

FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
May 11, 2015

The meeting was called to order at 7:02 by Board President, Mark Watts, and was adjourned at approximately. 9:10 PM.

1. Notice:

A copy of the notice of the meeting was sent on May 4, 2015 to each director via email and posted in the kiosk outside the clubhouse.

2. Quorum:

Quorum was met. All FHA directors were present: Mark Watts, Diane Wara, Eric Buonassisi, John Graves, Tom Cooke, Barney Deasy and Charlene Padovani Kiesselbach.

Actions Taken:

- A. The minutes of the Forest Hill Board of Directors' meeting held on February 9, 2015, March 9, 2015, and April 13, 2015 were voted on and approved by Watts, Wara, Cooke & Buonassisi. Abstention by Deasy, Graves & Kiesselbach. Motion carried.
- B. Motion made to approve the 2015/16 Budget. Unanimously approved. Motion carried.
- C. Motion made to approve a \$100,000 pay down of the loan FHA holds. Unanimously approved. Motion carried.
- D. Motion made that expenditures over \$750 must be approved by the board before purchased. Unanimously approved. Motion carried.
- E. Motion was made to create a new rental policy to give those renters who rent the clubhouse 4 or more times per contract a 15% discount. Unanimously approved. Motion carried.
- F. Motion to add an additional day of July 2nd, 2015 for Musical Days on July 4 weekend, July 3-6, 3 concerts. Motion carried unanimously.

3. Election of officers for the 2015-2016 FHA Board of Directors:

- A. Motion made to elect John Graves for secretary. Unanimously approved. Motion carried.
- B. Motion made to elect Eric Buonassisi for treasurer. Unanimously approved. Motion carried.
- C. Motion made to elect Diane Wara for Vice President. Unanimously approved. Motion carried.
- D. Motion made to elect Mark Watts for President. Unanimously approved. Motion carried.
- E. Janette Najar will take on purchasing kitchen supplies & paper products for the Garden Club until someone can be identified to take over for Kathe Farrell.

4. Treasurer's Report:

- Motion made to approve the 2015/16 Budget. Unanimously approved. Motion carried.
- Motion made to approve a \$100,000 pay down of the loan FHA holds. Unanimously approved. Motion carried.

The Financial Reports for the first month (April) of our new Fiscal Year 2015 are attached for review. For our newly elected directors, there are a couple of things worth mentioning for this particular report:

- The May Treasurer's Report covers the most recent full month of the new fiscal year which is April
- The "Budget" column (column 2, pg. 1&2) is the finance committee's proposed annual budget for this year.
- This is a new format that we will be using this year to make the report more concise and, hopefully, easier to understand. Kay Yonemoto developed this format when she was our accountant years ago and has generously agreed to let us use it.
- Page 5 is a summary report that is intended as a 1 page attachment to the approved minutes when they are posted on our website. It also recommended as a brief report for distribution to attendees at our Board Meetings each month. The 8+ page reports were never read by homeowners who attend the Board meetings.

5. **Infrastructure:**

Roadway Improvement design for phase 2 in Forest Hill on San Marcos & Santa Rita.

A. Highlights of the San Marcos/Santa Rita Project:

- a. The project will probably start in September or October
- b. It will require staged closings of the streets for about 9 months
- c. Homeowners on closed sections will have evening access to their driveways
- d. MTA and Ecology are being consulted about parking and trash pick up
- e. Both the upper and lower sides of the street will be addressed
- f. The entire roadbed will be lowered and replaced
- g. Gutters on the median strip side will be replaced
- h. Curbs and fencing on the median will be replaced with new curbing and a new a 2' high wall, topped with a single 9" tall pipe rail
- i. Gutters, curbs and driveway extensions on the homeowners side are being addressed one by one, some being replaced and others not
- j. The sewer line running under the street will be replaced
- k. No additional tree removal is contemplated
- l. PG&E will start preliminary work next week
- m. New lighting similar to that installed along Pacheco last year will be installed this summer

B. The meeting was well attended by residents on the affected blocks and there was no strong reaction to the inconvenience. The need to rehabilitate these roadways has been a chronic sore spot in our neighborhood for decades. The concerns that were raised included, the 9 month length of the project, the presence of several disabled people whose homes may need special access considerations, the need to address the curbs, gutters and driveways on the homeowners' side. The city representatives were responsive and reassuring, but as one homeowner said afterwards, good words don't replace good contracts with the contractors. He is going to review those for details on access for the disabled.

C. PG&E also presented a small preview of the second phase of their rewiring project for Forest Hill. You will remember that they did this in another portion of our neighborhood a year or two ago. At that time, we were unable to convince them to illuminate areas

that are under lit according to the survey that was done (by PUC?) at that time. Nor were we able to convince them to install more efficient bulbs to improve the brightness and reduce the energy use. They did install underground equipment at the dark spots in anticipation of possible streetlight additions later.

- D. Dan Kelly will soon contact Erin Haggan at PUC asking that those lights be installed in the section done already, that any dark spots identified in the upcoming section be illuminated as part of the project and that all the streetlights in the neighborhood receive the more efficient and brighter bulbs. These details, will cost more in the long run, if not addressed during the projects at hand.
 - E. This project is one of four similar ones that we have requested and which the DPW has agreed need to be done. The others are on Pacheco, 9th Avenue and Mendosa, all of which have badly deteriorated roadways and city owned medians. The median on Magellan also needs some work, but much less extensive than the others. These projects are said to be "in the pipeline", 5-10 years out. We are certainly asking that they be addressed more urgently, since the need is great and since the DPW reps admitted that our streets had somehow never been included the city's repaving rotation and therefore have been decaying without any city attention for decades.
 - F. Questions regarding project can be address by Greg Crump at DPW.
 - G. Inquiries about "under grounding" power lines, which would be a different project, were met with the answer that there is no current funding for this.
6. **Neighborhood Parking:** Concerned neighbor interested in getting T permit on Pacheco. Board agreed that the matter would be considered further at a future meeting with the thought of conducting a Forest Hill resident survey or plebiscite prior to taking a position on one resident's proposal to have T permit parking on Pacheco Avenue.
7. **Finance Committee Report:** Not presented
8. **Activities Committee:**
- a. Mark Watts asked to add an additional event "Pancake Breakfast" in the fall and would like to chair this event.
 - b. Administrator stated dates are filling up fast so we need to get the 2015-16 activities on the calendar as soon as possible.
9. **Architectural Review:**
- a. Architect representing owner at 190 Dorantes presented drawings for an addition. Board unanimously approved drawings.
 - b. Motion made to have board write a letter to homeowner of Dewey Blvd. who is marketing their home as 2 units. Board to copy real estate agent & Pacific Union. Unanimously approved and motion carried.
10. **Clubhouse Rentals:**
- A. Below are the updated rental statistics since the last Board Meeting in April. In the last month, (5) new contracts were received with the Clubhouse toured by 21 new potential renters. The 5 new contracts represent \$10,200 with 40% rented by members and 60%

rented by non-members. Member-sponsored events represented 60% of the member events

- 2015 statistics:

83 Contracts received during 4 months of calendar 2015 totaled **\$154,810**

29 members 33% (76% of these member-sponsored)

56 nonmembers 67%

- FY 2015 contracts received: \$121,210 (79% of FY 2015 Forecast & Budget)
- FY 2016 contracts received: \$6,200
- 2 cancellations received

- B. Motion was made to initiate a new rental policy to give those renters who rent the clubhouse 4 or more times per contract a 15% discount. Unanimously approved. Motion carried.
- C. Directors asked administrator to look into sound proofing drapes.
- D. Directors asked administrator to keep track of inquiries on days discounts are given to multiple day contracts.

11. Communications/Newsletter: Not presented

12. Trees and Landscape:

- 2015-16 Landscape budget is increased by \$35,000 over last year's budget
- Upper patio will be planted with new plants on Friday, May 15, 2015.

13. Garden Club:

On Monday, May 18th at 1:00 pm, the FHGC will have a Strawberry Social and New Officers Installation at the Clubhouse.

14. Legal & Governance: Not presented

15. West of Twin Peaks: Not presented

16. Friends of Forest Hill: Not presented

17. Misc. : President Mark Watts agreed to organize an off site two hour meeting of Board members to strategize and prioritize projects for the coming year.

Respectfully submitted,

Janette Najar