

FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 13, 2014

The directors of the Forest Hill Association held the Forest Hill Board of Director's meeting on October 13, 2014 at the Forest Hill Clubhouse at 381 Magellan Ave. The meeting began at 7:05pm and ended at 9:20pm.

**1. Notice:**

A copy of the notice of the meeting, sent on October 3, 2014 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, Thomas Cooke, , Warren Krauss

**3. Actions Taken:**

**A.** The minutes of the Forest Hill Board of Directors' meeting held on September 8, 2014 were approved.

**B.** The directors took the following actions:

1. Motion made to start keeping minutes using the NOLO format.
2. Action items section should be recorded in a separate section.
3. Minutes to be written in a timely manner and be circulated by the Friday after the board meeting and circulated to the board only.
4. Meeting minutes and agenda should be circulated electronically to the board 1 week prior to the next board meeting with any attachments or amendments.
5. Meeting minutes should be attached as a pdf.

Unanimous vote in favor of new meeting minutes format.

**C.** Mel Annuzzi, San Francisco carpenter discussed the difference between the white and green dots on the FHA sidewalks. The white dots are the homeowner's responsibility. Green dots are the city utility responsibility (pg&e, water, etc. )Typical cost to excavate & replace city sidewalks is \$10/sq. ft. There is no cost savings to bundle houses together for a cost savings. For a free estimate contact him at 415-468-2795. The cost of repair does not include the \$600 permit.

**D. Treasurer's Report:**

Barney Deasy presented the treasurer report for the month of September in Eric Buonassisi's absence. Highlights are in attached document.

Motion to approve the treasurer's report. Watts, Farrell, Wara, Aldrich, Cooke approve the treasurer's report. Warren Krauss objected. Treasurer's report approved.

**E. Finance Committee Report:** No motion or action items  
Discussion regarding Homeowner's 2015 Assessment Increase

**F. Legal & Governance:**

Motion proposed by Warren Krauss to send out corrected notice of assessment letter with new December deadline. No second. Motion fails.

Motion proposed by Warren Krauss and seconded by Kathe Farrel to report unauthorized assessment letter to the insurance broker. Watts, Farrel, Wara, Aldrich & Cooke objected. Krauss approved. Motion failed.

**G. Activities Committee:**

1. Tom Cooke announced Children's Halloween Party will be Sunday, October 26<sup>th</sup> from 5-7pm at the Forest Hill Clubhouse
2. Children's Holiday Party will be Saturday, December 13<sup>th</sup> from 2-5pm

**H. Architectural Review:** No Motions or Action Items recorded

**I. Clubhouse Rental Update:**

- Janette Najar presented a summary of rental contracts. See attached document.
- Below are the rental statistics since the last Board Meeting in September. In the last month, (14) new contracts have been received and the Clubhouse has been shown to 20 potential renters. The 14 new contracts total \$22,000 with 43% being rented by members, 50% rented by members sponsoring non-members, and 57% rented by non-members.
- One event cancelled since last January 2015 FHA Board Meeting resulting in a loss of \$1000 rental fee.
- The "Here Comes the Guide" online advertising site was viewed 563 times in July with a click-through rate of 17.94%.
- 2014 statistics:

62 Total Contracts for calendar 2014 is <b>\$77,650</b>	40 members	65% members
	22 nonmember	35% non member

<b>2014 Fiscal year actual:</b>	<b>\$67,800</b>
Projection for 2014 Fiscal year budget	\$66,400

**J. Communications/Newsletter:**

Dave Aldrich reported that the next Newsletter will go out the first week in November. Asking for the following articles to be sent to him by Monday, October 20, 2014.

1. Tom to speak with Kathleen Darling re: X-mas party article
2. Mark Watts to write article on "President's corner"
3. Assessment Increase Article by Barney Deasy
4. American Flag Protocol article by Warren Krauss
5. Trees & Landscape article: Diane Wara
6. Sidewalk repairs by Dan Kelly
7. Write article about recent break-ins and schedule a time for police chief to come before next Board mtg. to discuss starting a neighborhood watch – Janette Najar

**K. Infrastructure: (No Report)**

**L. Trees and Landscape:** No motion or action items recorded.

**M. Garden Club:** No motion or action items recorded.

- Pansy Waller discussed the Octoberfest Fall Party coming up October 24<sup>th</sup> 6-10pm  
\$25 for Garden members, \$30 for non-Garden Club members
- Food Drive – November 17<sup>th</sup> 10am – 5pm
- West Portal Books coming at 11:30am and providing 20% discount
- Holiday Party – December 8<sup>th</sup> 6-10pm, \$95 for members, \$100 for non-members

**N. West of Twin Peaks:** No motion or action items recorded.

**O.** 2014 Board Book passed out to all Directors

**P.** Noise Sign presented to the Board. Board approved having it placed outside in the lower patio, facing towards the clubhouse reminding guests while leaving events to respect neighbors by leaving quietly.

**Q.** Pocket Opera Dates: Motion to approve allowing the Pocket Opera to use the Clubhouse pro bono for the dates below:

Don Pasqualle : January 14,15,16

The Pearl Fishers - March 16, 17, 18, 19

Cosi Fan Tutte - July 6,7,8,9

Board approved unanimously to allow the pocket opera to use the dates above.

**R.** Motion made to send letter to homeowner who sponsored the October 10, 2014 event, in which they were not at the event the entire time, and ask them to pay the full undiscounted fee. Watts, Farrell, Wara, Aldrich, Cooke approved, Krauss objected. Motion passes to send letter to homeowner. (Mark Watts and Diane Wara asked to review the letter before sending out.)

Respectfully submitted,

Janette Najar

## New Action Items

Action	Who's Responsible
<ol style="list-style-type: none"> <li>1. <b>Motion made to start keeping minutes using the NOLO format.</b></li> <li>2. <b>Action item should be recorded in a separate section.</b></li> <li>3. <b>Minutes to be written in a timely manner and be done by Friday after the board meeting and circulated to the board only.</b></li> <li>4. <b>Meeting minutes and agenda should be sent to the board 1 week prior to the next board meeting electronically with any attachments or amendments.</b></li> <li>5. <b>Meeting minutes should be attached as a .pdf</b></li> </ol>	<p><b>Janette Najar</b></p>
<p><b>6.FH Board to set up Christmas tree on Sunday, December 7, 2014</b></p>	<p><b>All FHA Board</b></p>
<p><b>7.Purchase Christmas Tree for December 7, 2014 set up</b></p>	<p><b>Diane Wara</b></p>
<p><b>8.Tom to speak with Kathleen Darling re: X-mas party article</b></p>	<p><b>Tom Cooke</b></p>
<p><b>9. Write President's corner article for Newsletter</b></p>	<p><b>Mark Watts</b></p>
<p><b>10.Write Assessment Increase Article for Nov. Newsletter</b></p>	<p><b>Barney Deasy</b></p>
<p><b>11.Write American Flag Protocol article for November Newsletter</b></p>	<p><b>Warren Krauss</b></p>
<p><b>12.Write Trees &amp; Landscape article for November Newsletter</b></p>	<p><b>Diane Wara</b></p>
<p><b>13.Dan Aldrich to speak with Dan Kelly about writing an article about the sidewalk repairs for November Newsletter</b></p>	<p><b>Dave Aldrich/Dan Kelly</b></p>
<p>14. Write article about recent break-ins and schedule a time for police chief to come before next Board mtg. to discuss starting a neighborhood watch</p>	<p><b>Janette Najar</b></p>
<p><b>15. Send letter to homeowner who sponsored the October 10, 2014 event asking them to pay the full undiscounted rate because they did not attend the event the entire time.</b></p>	<p><b>Janette Najar</b></p>