

Policy for Recommending Changes to University Hills Operations & Management

1. When **Community Groups or HRB Subcommittees have a recommendation** for an operational change regarding community care, maintenance, management, or event programming in University Hills, these groups must first make a **formal presentation to the HRB** at an HRB meeting.
 - All proposals must be in writing and clearly articulate the request, the rationale for the request, and include the names of those requesting that the HRB hear the proposal.
 - The proposal must include a list of Actionable items. Actionable Items are measurable, contractable, and implementable.
2. HRB will review and discuss the proposal.
3. At a subsequent meeting, the HRB will respond to the requesting body using one of the following **Actions**:
 - a) send the proposal to ICHA with full HRB support,
 - b) make modifications to the proposal and send it to ICHA,
 - c) formally elect to not send any proposal to ICHA, or
 - d) refuse to act on the proposal and return the proposal to the submitting entity for further discussion.
4. In any outcome, the **HRB will notify** in writing the Community Group or HRB subcommittee and ICHA of its actions **within 30 days**.
5. ICHA agrees to include the HRB Action in the **next ICHA Board packet operations report** as a formal record of the Action's receipt.
6. When an Action is sent to ICHA, **ICHA will reply to the HRB in writing within 30 days**. ICHA replies will:
 - state whether it will act upon any item in the proposal, how it intends on doing so, and the schedule or timeline.
 - report back on any item it will not act upon and provide a reasonable explanation of its rationale.

In summary, if you have a recommendation for an operational change in University Hills, the recommended first step would be to contact the appropriate person listed below and ask them about discussing your idea and possibly forwarding it to the HRB for consideration and referral to

Group/HRB Subcommittee	Contact
Uhills Dog Park Liaisons	Indy 500 dog park: Nancy Aguilar-Roca nmaguila@uci.edu Petite Paws dog park: Deborah Shaka deborah.shaka@gmail.com
Community Safety & Diversity	Hobart Taylor hobartt1@yahoo.com
Help Our Owls Thrive (HOOT)	Kim Huxman huxman@hotmail.com
HRB Entertainment Committee	Lilli LaBuen Gillen llagillen@gmail.com
HRB Garden Mentoring Committee	Andrea Canfield andrea.canfield@gmail.com
HRB Sustainability Committee	Rebecca Tuhus-Dubrow rebeccatd@gmail.com
HRB Transportation Committee	Brad Conley jbconley@gmail.com
HRB Welcoming & Wellness Committee	Susan Pearlman susanpear@gmail.com
ICHA Community Management	Andrew Herndon Andrew.herndon@icha.uci.edu Kim Encinas kim.encinas@icha.uci.edu
Little Free Library Stewards	Andrea Canfield andrea.canfield@gmail.com
Narwhals Community Swim Team	Mark Warschauer UhillsNarwhals@gmail.com
OC Goes Solar	Senait Forthal senaitforthal@gmail.com