

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
July 11, 2016**

The meeting was called to order at 7:00 p.m. by Board President, Mark Watts, and was adjourned at approximately 8:40 p.m.

1. Notice:

A copy of the meeting notice was sent on July 5, 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, Barbara Damlos, Dena Williams and R. Wallace Wertsch. Not present: Director Eileen Li

Actions Taken:

- A.** The minutes of the Forest Hill Board of Directors' meeting held on June 13, 2016 were voted on and approved by all Directors present. Motion carried.

3. Treasurer's Report:

Completing the first quarter (25%) of our FY 2016, income from assessments and Clubhouse Rentals has reached \$93,769, 21% of our budget forecast for the year. The \$13,814 net income for the month resulted when we capitalized the \$21,946 that was spent in May for the Yamaha piano. This is correctly treated as an addition to our Fixed Assets (furniture/fixtures as noted on pg 6). Income outpaced expenses for the quarter by \$3,531, essentially breakeven for 3 months.

Income:

- Assessments received this month totaled \$5,495 bringing 2016 payments to 95.5% of expected total payments. The 2nd delinquency letter with 10% late fees brought in another 9 payments. 2016 Assessments outstanding have dropped to \$11,096.
- Clubhouse Rentals reached \$7,517 for the month bringing YTD rental income to \$62,712 – 62.73% of the FY2016 forecast.

Expenditures:

- \$21,946 reduction in expenses came from the capitalization of our ebony baby grand piano. Funds for the purchase came from our Union Bank Reserve Account resulting in a credit to Clubhouse Maintenance Services.
- This was the first month for our new landscape maintenance contract with Tree Sculpture Group (aka Terra Landscape). Monthly charges for sidewalk and median strip maintenance will be \$4,800 per month paid at the end of each month.

The Union Bank Clubhouse loan balance has dropped to **\$240,348** with principal and interest payments fixed at \$3,074.90 per month.

Our cash balance on hand in all bank accounts is **\$289,311**, including the 4 \$30,000 CDs held through our First Republic checking account. Two debit cards have been secured for the President and Treasurer on our First Republic checking account to be used for miscellaneous expenses that were previously charged to individual credit cards and later reimbursed by check – one of these is being used by our Clubhouse manager for the same type of expenses.

4. San Marcos/Santa Rita Construction & Tree removal discussion

- a. Ray Lu & Ellen from the DPW as well as Chris Buck from the Urban Forestry were on hand to discuss the project and address questions.
- b. Project is delayed because they need to revise drawings.
- c. 22 trees were tagged to be removed but they are hoping to take only those trees that are absolutely needed. At this time, they are estimating half the trees to be taken out.
- d. Of the 23 trees that are tagged. 19 Pines, 2 Elms, & 2 Eucalyptus. The Eucalyptus do not tolerate their roots being cut so they will most likely be taken out. The elms most likely will be saved. Monterey Pine might survive having their roots cut but start to show signs of stress/decline in 1-2 years after cutting.
- e. The trees were tagged on June 21st and there is a 30-day posting period which runs until July 21st.
- f. If any neighbor wants to file a protest on the proposed removals, they have until the 21st of July to do so.
- g. Chris Buck and others from the City are "walking" the project this Friday, 10 AM, and will meet in front of 50 San Marcos. They have invited all interested FH neighbors to join and to ask questions.
- h. Code calls for the Urban Forestry to replace any trees that are taken down so this is within their scope of the project.
- i. Question was asked "Who is responsible for the Median Trees" and no clear answer was given.
- j. Chris Buck stated that the FHA does an impeccable job of any neighborhood in the city of maintaining/pruning their trees.

5. Landscape:

- a. Diane Wara stated that the FHA has 750 significant trees in the FHA that need annual pruning. Pruning happens two times per year. Pines are pruned in January and the deciduous trees are pruned in August. Go on the Forest Hill website: www.foresthil-association.com landscape area to see which trees will be pruned and when.
- b. Discussed reseeding the front Clubhouse lawn

- c. Ask Board's permission to give terra Landscape a \$500 per project approval so they can just repair irrigation as need while doing maintenance. They will submit all paperwork needed for reimbursement.
- d. Wara asking Terra for a proposal to revise all the irrigation immediately in front of the Clubhouse.

6. Architectural Review: Committee met and discussed the following projects:

- a. 168 Ventura – 2nd story addition
- b. 40 Dorantes – New home
- c. 320 Castenada – attic conversion w/new dormers at the rear.

All plans were approved by the AR committee and they recommend approval by the Board. FHA Board voted unanimously to approve all 3 projects.

7. Clubhouse Rental Update:

- We have 68 rentals on the books for calendar 2016. 53 rentals for Members and 15 for Non-members. (All nonmember contracts were initiated prior to October 8, 2015.) 2 new contracts since the last board meeting; all are member events. 4 contracts for 2017 totaling \$14,750.

8. West of Twin Peaks

Discussed BTHA Coyote Resolution

9. Ring Central/Credit Card application:

Cancel Ring Central.

Eric B. to review current AT & T contract for iPhone that was purchased this year to see how many months are left on the contract. The iPhone replaced the old handset and was selected so that event managers could carry it with them when auditing events and to receive any complaint calls.

10. Newsletter: Janette will put together a list of articles and ask for submissions by Wednesday July 20th.

Respectfully submitted,

Janette Najar