

FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 10, 2014

The directors of the Forest Hill Association held the Forest Hill Board of Director's meeting on November 10, 2014 at the Forest Hill Clubhouse at 381 Magellan Ave. The meeting began at 7:05pm and ended at 9:07pm.

**1. Notice:**

A copy of the notice of the meeting, sent on November 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, Eric Buonassisi. Director Warren Krauss was not present.

**3. Actions Taken:**

**A.** The minutes of the Forest Hill Board of Directors' meeting held on October 10, 2014 were approved.

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

- a. Motion to approve the treasurer's report. Watts, Farrell, Wara, Aldrich, Cooke approve the treasurer's report. Treasurer's report approved.
- b. Motion to approve increase of Forest Hill Association's Home Owner's assessment from 85 mils to 105 mils was approved by all board members present.
- c. Motion made to approve Valleycrest to prune trees #85 & #88 up to a max. of \$6000. Approved unanimously.
- d. Motion made to keep the security deposit of \$750 from Joanne Shanahan's event on October 10, 2014, but not to make Joanne pay the remainder \$450. Motion approved by all board members present.
- e. Motion made and approved by all board members present to purchase 100 chairs and 4 rolling carts.
- f. Motion made and unanimously approved to renew "Here Comes the Guide" annual subscription in the amount of \$1950.
- g. Motion made and unanimously approved to purchase 2 new computers, 4 monitors, laser printer and software not to exceed \$5000.

**C. Treasurer's Report:**

Eric Buonassisi presented the treasurer report for the month of October. Highlights are in attached document.

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

**D. Finance Committee Report:**

- a. Discussion regarding Homeowner’s 2015 Assessment Increase.
- b. Motion to approve increase of Forest Hill Association’s Home Owner’s assessment from 85 mills to 105 mills was approved by all board members present. Warren Krauss by proxy, Tom Cooke, voted to not approve.

**E. Activities Committee:**

- 1. Tom Cooke announced Children’s Holiday Party will be Saturday, December 13<sup>th</sup> from 1-4pm
- 2. Tom asked the board and garden committee members to help tree on December 7<sup>th</sup>.
- 3. Tom to pick up a timer for the lights.

**F. Architectural Review:**

Next meeting will be 11/11/14 in which they will discuss 44 Mendosa and the 6’-0” falling fence on 9<sup>th</sup> Avenue.

No Motions or Action Items recorded

**G. Clubhouse Rental Update:**

- Janette Najjar presented a summary of rental contracts. See attached document.
- Below are the rental statistics since the last Board Meeting in October. In the last month, (6) new contracts have been received and the Clubhouse has been shown to 13 potential renters. The 7 new contracts total \$12,200 with 17% being rented by members, 100% rented by members sponsoring non-members, and 83% rented by non-members.
- The “Here Comes the Guide” online advertising site was viewed 563 times in September with a click-through rate of 17.94%.
- 2014 statistics:

65 Total Contracts for calendar 2014 is <b>\$80,250</b>	41 members	63% members
	24 nonmember	37% non member

<b>2014 Fiscal year actual:</b>	<b>\$75,100</b>
Projection for 2014 Fiscal year budget	\$66,400

**H. Communications/Newsletter:**

No motion or action items recorded.

**I. Infrastructure:**

Retaining wall on San Marcos is complete.

**J. Legal & Governance:**

No motion or action items.

**K. Trees and Landscape:**

Diane Wara stated that 2 trees are needing emergency pruning. Motion made to approve Valleycrest to prune trees #85-88 up to a max. of \$6000. Approved unanimously.

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

- Pansy Waller discussed Food Drive – November 17<sup>th</sup> 10am – 5pm
- Holiday Party – December 8<sup>th</sup> 6-10pm, \$95 for members, \$100 for non-members
- 2 Garden Club past presidents & current garden club members would like to procure and install a mirror by the downstairs bathrooms. Suggestion was made to get Paul Cooper’s approval before purchasing or installing.

**M. Friends of Forest Hill**

Dan Kelly, President of Friends of Forest Hill stated that they have raised \$12,000+ over the summer and they plan on spending \$6000 on the Children’s Community Garden. The remainder projects they are looking at supporting is a new piano for the Clubhouse and new landscaping @ Dewey Circle.

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

**O.** Joanne Shanahan asked that she not be liable to pay the remainder balance of \$1200 for not having been at the event she sponsored the entire night. Kathleen McDonagh and Cathy Abela also spoke. Motion was made to keep the security deposit of \$750 from Joanne Shanahan’s event on October 10, 2014, but not to make Joanne pay the remainder \$450. Motion approved by all board members present.

**P.** Janette Najar presented a proposal to purchase 100 chairs @\$27 each plus tax and shipping along with rolling carts. Motion was made and approved by all board members present to purchase 100 chairs and 4 rolling carts.

**Q.** Janette Najar presented a proposal to renew the “Here Comes The Guide” yearly subscription in the amount of \$1950. Motion was made and unanimously approved to renew “Here Comes the Guide” annual subscription in the amount of \$1950.

**R.** Janette Najar asked that the board approve purchasing 2 new computers, software, new high volume laser printer as well as 2 new computer monitors for the front and back office, not to exceed \$5000. Motion made and unanimously approved to purchase 2 new computers, 4 monitors, laser printer and software not to exceed \$5000.

Respectfully submitted,

Janette Najar

### New Action Items

Action	Who’s Responsible
1. Pansy Waller to contact Paul Cooper to get approval of mirror by downstairs bathroom	Pansy Waller

<b>2. FH Board to set up Christmas tree on Sunday, December 7, 2014</b>	<b>All FHA Board</b>
<b>3. Purchase Christmas Tree for December 7, 2014 set up</b>	<b>Diane Wara</b>