

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 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 October 3, 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, Eileen Li and R. Wallace Wertsch. Not present: Director Dena Williams .

Actions Taken:

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

3. Treasurer's Report:

Through 5 months (42% of our year), income from assessments, bank interest and Clubhouse Rentals has reached \$108,318, improving to 25% of our planned income for the current fiscal year ending March 31, 2017.

Income:

We only received one late assessment payment received in August for \$461.89, bringing 2016 receipts to 96.1% of expected total payments. We will be emailing each of the remaining late payers to ask them again to make their payments now so that we can manage our budget expenditures. We are a full 2% behind last year's collection rate for no apparent reason.

➤ Clubhouse Rentals for July brought in \$9,250 for the month putting our YTD rental income at \$75,234 – 75% of the FY2016 forecast.

Expenditures:

➤ Payroll expense remains under budget by 16% with our Clubhouse Manager working fewer hours during the summer months.

➤ Insurance is at 72% of the yearly budget but on plan for the year due to prepayment of premiums

➤ Clubhouse utilities are at 51% of budget with water, sewer and telephone expense exceeding budget. Increased irrigation around the newly planted upper patio and Children's garden appears to be adding most of the \$2000 of annual water payments. This will be our new norm.

- Clubhouse expenses remain over budget at 53% with the \$16,000 onetime expense for parkway strip cleanup and replanting taking much of the budget already. Event supervision expense is 2% above budget while all other Clubhouse costs are well below budget.
- Professional Services continue above budget at 68% of the annual budget. Legal services will be over budget while the remainder of professional services will be under budget.
- Landscape, Office, and Community expenses are all well below budget at 29%, 15% and 10%, respectively. Summer pruning will be paid for this month, bringing Landscape expenses up again.

The Union Bank Clubhouse NRLOC loan balance is now \$236,225 with principal and our Cash Balance is \$245,014.

The treasurer report was voted on unanimously approved .

Activities:

Picnic had approx. 200 attendees. There was no ice cream truck but there was a bouncy house.

4. Landscape:

- a. Diane Wara stated that Terra will submit a formal plan for maintenance later this week to address maintenance for the entire year. They can clean each section 4 times per year.

5. Architectural Review: not given

6. Clubhouse Rental Update:

- a. Various neighbors spoke against and for renting the clubhouse to non-members.
- b. Hearing is September 21st at 5pm on the 4th floor in City Hall.
- c. Motion made to increase Hourly wage for the event managers from \$20 to \$25. 5 directors in favor, Director Buonassisi opposed. Motion passes.
- d. Eric B. was the event manager for the 9/4 event and asked to be paid \$20/hour that he worked. Motion passes.

7. Garden Club: November 14th will be a book fest and the children's garden will be merging with the garden club.

8. West of Twin Peaks: not given

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

Respectfully submitted,

Janette Najar