

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
May 9, 2016**

The meeting was called to order at 7:05 p.m. by Board President, Mark Watts, and was adjourned at approximately 8:20 p.m.

1. Notice:

A copy of the meeting notice was sent on April 30, 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, Barney Deasy, Eileen Li, Dena Williams and new sworn in Director Barbara Damlos. Not present was R. Wallace Wertsch.

Actions Taken:

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

3. Treasurer's Report:

Through one month (8.3% of our new budget year), our income is at 14.5% of our expected annual revenue stream. Expenses are above the prorated budget at 10.1%. The net impact for May is a net **gain of \$22,485**, primarily because we book deferred rental income at the end of March as current rental income for the new year in April.

Our Cash Accts balance is **\$332,842** in our Union Bank and First Republic Bank checking and CD accounts. Our NRLOC principal loan balance is \$244,435. Monthly principal and interest payments will be fixed at \$3,075 each month until we make another large, one-time principal payment in March 2017.

Highlights of the month - Revenues:

Assessment income jumped after Delinquency Notices were mailed out to late payers in the first week of April. By the end of April, we collected \$15,760 in 2016 payments. We basically caught up with the expected payments for the calendar year at 91.1% of the 2016 assessments invoiced (page 5), trailing last year's payment pattern by only .4%. We allowed these late payers to forego the 10% late payment fee. We plan on a 2nd mailing in the next week in which we add the 10% late payment fee to the amount now due.

We recognize all rental income deferred to FY 2016 in the first month of our new year. This raised our cash rental revenue for April 2016 to \$48,000 – 48% of our full year rental forecast.

Highlights of the month - Expenditures:

Expenditures for April were 1.8% over budget. We invested a good share of our Clubhouse Maintenance budget – \$12,280 of the \$17,000 annual budget - for the new pavers for the garage driveways and the 4 paths in the regraded and replanted sidewalk strip in front of the Clubhouse.

Personnel, Property Tax, Landscape, Debt Service, Professional Services and Community/Communications were all at or below their prorated budget levels of 8.3% of the annual budget.

Other expense categories that exceeded their prorated budgets; Insurance (59%), Utilities (9.5%), Office (10.1% Notice of Violation permit fees), and the Clubhouse Expenses as mentioned above.

4. 2016 FHA Board Election Update:

- a. Barbara Damlos, Attorney at Law for PG&E, has lived in Forest Hill for 23 years. Motion moved to approve Barbara as the 7th Board of Director. Unanimously approved.
- b. Following positions were voted for:
 - President: Mark Watts
 - *Vice President: Barney Deasy*
 - Treasurer: Eric Buonassisi
 - *Secretary (responsible for quarterly Newsletter): Eileen Li*
 - *Activities Co-Chairs: Eileen Li & Dena Williams*
 - Architectural Review Chair: Mark Watts
 - *Clubhouse Maintenance Chair: Rigo Cabezas*
 - Finance Chair: Barnard Deasy
 - *Governance & Legal Chair: Barbara Damlos*
 - Infrastructure Chair Dan Kelly: Liaison: OPEN
 - *Trees/Landscape Chair: Diane Wara* Liaison: *Eric Buonassisi*

(Italicized items have changed from previous year)

5. Landscape:

- a. Hanley tree on the 300 block of Castenada will be taken down the end of May, beginning of June. J. Najar to contact all members on the street as there will be a street closure.
- b. SF Public Works notified Diane Wara that approx. 10 trees on Santa Rita & San Marcos will need to come down when they do the street work. J. Najar to notify all homeowners on the strip.
- c. Landscape committee is recommending to move the Landscape maintenance work they hire through Valleycrest/Bright View to Terra Landscape. The Board will review Terra's proposal/contract and will vote on it by email in the next week. Cost for Valleycrest is currently \$3829/month and Terra would be \$4800 for more frequent maintenance (2 days per week of a 2-man crew)
- d. Landscape committee recommends staying with ValleyCrest/Bright View for tree pruning & removal.
- e. Homeowner at 471 Castenada has waited 3 years to replace her tree. She would like the same tree as her neighbors at 365 & 375 Castenada. D. Wara to expedite.

6. Clubhouse Rental Update:

- We have 64 rentals on the books for calendar 2016. 49 rentals for Members and 15 for Non-members. (All nonmember contracts were initiated prior to October 8, 2015.)
7 new contracts since the last board meeting; all are member events.

7. Garden Club:

- New Slate of Officers:
President: Sima Talai
Vice President: Ingeborg McGlynn

Treasurer: Kathe Farrell
Recording Secretary: Saundra McCormick
Financial Secretary: Yen Bachmeier
Parliamentarian: Pansy Waller
Auditor: Angela Carnegie

- Next event is the Strawberry Social Monday, May 16th @ 1pm

8. Brick patio/wall and concrete driveway:

- The garage pavers were installed as well as the 4 walkways in the CH median strip. Architectural review committee voted down the use of pavers for the lower patio and is going to put together a Masterplan.
- Rigo C. will look into whether Bead blasting the tiles on the lower patio will improve traction at a reasonable price.
- Motion made to approve cost of up to \$765 for paver & grout sealer work done by Systems Pavers. Unanimously approved and scheduled for late May

9. West of twin Peaks:

- a. The WTPCC will use the Forest Hill Clubhouse on Saturday, September 10, from approximately 9:00 a.m. to 1:00 p.m., for a non-partisan forum for the candidates for supervisor in District 7. Dena Williams will ask the Garden Club to provide refreshments (billed to FHA.)

10. Piano:

Motion made to purchase a Yamaha C5 grand piano, polished ebony, in excellent condition. It has been under the supervision of Piedmont Piano Co, managed by Jim Callahan, one of the premier piano shops that supplies the San Francisco Opera and other local institutions at a cost of \$19,500 plus tax and \$250 delivery fee. Cost includes removal of existing Brumbach piano. Cost does not include a dolly or cover. Motion passed by Directors Deasy, Damlos, Williams & Watts. Abstained: Li & Buonassisi. Motion passes.

11. Clubhouse:

Appeal has been made to the SF Planning & Zoning Department. A lawyer has not been retained, but currently speaking with Ryan Patterson from Zach, Friedman & Patterson.

Respectfully submitted,

Janette Najjar