

FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 8, 2016

The meeting was called to order at 7:00 p.m. by Board President, Mark Watts, and was adjourned at approximately 7:50 p.m.

**1. Notice:**

A copy of the notice of the meeting was sent on February 1, 2016 to each Director via email and posted in the kiosk outside the clubhouse.

**2. Quorum:**

Quorum was met. FHA directors present Mark Watts, Eric Buonassisi, Kevin Gogin, Barney Deasy, and Charlene Padovani Kiesselbach. Not present: Diane Wara, Tom Cooke.

**Actions Taken:**

- A. The minutes of the Forest Hill Board of Directors' meeting held on January 11, 2016 were voted on and approved by all directors present. Motion carried.

**3. Treasurer's Report:**

**Revenue vs. Expenditures**

After 10 months of our 2015 fiscal year, we find that our operating surplus, assessment + rental revenues – expenditures, has reached **\$122,276**. If the last 2 months follow our budget for expenses and income, we will be in a good position to make the budgeted \$65,000 March principal payment to Union Bank. The loan balance at the beginning of our 2016 fiscal year (April) will then be about \$275,000 with monthly principal \$& interest payments of \$3300. The remainder of any surplus will be added to our Reserve Fund held in CDs at First Republic Bank.

Assessment revenues for the 10 months is within a few dollars of last year. The boost to revenues has come from Clubhouse rentals this year which have just reached \$168,783 compared to the 12 month forecast of \$153,400. We should finish the year somewhere above \$170,000. Deferred FY 2016 rental revenue will likely be only \$36,000, markedly lower than last year's \$96,000 carryover rental commitments.

With 83.3% of the year behind us, the following expense items are essentially on forecast:

- Personnel is at \$ 66,207 and 83.6%
- Utilities are at \$ 8,736 and 85.4%
- Insurance is done for the year at \$16,079 and 99%
- Debt Service is at \$ 41,828 and 83.3%
- Office expense is \$ 6,825 and 83.4% and
- Community/Communications is \$ 16,198 and 83.1%

These line items are well under forecast and expected to finish the year well below budget:

- Landscaping expense is \$ 95,375 and only 59.4% of our budget. With a \$20,000 winter pruning expense ahead of us in the next 2 months, we will likely not spend all of the \$160,000 that we budgeted.
- Professional Services at \$ 12,774 is 72% of budget

The only expense that is over budget and likely to finish that way is Clubhouse expenses that support the above budget rental use of the Clubhouse. Ten month costs have totaled \$40,035 which is 94.3% of the budget for this year.

### **Balance Sheet**

Our Cash Reserves through 10 months have reached \$ 240,000 including CDs and Surplus Reserves at Union Bank. The Republic Bank CDs represent \$136,231 of that amount.

The Principal Balance on our loan is at \$340,000 as of January 31, 2016.

#### **4. Neighborhood Safety:**

- Director Kevin Gogin spoke about the continued concern of car and home break-ins. The FHA has never set up a Neighborhood Watch. It would need to be initiated and run by members and thus far only 1 person has indicated an interest.
- Board stated that it is too expensive to hire a private company to patrol the FHA and suggest members contact SF Safe and install alarms.
- Supervisor Yee attended and asked the FHA to cosponsor a community event that is coming up in March to get the District 7 community involved. Police departments are short staffed and he is looking to sponsor legislation that would provide 8 new police academies in the upcoming years. Each academy would train 50 new officers for a total of 400 additional officers. Supervisor Yee's office will notify the FHA when the community event is scheduled so an email blast can go out to the FHA.

#### **5. 2016 Inspector of Elections certification:**

Peter Schwartz will not be in town the day of the FHA Board election and thus cannot fulfill the Inspector of Elections role. Mark Watts nominated outgoing director, Kevin Gogin as the 2016 Inspector of Elections and Board unanimously voted in favor.

#### **6. Finance Committee Report** – not given, but next meeting is set for Thursday, February 25<sup>th</sup> at 7pm.

#### **7. Activities committee:** Next event is the Lunar New Year Celebration on February 21, 2016 from 2-4pm.

#### **8. Architectural Review:**

- Mark Watts stated that the FHA has received the plans that Trent Moore has submitted to the City on 9<sup>th</sup> Avenue. The proposed house seems legal and meets the planning code, however, numerous neighbors has come together to express concern.

- Home on Dorantes is raising concern as they are working on a roof deck that has not been permitted or approved by the FHA.
- 1 Ventura Avenue is in the process of becoming a member of the Association.

**9. Clubhouse Rental Update:**

- We have 42 rentals on the books for 2016, 15 for Members and 27 for Non-members.
- 7 new contracts since the last board meeting, all are member sponsored.
- The Board has cancelled one event for not agreeing to abide by the new regulations and their deposit and rental fees have been returned.
- For reference we had 107 events in 2015 & In 2014 there were 62 events

**10. Communication & Newsletter:** not given

**11. Garden Club:**

- President Pansy Waller discussed that on Jan. 18<sup>th</sup> they collected and put together over 100 gallon sized bags of toiletries items and donated to a local shelter.
- Next event will be on Monday, February 15<sup>th</sup> at 1pm in which a docent from the Legion of Honor will be doing a presentation of painter Pierre.
- Sunday, March 6<sup>th</sup> will be the annual Spring Fling from 5-9pm. Eva Monroe & Kathleen Fong will be the chairpersons. Cost is \$45 and a flyer will be put up in the kiosk. Mark Watts asked that an event manager be on site for the event.

**12. West of Twin Peaks:**

- Mark Watts read an email that Dena Williams forwarded to the board in which the West of Twin Peaks Council made a resolution to oppose the development of the affordable bonus housing program.

Respectfully submitted,

Janette Najar