

**WINDSOR SQUARE  
HISTORIC NEIGHBORHOOD AND SPECIAL CONSERVATION DISTRICT  
BOARD MINUTES  
December 6, 2018**

The meeting was called to order at 7:02 pm.

Board members present were Phil Sheinbein, Kate Corcoran, Nathan Musgrove, Hideto Tsujimura, Ryan Ewing, John Waldron and Tom Hilditch. Emily Groh and Jenny Henshaw were absent.

**Call to Public:** No residents were in attendance.

**Discussion of Minutes:** The November minutes were approved. John moved to approve the minutes; Nathan seconded the motion. Motion passed 6-0, with recusal by Kate Corcoran.

**Treasurer's Report:**

The budget was circulated to the board members prior to meeting for review. Payments made at the block party were discussed. Block party expenses were under budget. Monuments are close to finish and within budget. Additional notifications to the residents regarding requests for dues was discussed.

**Ad Hoc Committees**

**Zoning** - Phil had nothing to report for any zoning concerns with the neighborhood.

**Commercial Liason**- No report.

**Neighborhood Services**- Tom discussed the welcome basket he delivered to 214 E. Pasadena. Tom will discuss with the landscaper to add maintenance of the monuments to the service contract.

**Security**- Emily was not present to make a report. The Board did discuss concerns raised on the Windsor Square Facebook page regarding perceived actions by Blue Steel. Potential responses were considered.

**Communications:** The Board reviewed potential community guidelines for the Windsor Square Facebook page. The role of the Board in relation to the Facebook page was explored. Kate will explore potential community guidelines for advertising on the Facebook page. John discussed upcoming newsletter content. The Board also discussed preparing standard posters for various neighborhood events that could be used repeatedly with a date change.

**Entertainment:** The Board considered various activities to celebrate the 90th celebration of Windsor Square. Phil and Ryan will do further work-up on potential parameters for the party.

**Projects:** The monuments are going up and should be finished soon. The budget was discussed with regard to amendments to be made for other projects now that the monuments are close to completion. Speed tables/bumps for traffic calming were debated with regard to the role the Board should play in traffic mitigation decisions. The Board will reach out to residents for ideas for projects.

**Old Business:** Kate moved for ratification of the expenditure of \$500 out of the Kids' Club budget for the Windsor Square float in the Electric Light Parade. Phil seconded the motion. Motion passed by 7-0. The block party was discussed. There was a good turnout for resident participation and food donations.

**New Business:**

The Board expressed their condolences for the passing of Ed Pastor. A letter to Laura Pastor with a \$250 donation to Ed Pastor's Memorial Fund was considered. Nathan moved to donate \$250 to the Congressman Ed Pastor Memorial Fund. Ryan seconded the motion. Motion passed by 7-0.

With respect to the 2019 annual meeting, in addition to inviting Laura Pastor, the Board determined to invite our state representative and senator to the board meeting since no mayor is currently in office.

The Board expressed its dismay with the recent anonymous letters that were sent to business owners regarding the recent Mahalo Market event at Colter and 7<sup>th</sup> Street. Responses to commercial business owners have already been done including notification to those owners that the board was not responsible for the letters sent.

There being no further business, the meeting was adjourned at 8:42 pm.

Respectfully submitted by,  
Kate Corcoran, Secretary