



# UPTOWN DOWNTOWN

OAKLAND COMMUNITY BENEFIT DISTRICTS

October 24, 2025

TO: Lake Merritt Uptown District Association Community Benefit District Property Owners

SUBJECT: Annual Nominations to the Lake Merritt Uptown District Association Board of Directors

The Lake Merritt Uptown District Association (“LMUDA”) is a Community Benefit District (“CBD”) Management Corporation committed to revitalizing Oakland’s historic Downtown by maintaining cleanliness and order in the public rights-of-way, providing radical hospitality to all users of our downtown, improving district identity, fostering cultural opportunities, creating and maintaining new public spaces, and advocating on behalf of the district stakeholders. These services have been funded by the assessments generated by the Lake Merritt Uptown Community Benefit District, which was overwhelmingly approved by property owners in July 2018 for a new ten-year term.

The LMUDA is a non-profit public benefit district management corporation which is under contract with the City of Oakland to disburse the revenues of the CBD on behalf of the property owners in the district. The LMUDA is governed by a volunteer board of directors.

Please keep in mind when nominating yourself or others that the Downtown Oakland Association is a working board of directors. Serving on the board requires consistent participation, thoughtful engagement, and a collaborative spirit. Prospective board members are encouraged to first attend board or committee meetings to ensure a strong fit and understanding of the responsibilities involved.

We seek committed business and property owners—and other community members in “Tenant” or “Community-at-Large” roles—who are dedicated to advancing the commerce, image, and amenities of Downtown Oakland. Volunteer board members are expected to:

**Actively participate** in at least one of the board’s standing committees (see attached Committee Structure);

**Contribute** to fundraising efforts that support the board and its initiatives;

**Support and uphold** the goals and policies of the board;

**Attend** all regular and joint board meetings unless formally excused;

**Communicate respectfully and constructively** with fellow board members, staff, and the community in all settings, both during and outside of meetings; and

**Maintain** current status on all CBD assessment payments.

Serving on the board is a meaningful commitment, requiring an average dedication of approximately 25 hours per year, and calls for members who are willing to actively share ideas, provide thoughtful input, and collaborate to achieve measurable improvements for Downtown Oakland.

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LAKE MERRITT UPTOWN COMMUNITY BENEFIT DISTRICT

388 19th Street ■ Oakland, California 94612

Phone 510.452.4529 ■ Fax 510.452.4530 ■ [info@lakemerrittuptown.org](mailto:info@lakemerrittuptown.org) ■ [www.lakemerrittuptown.org](http://www.lakemerrittuptown.org)

If you are interested in becoming a member of the board of directors of the Lake Merritt Uptown District Association, please take a moment to fill out the attached nominations form. You may nominate yourself or another qualifying individual to the board. The selected nominees or candidates for the open board seats will be voted in and announced at our Annual Elections meeting to be held on December 11<sup>th</sup> at 8:30 a.m. See meeting information below.

Schedule for Annual Election Meeting:

<i>Nomination Postcard Distributed to Property Owners:</i>	October 25, 2025
<i>Nominations due to district staff:</i>	November 20, 2025
<i>Annual Elections Meeting Held:</i>	December 10, 2025, at 8:30 a.m. 2101 Webster, Oakland, CA 94612 1st Floor Conference Room

Meeting participation available via Zoom for members of the public:

Uptown/Downtown CBD is inviting you to a scheduled Zoom meeting.

<https://us06web.zoom.us/j/4159385345?pwd=c1NpVVI2ZzBNbmlxR2R5R2l0WmJldz09&omn=82686860997>

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=e6cc4bba-94e0-4561-abd8-a174ed1658bd>

Meeting ID: 415 938 5345

Passcode: cbdCbd

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One tap mobile

+16694449171,,4159385345#,,,,\*068522# US

+12532050468,,4159385345#,,,,\*068522# US

Join instructions

[https://us06web.zoom.us/join/4159385345?signature=27sLA3uRp-5y57-G18s6QILVa\\_JJyr2nUwSUU-4cFa8](https://us06web.zoom.us/join/4159385345?signature=27sLA3uRp-5y57-G18s6QILVa_JJyr2nUwSUU-4cFa8)

The nominations are due in the Lake Merritt Uptown District Association office at 388 19<sup>th</sup> Street, by November 20<sup>th</sup>, 2025, at 4:00 p.m. Currently seated board members may also nominate themselves or other qualifying individuals in person, at the Annual Elections meeting. Any other nominations received after November 21<sup>st</sup> may not be considered for election to the board. Nominations may be dropped off or mailed to 388 19th Street, Oakland, CA 94612, or scanned and e-mailed to [tori@lakemerrittuptown.org](mailto:tori@lakemerrittuptown.org).

If you have any questions regarding this process, please call our Operations Director, Tori Decker, at 510-213-1530, or email [tori@lakemerrittuptown.org](mailto:tori@lakemerrittuptown.org).

Thank you for your ongoing efforts to improve the Lake Merritt Uptown District for everyone involved.

Sincerely,

Sara de la Riva  
Board President  
Lake Merritt Uptown District Association

Nicole Price  
Board Secretary  
Lake Merritt Uptown District Association

## Committee Structure

Committee	Mission
<p><b>Executive Committee</b> This committee consists of the President and Officers of the Corporation</p>	<p>The Executive Committee oversees the general administration of the corporations, ensures the effective operations of the board, acts as the coordinating framework through which the other committees function efficiently, and works to increase involvement and support for the organizations.</p>
<p><b>Clean and Safe Committee</b></p>	<p>The Clean and Safe Committee oversees the management of all service providers responsible for maintaining cleanliness and order in the public rights of way, the execution of projects that effectively beautify and enhance the safety of the districts, the creation of vibrant and celebrated public spaces and the building of strong relationships with OPD, BART, and other such organizations.</p>
<p><b>Marketing and Branding Committee</b></p>	<p>The Marketing and Branding Committee promotes the identity of the districts, encourages economic development, and works to create a vibrant downtown through public relations, marketing, and special events. This work may include: branding of the district, development of graphic identity, special events, website development and maintenance, banner program, streetscape issues including landscaping <i>design</i>, bus shelters, festival poles, holiday decorations, visual linkages, new public spaces projects, and improvements to public spaces in the district.</p>

# BYLAWS OF THE LAKE MERRITT/UPTOWN DISTRICT ASSOCIATION

## ARTICLE III MEMBERS

The Corporation shall have no members, as that term is defined in Section 5056 of the California Corporations Code (“Code”). Unless otherwise provided herein or in the Code, any action which would otherwise require approval by the members shall require only approval of the board. All rights which would otherwise vest in the members shall vest in the board. Nothing in these Bylaws shall be construed as limiting the right of the Corporation to refer to persons associated with it, who participate in any activities of the Corporation, as “members” even though such persons are not members as defined in Section 5056 of the Code. Such persons shall be deemed to be associated persons with respect to the Corporation as that term is defined in Section 5332 of the Code, and no such reference shall constitute anyone a member of the Corporation.

## ARTICLE IV NOMINATIONS FOR THE BOARD OF DIRECTORS ADDITIONAL REPRESENTATIVES

### Section 1: Certain Definitions

- (a) “**Business Tenant**” means a holder of a valid and fully paid City of Oakland Business Tax Certificate relating to an address located in the District.
- (b) “**Community at Large Representative**” means a District resident, community member, or a business tenant or property owner who is not included within the boundaries of the District.
- (c) “**District**” shall mean the Lake Merritt/Uptown Community Benefit District in the City of Oakland, California, formed pursuant to the City of Oakland Business Improvement Management District Ordinance (Oakland Municipal Code, Chapter 4.48) or successor legislation adopted by the Oakland City Council.
- (d) “**Election Meeting**” means a meeting of the board at which directors are to be elected.
- (e) “**First Assessment Date**” means the date the first assessments are levied against the District.
- (f) “**Property Owner**” means the owner of any property, whether commercial, institutional, civic, ecumenical or residential, located in District who is current on the assessment payments relating to the District for such property. ; “**Property Owner Director**” means any Director (i) designated by a Major Contributing Owner pursuant to Article V, Section 1(b)(1) or (ii) nominated by a District Property Owner and subsequently elected to serve as a director by the board.

### Section 3: Additional Representatives

Each Director may appoint additional representatives who shall have the right to participate in board discussions in an advisory and non-voting capacity.

## ARTICLE V DIRECTORS

### Section 1. Number and Qualifications and Terms.

- (a) *Authorized Number.* The authorized number of directors of the Corporation shall not be less than nine (9) nor more than twenty-seven (27) until changed by amendment of the Articles of Incorporation or by a bylaw amending this Article V, Section 1. The exact number of directors shall be fixed from time to time, within the limits specified in the Articles of Incorporation or in this Article V, Section 1, by the board.
- (b) *Board Composition After Establishment of the District.*
- (1) Any Property Owner that owns more than one (1) parcel in the District, and against whose property at least three percent (3%) of the total assessments for the District were levied within the preceding year (a “**Major Contributing Owner**”) shall have the right to nominate two (2) directors. Any Property Owner that other than a Major Contributing Owner shall have the right to nominate one (1) nominee, in accordance with Article IV, Section 2, for the board to consider electing as a director.
  - (2) From and after the date the District is established, of the authorized number of directors, at least two-thirds (2/3) shall be Property Owner Directors.
  - (3) All remaining directors shall be referred to as “**Community Directors**”. Community Directors may be Business Tenants, or Community at Large Representatives, *provided* that at all times from and after the date the District is established at least one (1) Community Directors shall be a Business Tenant.
- (c) *Term.* The term of office of each director of the Corporation shall be two (2) years and until his or her successor has been elected and qualified. The directors may be elected at any meeting of the board. Each director, including a director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she was elected and until a successor has been elected and qualified. A director may succeed himself or herself in office.
- (d) *No Limit on Term.* There shall be no limit to how many terms any individual may serve on the board.

**Lake Merritt Uptown District Association Board of Directors Nomination Form**

*Please return to the Lake Merritt Uptown District Association office staff by  
4:00 p.m., November 20, 2025*

**Mail to 388 19<sup>th</sup> Street, Oakland, CA 94612 - Email to [tori@lakemerrittuptown.org](mailto:tori@lakemerrittuptown.org)**

This form will nominate (1) individual for a seat on the  
Lake Merritt Uptown District Association  
Board of Directors commencing December 2025 and serving for 2 years (property owner  
representatives) or 1 year (business tenant, resident (non-owning), or Community-at-Large  
representatives).

Would you like to nominate yourself to the board of directors? **Yes**\_\_\_ **No**\_\_\_

Would you like to nominate someone else to the board of directors? **Yes**\_\_\_ **No**\_\_\_

Do you understand and support the goals of  
the Lake Merritt Uptown District Association? **Yes**\_\_\_ **No**\_\_\_

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

Address of Property represented: \_\_\_\_\_

Owner of Property Represented: \_\_\_\_\_

Is the nominee currently attending committee or board meetings? **Yes**\_\_\_ **No**\_\_\_

If so, what committee? \_\_\_\_\_

If no, what committee will the nominee sit on? \_\_\_\_\_

By accepting a seat on the Board of Directors you are agreeing to:

1. Regularly participate in and attend the meetings of one of the active committees of the board (Please see attached description of Committee Structure);
2. Help raise funds for the board and its activities;
3. Support the goals and policies of the board;
4. Attend all regular and Joint Board meetings unless excused; and
5. Stay current on all CBD assessment payments.

Your name: \_\_\_\_\_  
(Print name) (Sign name)

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

*Please see reverse* →

In order to better serve the needs of our district stakeholders, it is imperative that we have current and accurate contact information on file. Please take a few minutes to fill in the below information.

**Property Owner**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**Property Manager**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**Security Manager**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**Please list your tenants and any contact information available here:**

**Tenant 1**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**Tenant 2**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_



# UPTOWN DOWNTOWN

OAKLAND COMMUNITY BENEFIT DISTRICTS

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**Tenant 3**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

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**LAKE MERRITT UPTOWN COMMUNITY BENEFIT DISTRICT**

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