auditor	Accepted Total to Be Extended to Tax Roll	
Taxing Entity Filter: City of Hayward												
City of Hayward												
336	DTWNHAYWARDCBD	510 583-4300	N	\$409,132.82	178	08/15/2019	JStefanski	08/16/2019	JStefanski	\$409,132.82		
<b>Taxing Entity Totals</b>				<b>\$409,132.82</b>	<b>178</b>					<b>\$409,132.82</b>		
<b>Totals</b>				<b>\$409,132.82</b>						<b>\$409,132.82</b>		

Total CBD Assessment: \$595,644.55  
 City Assessment: \$137,582.65  
 RDA Assessment: \$26,261.98  
 USPS Assessment: \$3,053.48  
 BART Assessment: \$14,666.19  
 AT&T Assessment: \$4,946.63  
 Non-Govt Assessment: \$409,132.82

*\*Marginal Discrepancy (\$0.80) due to  
 AICO Round-Down to Even Number  
 Requirement*

**Monica Montes**

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**From:** Marco  
**Sent:** Monday, August 26, 2019 6:47 PM  
**To:** Monica Montes  
**Subject:** FW: Exemption from minimum monthly consumption charges on hydrant meter

Ppo, confirm.

**From:** Dominic <[dominic@newcityamerica.com](mailto:dominic@newcityamerica.com)>  
**Sent:** Monday, August 26, 2019 5:25 PM  
**To:** Marco <[marco@newcityamerica.com](mailto:marco@newcityamerica.com)>; Christian <[christian@newcityamerica.com](mailto:christian@newcityamerica.com)>  
**Subject:** Fwd: Exemption from minimum monthly consumption charges on hydrant meter

FYI. Good news.

Thanks,

Dominic

Begin forwarded message:

**From:** Kaitlyn Byrne <[Kaitlyn.Byrne@hayward-ca.gov](mailto:Kaitlyn.Byrne@hayward-ca.gov)>  
**Date:** August 26, 2019 at 3:38:24 PM PDT  
**To:** Dominic <[dominic@newcityamerica.com](mailto:dominic@newcityamerica.com)>  
**Subject:** Exemption from minimum monthly consumption charges on hydrant meter

Hi Dominic,

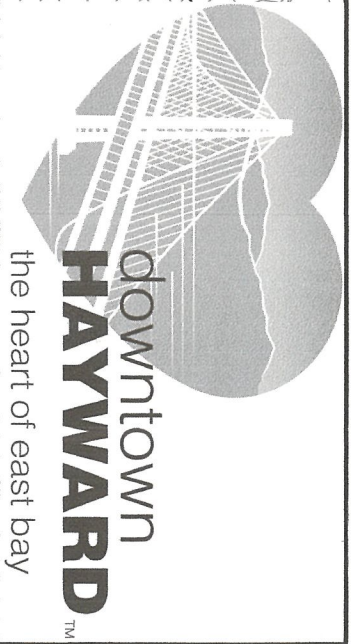
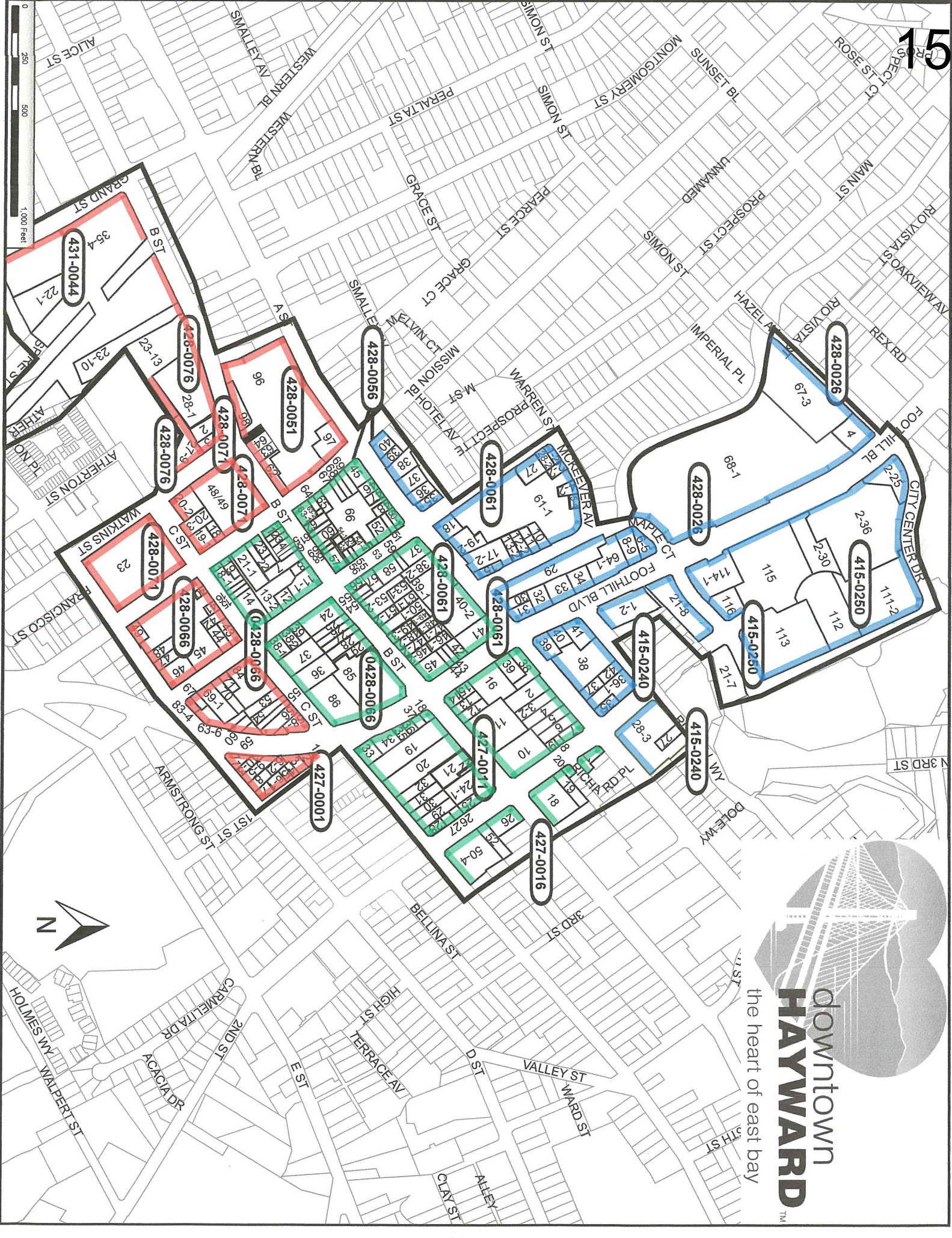
This email serves to formally exempt the Downtown Hayward Improvement Association (DHIA) from paying the minimum monthly consumption charge on the hydrant meter that DHIA will be renting for its power washing needs. DHIA will be responsible for all other relevant charges associated with renting a hydrant meter, as well as charges associated with actual water consumption.

Please print this email and attach it to your meter application when you bring it to the Revenue office. I have previously given Michael, Rene and Vilma of our Revenue Division a heads up that you will be affixing this email to your application. Please don't hesitate to call me with any questions or concerns.

Thank you,  
Kait

Kaitlyn Byrne  
Management Analyst  
Public Works & Utilities Department  
City of Hayward | 777 B Street | Hayward, CA 94541  
Phone: 510.583.4724 | Email: [kaitlyn.byrne@hayward-ca.gov](mailto:kaitlyn.byrne@hayward-ca.gov)





downtown  
**HAYWARD**  
the heart of east bay

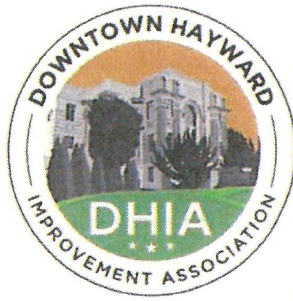


**Nominees to the Board, 2019:**

1. Resti Zaballos
2. Bill Matheson
3. Tom Leung (new owner)
4. Nicole Franklin (BART)
5. Blake Peters
6. Ben Schweng
7. Scott Ahearn
8. Sara Buizer
9. Catherine Ralston
10. Jeff Jurow
11. Dinesh Shah
- 12.
- 13.







**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 22268, 22280, 22284, 22286, 22288 & 22290

Owner or Authorized Representative Name Reeti Zaballos Jr. (Print)

Are you currently on the Board of Directors: Yes X No    

Are you currently serving on a Committee of the Board? Yes X No    

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes X No    

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes     No X

Name of nominee: Bill Matheson

Address or property owned of nominee: Asset & operation Director for Assoc. properties

Your name (as owner or representative): Reeti Zaballos Jr.  
(Sign name)

Date signed: 9/18/2019

Eligibility verified/Assessments current (done by staff) \_\_\_\_\_

*The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward*

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

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**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 699 B Street, Hayward, CA 94541

Owner or Authorized Representative Name Nicole Y. Franklin (Print)

Are you currently on the Board of Directors: Yes \_\_\_ No X (Replacing Charlie Ream as BART's representative on the Board)

Are you currently serving on a Committee of the Board? Yes \_\_\_ No X

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes X No \_\_\_

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes X No \_\_\_

Name of nominee: Nicole Y. Franklin

Address or property owned of nominee: Hayward BART Station - 699 B Street, Hayward, CA 94541

Your name (as owner or representative): *Nicole Y. Franklin*  
(Sign name)

Date signed: 9/18/2019

Eligibility verified/Assessments current (done by staff) \_\_\_\_\_

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**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

**22654 Main Street • Hayward, CA 94541**



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form - 2019**

Address of Property owned or represented: 926 B Street, Hayward CA 94541

Owner or Authorized Representative Name DINESH SHAH (Print)

Are you currently on the Board of Directors: Yes  No

Are you currently serving on a Committee of the Board? Yes  No

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes  No

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes  No

Name of nominee: DINESH SHAH

Address or property owned of nominee: 926 B Street, Hayward CA 94541

Your name (as owner or representative): ~~Dina Shah~~ (owner)  
(Sign name)

Date signed: 9/17/19

Eligibility verified/Assessments current (done by staff) \_\_\_\_\_

**The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward**

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

**22654 Main Street • Hayward, CA 94541**



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 938 B Street, Hayward, CA

Owner or Authorized Representative Name Thomas Leung (Print)

Are you currently on the Board of Directors: Yes \_\_\_ No x

Are you currently serving on a Committee of the Board? Yes \_\_\_ No x

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes x No \_\_\_

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes x No \_\_\_

Name of nominee: Thomas Leung

Address or property owned of nominee: 938 B Street, Hayward, CA

Your name (as owner or representative): Thomas Leung *TL*  
(Sign name)

Date signed: Aug 29, 2019

*Eligibility verified/Assessments current (done by staff)* \_\_\_\_\_

*The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward*

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22654 Main Street • Hayward, CA 94541



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 22330 MAIN ST, 22455 MAPLE COURT

Owner or Authorized Representative Name BLAKE PETERIS (Print)

Are you currently on the Board of Directors? Yes  No

Are you currently serving on a Committee of the Board? Yes  No

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes  No

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes  No

Name of nominee: BLAKE PETERIS

Address or property owned of nominee: 22330 MAIN ST. / 22455 MAPLE CT

Your name (as owner or representative): [Signature]  
(Sign name)

Date signed: 9-19-19

Eligibility verified/Assessments current (done by staff) \_\_\_\_\_

**The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward**

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22654 Main Street • Hayward, CA 94541



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 22510 Foothill Blvd

Owner or Authorized Representative Name Ben Schweng (Print)

Are you currently on the Board of Directors: Yes X No    

Are you currently serving on a Committee of the Board? Yes X No    

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes X No    

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes X No    

Name of nominee: Ben Schweng

Address or property owned of nominee: 22510 Foothill Blvd

Your name (as owner or representative): [Signature]  
(Sign name)

Date signed: 9-19-2019

*Eligibility verified/Assessments current (done by staff)* \_\_\_\_\_

*The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward*

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22654 Main Street • Hayward, CA 94541



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 22301 Foothill & 1155 Hazel

Owner or Authorized Representative Name Scott Athearn (Print)

Are you currently on the Board of Directors: Yes  No

Are you currently serving on a Committee of the Board? Yes  No

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes  No

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes  No

Name of nominee: Scott Athearn

Address or property owned of nominee: 22301 Foothill & 1155 Hazel

Your name (as owner or representative): [Signature]  
(Sign name)

Date signed: 8/26/19

Eligibility verified/Assessments current (done by staff) \_\_\_\_\_

*The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward*

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22654 Main Street • Hayward, CA 94541





**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 777 B Street

Owner or Authorized Representative Name City of Hayward (Print)

Are you currently on the Board of Directors: Yes  No

Are you currently serving on a Committee of the Board? Yes  No

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes  No

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes  No

Name of nominee: Sara Buizer

Address or property owned of nominee: 777 B Street / City Property

Your name (as owner or representative): Sara M Buizer  
(Sign name)

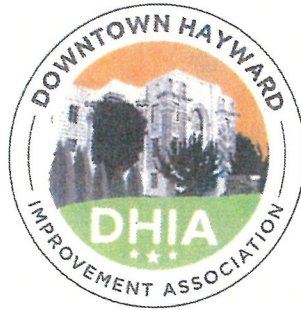
Date signed: 8/27/19

*Eligibility verified/Assessments current (done by staff)* \_\_\_\_\_

***The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward***

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

**22654 Main Street • Hayward, CA 94541**



**Downtown Hayward Improvement Association Board of Directors  
Nomination Form – 2019**

Address of Property owned or represented: 777 B Street

Owner or Authorized Representative Name City of Hayward (Print)

Are you currently on the Board of Directors: Yes \_\_\_ No  *Attend all meetings*

Are you currently serving on a Committee of the Board? Yes \_\_\_ No  *currently*

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes  No \_\_\_

Would you like to nominate yourself to the Board for a property owner seat commencing September 2019 and serving for 2 years? Yes  No \_\_\_

Name of nominee: Catherine Ralston

Address or property owned of nominee: 777 B Street / City Property

Your name (as owner or representative): Catherine Ralston  
(Sign name)

Date signed: 8/27/2019

*Eligibility verified/Assessments current (done by staff)* \_\_\_\_\_

*The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward*

**DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION**

22654 Main Street • Hayward, CA 94541

**Monica Montes**

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**From:** Marco  
**Sent:** Wednesday, August 28, 2019 10:42 AM  
**To:** Monica Montes  
**Subject:** Fwd: Downtown Hayward Improvement Association - BART membership

PPO. Confirm.

Sent from my iPhone

Begin forwarded message:

**From:** Charlie Ream <[Charlie.Ream@bart.gov](mailto:Charlie.Ream@bart.gov)>  
**Date:** August 27, 2019 at 2:12:20 PM PDT  
**To:** Jeff Jurow <[jjurow@structureproperties.com](mailto:jjurow@structureproperties.com)>, Marco <[marco@newcityamerica.com](mailto:marco@newcityamerica.com)>, Dominic <[dominic@newcityamerica.com](mailto:dominic@newcityamerica.com)>  
**Cc:** Nicole Franklin <[NFrankl@bart.gov](mailto:NFrankl@bart.gov)>  
**Subject:** RE: Downtown Hayward Improvement Association - BART membership

Hi Jeff, Marco, and Dominic,

I'd like to introduce Nicole Franklin, a new arrival to BART's Real Estate Department whose territory encompasses Downtown Hayward. She'll be taking over for me as a representative for BART on the Downtown Hayward Improvement Association.

It's been a fun ride. Let me know how you want to handle the change-over. I have in my notes that the next Board meeting is 9/24?

Thanks all,

**Charlie Ream**, Senior Planner  
BART Planning, Development & Construction  
510-464-6178 (office) 510-507-8708 (cell)  
[charlie.ream@bart.gov](mailto:charlie.ream@bart.gov)