

October 30, 2015

Dear Neighbors,

Greetings from Castilleja School. I am writing to invite you to a neighborhood meeting, which I hope you will attend:

Date: Wednesday, November 11

Time: 7:00-8:00pm

Location: Castilleja Dining Hall (255 Kellogg Street, 1<sup>st</sup> floor)

We are excited to share with you our progress on issues that directly affect you, and we will be discussing a number of topics, including:

- Transportation Demand Management programs (TDM)
- Traffic Monitoring
- CUP Application
- Master Plan

Several days before the meeting on November 11, I will be emailing materials to interested neighbors so that you have the opportunity to read through them in advance. If you would like to receive those materials, please provide us with your email address by emailing [neighborhood@castilleja.org](mailto:neighborhood@castilleja.org). The materials will also be posted on the Neighborhood Portal in advance of the meeting.

Looking forward to seeing you, and hearing your feedback, on November 11.

Best regards,

Nanci Kauffman