

FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
January 11, 2016

The meeting was called to order at 7:05 p.m. by Board President, Mark Watts, and was adjourned at approximately 9:05 p.m.

1. Notice:

A copy of the notice of the meeting was sent on January 4, 2016 to each Director via email and posted in the kiosk outside the clubhouse.

2. Quorum:

Quorum was met. FHA directors present Mark Watts, Diane Wara, Eric Buonassisi, Kevin Gogin, Tom Cooke, Barney Deasy, and Charlene Padovani Kiesselbach.

Actions Taken:

- A. The minutes of the Forest Hill Board of Directors' meeting held on November 9, 2015 were voted on and approved by all directors present. Motion carried.

3. Treasurer's Report:

3 months are left in this fiscal year and the FHA is about 10% underspent on our budget through 75% of the year. In other words, we have almost \$40,000 that we have not spent from our approved FY 2015 budget. We can choose to

- carry that over to next year's budget,
- add it to our Surplus/Reserve Fund which has a \$209,280 balance now,
- spend it on deferred Clubhouse and Garage Capital projects, or
- Make additional principal payments on our loan balance which is \$343,517.

The Finance Committee will be meeting to prepare a recommendation for the FY 2016 Budget in late February when we are within a month of closing out expenditures for this year.

Our surplus of revenue over expenses through 9 months is **\$46,703**. Our budget plan expects us to have a \$75,475 surplus on March 31st if we spend all that has been budgeted for this year. We will exceed that surplus in our budget unless we decide to spend it now.

Revenues

The Assessment Income from our 2015 invoices reached **\$326,960** by December 28th including payment of one of the liens payable. We achieved 100% of expected payments with no accounts receivable other than the remaining 8 liens.

Our 2016 Assessment invoices duplicated last year's total and we expect to receive \$325,478 this coming year assuming that the same 15 nonmembers make their voluntary dues payments as they did last year. So far in December, six of them have contributed \$3086 (see page 1, ln 2).

Clubhouse rental income (net) for December added \$2,555 to bring the 9 month total to \$162,683. This is well ahead of the forecasted \$153,400 for the full 12 months and assures that we will have surplus funds to use as we wish. We had 6 cancellations that were refunded in December including the \$250 cancellation bonus that was offered. New member and member sponsored events added enough new rental income deposits to net us \$2,555 for this month.

Events (16) scheduled for the next 3 months of our fiscal year are as follows:

- January – 5 member
- February – 3 member, 1 nonmember
- March – 4 member, 3 nonmember

Events (39) deferred to FY 2016 are as follows:

- April - 4 member, 4 nonmember
- May - 3 member, 2 nonmember
- June - 5 member, 1 nonmember
- July - 2 member, 4 nonmember
- August- 3 member, 4 nonmember
- September - 2 member, 1 nonmember
- October - 1 member, 1 nonmember
- November - 1 member
- December - 1 member

Expenditures

Expenses for December were about \$7,000 less than average bringing the FYTD 9 month total to \$266,315 or 10% below the prorated \$305,793 in our budget.

The under budget line items for 9 months are:

- Payroll is 2% under budget
- Landscaping is 30% under budget with tree removal and storm damage 40% lower than budget
- Professional services are 9 % under budget
- Office expenses are running 3.5% under budget, and
- Community/Communications is 2% below budget

Clubhouse expenses are 3.5% above forecast due to heavier cleaning schedules and increased cleaning supplies. This is the only line item that is over budget.

Balance Sheet

Surplus/Reserve Account Balance is \$209,280 not counting the surplus building in the operating account which is now at **\$104,255** with an average monthly draw at \$32,000 for budgeted operation expenses.

Loan Balance is close to \$342,000 as of today. With a planned \$65,000 early principal payment scheduled for March 2016, we should begin the 2016 fiscal year with a loan balance well under \$280,000.

4. Neighborhood Safety:

Richard Goss, Night Watch Lieutenant from the Taraval Police station presented statistics on 2015 crime at last Monday's (January 11th) FHA Board Meeting:

- Month of December, 12 robberies in the Taraval area precinct.
- In December there were 60 burglaries in the Taraval area precinct, up from 35 in November. (Most of them going into garages, stealing bikes out of garages.)
- Burglaries are happening during the afternoon when people are away at work. Lt. Goss stated this a very usual time for break-ins vs. (evening break-ins.)
- Taraval Police has increased patrolling west of 19th Avenue and that has pushed crime east towards FHA.
- Rumor is that Mayor Lee is trying to clean up homelessness downtown and they are seeing a push of homeless coming west.
- There seems to be a surge of homeless people at the west portal station and they aren't necessarily correlated to home burglaries.
- Auto burglaries are on the rise. It is no longer a felony. Because of prop 47, it is now a misdemeanor with zero chance of jail time, thus auto break-ins are on the rise.
- Neighborhood watch was tried 3 years ago, but if there is an interest in restarting this please email: office@foresthill-sf.org
- There isn't a stereotype of person who is a thief. No one segment of the population.

How to protect yourself:

1. Use common sense.
2. Lock your doors, keep property not visible from the street.
3. If you are going to be gone for a period of time, chain up your valuables.
4. Contact San Francisco Safe www.info@sfsafe.org; they have wonderful security information. They will have someone come out to your house to look at your house and discuss lighting, shrubs etc. and give you advice and a free inspection of your home. Most burglaries are opportunistic and not very sophisticated. 415-553-1984 is the number of SF Safe.
5. Get a home alarm system or dog.

6. Join the group “Nextdoor” which is an online resource, but take everything on it with a grain of salt. For more information go to: www.nextdoor.com
7. Create a group of neighbors and let them know when you will be away from your home and create a phone list.
8. Suggest to use deadbolts on all outdoor doors. A deadbolt is not secure if it goes into wood. Deadbolts needs to go into a metal framed box with 3” screws

What to do if you see something suspicious or see an intruder:

1. If you see someone sitting in a car for a long period of time they encourage you calling the Police to come check out the person.
2. Do not confront the intruder.
3. Older people who find themselves with an intruder in the home should call 911 before calling family.
4. Even if find out there has been a burglary after the fact, please contact the police to let them know.
5. **415-553-0123 in non-emergency – dispatch number (call if you see something suspicious, or after the fact)**
6. **Emergency number 415-553-8090 – if you see a robbery/burglary in progress.**

The FHA has asked that Taraval Police increase paroling in FHA area. Captain Flaherty has asked that patrol be increased in FHA.

Questions? Contact the Taraval Police station at: 415-759-3100 or Email Lt. Goss at Richard.goss@sfgov.org or Captain Flaherty: Denise.flaherty@sfgov.org

5. 2016 Inspector of Elections certification:

Mark Watts nominated Peter Schwartz as Inspector of Elections and Board unanimously voted in favor.

6. Clubhouse Earthquake Insurance:

- Rigo C. has investigated the earthquake insurance and sent proposals to the Board members. Cost is approx. \$11K per year for a \$2 million coverage.
- Question arose whether a seismic engineer has ever looked at the Clubhouse? Board to review the master plan that Janette will email them.
- One comment from the 2010 renovation was that they opted not to tie down the chimney.
- Board to look into what can be done to make the Clubhouse as seismically sound as it can be.

- Initial vote to purchase earthquake insurance approved by all except Kiesselbach & Eric B.; however it was rescinded and the motion to get earthquake insurance was tabled until the next board meeting.
 - Insurance company is willing to take the building as is.
 - Suggestion to plan for earthquake insurance for next year's budget.
7. **Finance Committee Report** – not given, but next meeting is set for Thursday, February 25th at 7pm.
 8. **Activities committee:** Discussion about the all new Pancake Breakfast & Children's Christmas Party was had. Both very successful and within budget.
 9. **Architectural Review:** not given
 10. **Landscape:** Idea to have a new planting at the Clubhouse median strip in the front was discussed. Also discussion to revitalize the urn at the main entrance. Landscape committee meeting to be scheduled in February. Recommended tree list for the neighborhood is being developed by the committee and they have been working on this for the last 6 months. To be published soon.
 11. **Rentals including Airbnb:** Director Kevin Gogin generated a letter to send to homeowners. Board moved to approve letter. Letter to be distributed via email and mail to all homeowners.
 12. **Clubhouse Rental Update:**
 - We had 34 rentals on the books for 2016, 14 for Members and 20 for Non-members.
 - We now have 28 rentals as 5 non-members and 1 member decided to cancel their events because of the new hours and noise allowances.
 - We have received signatures for all the remainder events except 1 that they will abide by the new hours and noise restraints.
 - Total # of events scheduled for 2016 thus far: 28
 - For reference we had 108 events in 2015 & In 2014 there were 63 events
 13. **Communication & Newsletter:** not given
 14. **Garden Club:**–
 - President Pansy Waller discussed that on Jan. 18th they would be putting a community service event on in which they will gather at the Clubhouse to put together toiletries in a sack to give to women and children living in shelters. She asks that the community donate

items such as small toiletries, tooth brushes, brand new sock, etc. that can be put in a new sock.

- Pansy discussed the annual Garden Club Dinner dance that was held in December. Catered by Knights; Tony Macaroni was the musician; very disappointed that they had to come by early and had to leave by 9pm, so they are moving their event to a Saturday next year.
- Garden Club chairperson(s) are now expected to receive a contract for all events with no monetary fee accepted.

15. West of Twin Peaks:—

- Dena Williams discussed how SF is putting together an affordable housing program and it's going to make certain areas denser. For more information go to: Ahbp.com
- Tomorrow at 12:30 spur is having a discussion on the western neighbors on the residency part. Revisiting residence parks; WOTP does not like the name.

16. FHA Website Update: www.foresthill-sf.org no longer will be the website address for the Association. It will still house the Garden Club and Musical Days. It will link to the new FHA website: www.foresthill-association.com. New website is live but still is undergoing renovations.

17. Clubhouse Rentals: Neighbors discussed continued frustration with Board on procedures and guidelines. Mark Watts stated that the City Planning department had issued a Notice of Violation to the FHA Board for the use of the Clubhouse. Board has appealed this Notice of Violation within the 15 day time period allowed for appeals.

18. Other:

- A.** Bonnier Kearns, homeowner at 20 Alton asked that the Clubhouse be used for free for an event on Sunday, January 31st 9:30-11am. Event is a meet and greet to introduce babysitters and to local moms. Motion made to accept rental for free. Janette to send contract.
- B.** Jim Earhart is interested in neighborhood permit parking. He lives on Pacheco near 9th avenue. Everyone on Ventura is interested in a T permit. Board made a motion to endorse island for sticker parking. Motion include Linares Island on T permit. 6 yes votes, 1 abstention.

Respectfully submitted,

Janette Najjar