Burlingame Hills Improvement Association, Inc.  
Annual Meeting  
Monday, November 4, 2024, 7PM  
Burlingame Rec Center – Elm room

MINUTES

**I.    Call to Order/Housekeeping**7:01pm Call to order

**II. Board Member Introductions**

Present: Amy Sanford, Michael Corbett, Jan Akers, Jeani Delagardelle, Rodrigo Espinosa, Pam Shaffer, Nick Ho, Guy Anthony, Steve Epstein (Emeritus)

Not Present: Don Dains, Susan Dan, John Keller, Guy Petropoulos (Emeritus)

Citizen attendees: Approximately 40

**III. Treasurer’s Report – Michael Corbett**

* Balance sheet: Year over Year 2023 was about the same as 2022
* Majority of income and expenses land in Q4 due to membership drive, newsletter, and the annual meeting
* $27,034 available to spend on programs
* We have surplus funds in several categories; need volunteers to drive programs

**IV. Committee and Project Reports**

**Finance Committee – Michael Corbett (Chair), John Keller, Guy Anthony, Amy Sanford, Steve Epstein**

* Biennial festival facing location and cost challenges – no longer economically feasible due to changes in Mercy School leadership
* New contact relationship management system (Salesforce CRM) will help us to track membership status and other neighborhood details. Limited progress on transitioning from spreadsheets to the new CRM system.
* FY2025 Budget approved 10-28-24 – separated Newsletter expense from membership in FY2025
* Year end is 12/31

**Emergency Preparedness – John Keller**

* Best emergency preparedness action is to get to know your neighbors; spring parties helped many of us on this front
* Emergencies by their nature are unexpected. When one occurs, neighbors can help one another until further help arrives which can be 72 hours or more.
* Evacuation app – Genasys/Zone Haven – tells you where to go in the event of an evacuation
* Sign up for SMC Alert to stay informed
* Mature Eucalyptus and Pines pose significant risk to structures. Trim dead or overhanging limbs and remove dead trees.
* Our “Hills” disaster drills on October 5th at three locations (Canyon, Loma Vista and Alturas) had limited participation in part due to the reorg of the Burlingame Neighborhood Network (BNN) drills
* On the positive side, experts believe we are at low risk for severe earthquake damage in the hills
* BHIA Board is considering subsidizing in-home fire extinguishers – 50% discount, purchase and delivery
* CCFD recommends that every home have at least one fire extinguisher; kitchen is a good location

**Safety Committee – Steve Epstein**

* Burlingame Hills experienced 2X the number of break-ins in 2022. This year (2023) we are trending toward the 4-6 per year average.
* The hills had three break-ins in January, one in September and one in late October
* Best offense is to make your house look occupied – lights on at various times in the evening
* Cameras are useful to apprehend perpetrators but don’t seem to deter them if they believe a house is unoccupied

**Healthy Forest Committee – Steve Epstein**

* Bay leaf testing program led to Berkeley lab identifying three new “suspect” bay trees
* Bay leaves harbor the pathogen that causes Sudden Oak Death (SOD)
* Unfortunately, increased rain leads to faster spread of the pathogen
* Tree spraying in the fall helps to protect oaks from SOD
* **Membership Committee – Steve Epstein**
* Happy to report a 99% renewal rate for 3+year members; 95% overall
* 463 member-households in 2023-2024 (member year ended Nov 4)
* We would like to establish a robust New Neighbor Welcoming Committee but need volunteers!

**Sister of Mercy Project – Susan Dan**

* Mercy Campus changes were proposed over a year ago to address long-term financial issues
* Project seems to be stalled

**Social Committee – Pam Shaffer**

* Thirteen parties held this spring and summer
* Good attendance – 15-40 people per party
* Both new and repeat families hosted with six families co-hosting
* Social committee helps with food and supplies
* You DO NOT need to be on the board to be on the social committee

**New Business  
  
Election results – Nominating Committee – Steve Epstein, Gus Petropolous, Becky Showen**

* All board members up for re-election were nominated for those positions: VP John Keller, Secretary Jan Akers | Directors: Pam Shaffer, Don Dains, Guy Anthony, Rodrigo Espinosa
* 420 homes voted
* Existing board positions re-elected for 2-year term

**V. Featured Speaker**

Sergeant Phil Hallworth, San Mateo County Sheriff

* Burlingame Hills is supported by a supervisor and five deputies based out of Millbrae office
* Flock license plate reader cameras have proven very effective. Three new cameras were installed in the Burl Hills area over the past couple of months with one more planned. Locations: Canyon at Hillside, Canyon at Summit, Margarita at Skyline
* Two Existing cameras not under “Hills control”: Skyline at Summit and one other
* We had an informative presentation from Sergeant Hallworth. Please refer to the SMC Sheriff website (smcsherriff.com) for more information on all the Sheriff's office is doing in the community.

**VII. New Business**

**Election results – Nominating Committee – Steve Epstein, Gus Petropolous, Becky Showen**

* All board members up for re-election were nominated for those positions: VP John Keller, Secretary Jan Akers | Directors: Pam Shaffer, Don Dains, Guy Anthony, Rodrigo Espinosa
* 420 homes voted
* Existing board positions re-elected for 2-year term

**VIII. Announcements - Amy Sanford**

* Music at Kohl Mansion Nov 24, Dec 15
* Citizens Environmental Council hosting “Living Connected to Place” – Thurs Nov 14 – how close community ties improve health and well-being and support the environment
* Please volunteer and support your community:  
    
  Emergency Preparedness  
  Data entry  
  Budget and Finance  
  Graphic Design and/or Website design  
  Communications and Marketing  
  Social – organizing neighborhood parties  
  New neighbor welcome

Adjournment at 8:36pm

Respectfully Submitted,

Jan Akers

Secretary BHIA