

FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
March 9, 2015

The directors of the Forest Hill Association held the Forest Hill Board of Director's meeting on March 9, 2015 at the Forest Hill Clubhouse at 381 Magellan Ave.

The meeting was called to order at 7:02 and was adjourned at 8:40 PM.

1. Notice:

A copy of the notice of the meeting was sent on March 2, 2015 to each director via email is attached.

2. Quorum:

The following directors, constituting a quorum, were present: Mark Watts, Kathe Farrell, Diane Wara, David Aldrich, and Thomas Cooke.

Actions Taken:

A. The minutes of the Forest Hill Board of Directors' meeting held on November 10, 2014 were approved. Minutes for January 12, 2015 and February 9, 2015 are to be voted for approval at April 2015 mtg.

B. The director's took the following actions:

- a. Request was made to Barney Deasy to have the Finance Committee predict cash flow for the 2015-16 Fiscal year with the \$120K pre-payment taken out.
- b. Request was made to have Mark Watts write a letter to the MTA stating our concerns about safety in FH and urging implementation of traffic calming plan.

3. Kelley McCoy of the Twin Peaks Tunnel Project

- a. Kelly is the Twin Peaks Tunnel public liaison.
- b. They will be replacing the tracks between the Castro and West Portal Station as well as making minor repairs inside the tunnels.
- c. They are expecting to complete this work over a series of weekends, starting in late fall or winter of this year. Construction would then be completed in late spring.
- d. Around the entrances to the tunnel, at West portal and Castro, there will be some construction impacts including noise, debris and dust, and loss of parking.
- e. The primary impact for this neighborhood is going to be the Muni station. When they are working inside the tunnel, Forest Hill Station will be closed, and buses would substitute for trains.
- f. They are holding a series of community meetings in a couple of weeks for residents to attend to learn more about this project.
- g. The Forest Hill meeting is scheduled for March 31, 2015 at 7pm at the Gerald Simon Auditorium at Laguna Honda Hospital. There are two other meetings if you can not attend this one.
- h. For handouts from the meeting contact Janette Najar or Kelley McCoy at kelly.mccoy@sfmta.com

4. **Candidate Announcement for FHA Board of Directors:**

Peter Schwarz, Inspector of Election presented the slate of candidates:

1. **Eric Buonassisi**
2. **Tom Cooke**
3. **Barney Deasy**
4. **John Graves**
5. **Charlene Padovani Kiesselbach**
6. **Diane Wara**
7. **Mark Watts**

Candidates' Election Forum to be held Monday, March 23, 2015 at the Clubhouse.

5. **Treasurer's Report:**

Barney Deasy handed out 2 handouts with a recommendation to pay down the current loan we have with the bank by \$120,000.

Diane Wara stated that the Landscape budget will be going up next Fiscal year by \$35,000. This year the Landscape budget is \$125K, next year she is proposing \$155-\$160K.

6. **Finance Committee Report:**

1. Request was made to Barney Deasy to have the Finance Committee predict cash flow for the 2015-16 Fiscal year with the \$120K pre-payment taken out.
2. No motions

7. **Activities Committee:**

- A. Lunar New Year celebration on March 8, 2015 was a success. Budget was \$2,000. Expecting to go over budget as there were more RSVPs than expected. 210 RSVPs and 60 walk ups.
- B. Easter Egg Hunt will be Sunday March 29th from 12-2:00 p.m., Mira Foster is heading up this event. Budget is \$1000.

8. **Architectural Review:**

No Motions or Action Items recorded

9. **Clubhouse Rental Update:**

- Below are the rental statistics since the last Board Meeting in February. In the last month, (13) new contracts have been received and the Clubhouse has been shown to 38 potential renters. The 13 new contracts total \$241,100 with 23% being rented by members, 67% rented by members sponsoring non-members, of which 77% rented by non-members.
- 2015 statistics:
- 71 Total Contracts for calendar 2015 is **\$133,400**

24 members	34% members
12 sponsored	50% sponsored
47 non-members	66% non member
- 2015 Fiscal year actual: \$96,800
- 2016 Fiscal year actual: \$3,400

10. Communications/Newsletter:

Next Newsletter will come out in late April, early May. As Dave Aldrich will no longer be on the Board, we are looking for someone to take on this task.

No motion or action items recorded.

11. Infrastructure:

New lights on Pacheco, work in progress.

12. Trees and Landscape:

- A. \$10K was spent after the last storm
- B. Diane is speaking with Davey's and exploring other options for removing trees.
- C. Concern about water pressure for the plantings on the upper patio and having the irrigation of the children's garden tied into the existing lines.

13. Legal & Governance:

No motion or action items.

14. Garden Club:

- A. Monday, March 16th is the Spring Community Service Project
- B. March 27th is Garden Club Spring Party Fundraiser - \$65/person
- C. April 24th is Garden Club Spring Party at 6pm

15. West of Twin Peaks:

No motion or action items.

16. Friends of Forest Hill: No motion or action items recorded.

17. Clubhouse Insurance Requirements:

- a. Insurance this fiscal year is due April 1. Rigo Cabezas has gotten a few bids and will meet with the Board to discuss.
- b. Rigo notified the board that we need to have members as well as non-members provide event insurance for each rental agreement.
- c. **Motion to notify all member renters of the clubhouse who have an event coming up to obtain special event insurance including liquor liability.**
Motion approved unanimously.

18. Clubhouse Rental Increase:

Current rental fees: Member (Monday – Thursday): \$700
 Member (Friday – Sunday): \$1100
 Non-member (Monday – Thursday): \$1500
 Non-Member (Friday-Sunday): \$2300

Reduced rental rates are only available 30 days in Advance of the date renting and for events 4 hours in length or shorter.

Reduced rental rates: Member (Monday – Thursday): \$500
 Member (Friday – Sunday): \$700
 Non-member (Monday – Thursday): \$1000
 Non-Member (Friday-Sunday): \$1200

Proposed changes:

Increase rental fees as follows:

Member (Monday – Thursday): \$750
Member (Friday – Sunday): \$1250
Non-member (Monday – Thursday): \$1500
Non-Member (Friday & Sunday): \$2500
Non-Member (Saturday): \$3000
Non-member (Saturdays Sept. & Oct.): \$3500
Non-Member (Friday & Sunday, Sept. & Oct.): \$3000

Reduced rental rates for 4 hours with the option of adding additional hours at \$250/hour:

Member (Monday – Thursday): \$500
Member (Friday – Sunday): \$750
Non-member (Monday – Thursday): \$1000
Non-Member (Friday-Sunday): \$1250

Decrease security deposit from \$750 to \$500.

Add cancellation policy that states: If renter cancels the reservation, for any reason after the agreement has been signed, the \$500 security deposit will be forfeited.

Motion to approve increase rental per highlighted items above. Motion approved unanimously.

Respectfully submitted,

Janette Najjar

Forest Hill Association – Board of Directors Meeting

Date: March 9, 2015
Time: 7:00pm- 9:00pm
Location: Forest Hill Clubhouse

Members of the Board: President, Mark Watts, Vice President, Diane Wara, Treasurer, Eric Buonassisi, Secretary, Dave Aldrich, Warren Krauss, Tom Cooke, Kathe Farrell

Topic	Speaker
1.Call To Order	Mark Watts
2. Approval of Previous Minutes	All
3. 2015 FHA Board Candidate Announcement	Peter Schwarz
4. Treasurer’s Report	Eric Buonassisi
5. Finance Committee Report	Barney Deasey
6. Activities Committee	Thomas Cooke
7. Architectural Review	Mark Watts
8. Clubhouse Rental Update	Janette Najar
9. Communication & Newsletter	Dave Aldrich
10. Infrastructure	Dan Kelly
11. Landscape	Diane Wara
11. Legal & Governance	Warren Krauss
12. Garden Club	Pansy Waller
13. West of Twin Peaks	Dena Aslanian-Williams
14. Clubhouse Insurance Requirements	Rigo Cabezas
15. Clubhouse Rental Increase	Janette Najar
16. Adjournment	Mark Watts