

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 2011**

Board Members present: Kathe Farrell, Sally Kipper, Paul Cooper, Warren Krauss.

Others in Attendance: Harold Wright, Walt Farrell, Eric Buonassisi, Geoff Gibson (architect for 120 Montalvo Avenue construction)

In Diane Wara's absence, Kathe Farrell called the meeting to order. The meeting began at 7:05 pm.

Minutes: The draft minutes of the previous meeting, July 11, 2011, were approved. The next Board Meeting is planned for Monday, October 3, 2011.

Treasurer's Report:

Since no Board Meeting had been held in August, Sally Kipper presented Treasurer's Reports covering the months of July and August, 2011.

Regarding revenues, she explained that there was nothing noteworthy for the month of July. In August, the revenues from Clubhouse rentals were lower since they were reduced by two refunds that had to be made to renters (\$750 rental deposit refund due to timely cancellation of an event, and \$120 refund to a renter whose Event Manager arrived six hours late). Harold Wright pointed out that in past years rental deposits used to be refunded only if on the date of the canceled event the Clubhouse could be rented out to another renter. Several Board Members explained that is has been the policy of the Board for several years now – and the wording of the Clubhouse Rental Contract reflects this – to allow cancellations with a full refund up to 30 days prior to the planned event.

The expenditures in July appeared higher than usual for Personnel cost because of three biweekly payments in this month instead of the usual two; the biweekly payment schedule results in 26 payments throughout the year with two payments each in ten months of the year and three payments in the remaining two months. – Harold Wright commented on the seemingly disproportionate amounts of withholdings in relation to the budgeted amounts. Sally Kipper assured that this effect is only due to asynchronous payment schedules for gross salaries and withholdings and promised to add an explanatory footnote to future Treasurer's Reports.

In August, the high cost for Electronic Security was caused by the annual ADT bill. In the Professional Services category, "Legal" shows a negative expenditure of \$500, reflecting the refund of a retainer fee paid to (but never actually used by) a legal firm some three years ago. Sally Kipper pointed out that in the "Architectural Services" category, the budget has been exceeded by \$763 for invoices by the Asbuilt Company. Paul Cooper will review the Asbuilt invoices and report back to the Board. Lastly, a budget amendment for Landscaping had been agreed upon by the Board via email exchange to allow for the increased cost of the lower Alton sidewalk strip enhancements. The email thread showing unanimous Board approval will be filed with these Board Meeting Minutes.

Sally Kipper further announced that due to vacation absences a Treasurer's Report cannot be prepared in time for the October Board Meeting. Instead of presenting a partial report which would only reflect the first half of September, she suggested to prepare the complete report covering the month of September after the October Board Meeting and to present it at the November Board Meeting. This suggestion was approved by the Board.

Sally reported that due to a high workload, FHA tax accountant May Pon had requested an extension for this year's tax filing. This extension has meanwhile been approved. The cost for this extension is a \$10 fee.

Harold Wright brought up discrepancies in the reported Clubhouse rental income between the Treasurer's Reports and the filed 990 Tax Reports. Sally Kipper explained that these discrepancies pertain to the 2009/2010 fiscal year and that during this period the previous Treasurer had kept inadequate records. When Sally took over as Treasurer, she already tried to resolve said discrepancies, however with very limited success due to the inadequate and contradictory method

of record-keeping employed by her predecessor. Harold Wright pointed out that this situation might lead to incorrect assumptions underlying the current and future budget considerations and that in his opinion a professional bookkeeper should be employed. Sally Kipper stated that the current records of expenditures and revenues from assessments and rentals are correct and offer a sufficient basis for future budget planning.

The Board moved to approve the Treasurer's Report as presented.

Advisory Committees:

Architectural Review Committee

In the absence of Committee Chair Steve Halpern, Paul Cooper presented the Report of the Architectural Review Committee.

120 Montalvo Avenue construction project: the architect, Geoff Gibson, was present and presented the plans to increase second floor space by building an addition to the house which is visible from the street. The addition has been kept in accordance with the overall architectural style of the existing house and will blend seamlessly into the overall appearance. The prescribed setbacks will also be honored. The Board unanimously approved the architectural plans as presented.

44 Mendosa Avenue: SF Planning Department has now officially notified the owners of their continuing code violation "Section 136" and will charge them a \$250 penalty per day the violation continues.

Paul Cooper also reported on the issue of unsightly garbage cans stored in plain view from the street. A draft letter to homeowners in violation of the respective City code has been approved by Diane Wara. The letters including photos are currently being prepared and will probably be mailed around the end of September.

Clubhouse Committee:

Paul Cooper reported that the Clubhouse Committee will next meet on September 20, and that a Community Meeting with the contracted Architectural Firm of Carey & Co. will be held on September 28. The contract with Carey & Co. has recently been signed and is on file. At the 9/28 Community meeting, the architects will present their assessment of the Clubhouse status "as is" to the Community. FHA members will then have the opportunity to present their own requests and visions for the Clubhouse renovation.

The contracted Architectural Firm has requested photo documentation showing the Clubhouse interior before 1955. A valuable source for such photographs may be the archive of the Garden Club. Sally Kipper as Garden Club member offered to have their photo archives reviewed for the requested material.

A separate meeting of the Financial Subcommittee within the Clubhouse Committee is planned for mid-October with the goal of determining possible financing strategies for the project.

Lastly, Paul Cooper discussed possible options for replacement of the stolen copper downspout at the Clubhouse street façade, the options ranging from plastic (unsightly) to galvanized metal (possibly incompatible) to copper which might again be stolen. More research needs to be done before an informed decision can be made.

Activities Committee:

In the absence of Donna Earhart and of Chair Katie Balestreri, Kathe Farrell had nothing to report.

Communications Committee:

Kathe Farrell brought up the issue of possibly including Human Interest articles featuring exceptional hobbies of FHA members in the FHA newsletter. She stressed that such articles must not be of an advertising or soliciting nature. She offered to present a draft guideline regarding such articles to the other Board Members for their review and as a starting point for a decision-making process.

Kathe then called for the submission of articles for the next newsletter with a deadline of September 20. The next newsletter issue is planned to be ready by the end of September. Paul Cooper stressed that the results of the September 28 Community Meeting should be included in this newsletter.

Warren Krauss reiterated his suggestion to honor in each newsletter an individual who had performed exceptional and/or continuous voluntary services to the Community, as “Member of the Month.” His suggestion was well received. Warren offered to write an editorial piece for the newsletter, introducing and presenting the “Member of the Month” to the FH Community.

Kathe Farrell then presented a request from the Boy Scouts troop using the Clubhouse every Wednesday for an additional monthly parent meeting at the Clubhouse. Harold Wright reported that such parents’ meetings at the Clubhouse had been a longstanding tradition until a few years ago. Warren Krauss suggested – and the Board agreed – to offer to the Boy Scout parents the use of the Clubhouse on one weeknight evening per month for free, “subject to notice for withdrawal within 7 days,” which would help minimize revenue loss from paying renters. Jutta Lammerts will notify the Boy Scout troop of this decision.

Infrastructure:

Board Liaison and Chairman Dan McHugh who could not be present at today’s Board Meeting wishes to defer the issue of the planned installation of AT&T boxes until after the next Board Meeting in October. The “SF Beautiful” organization, together with a number of neighborhood organizations, have meanwhile filed suit against AT&T.

Legal:

Warren Krauss reported that he is still waiting for input from City Liaison Nick Carr regarding Traffic Calming issues. He reported his own observations regarding the installation of “necking” elements to narrow down passages in order to slow passing traffic, especially in the 7th Avenue/Irving Street area. Kathe Farrell directed interested FHA members to the Junipero Serra/Holloway Street intersection to observe the effects since the “necking” technique had been discussed as traffic calming option for Forest Hill as well.

Warren reported further that the Forest Hill Clubhouse is featured prominently in a newly published book on Maybeck architecture by Mark A. Wilson. In return for their cooperation in this project, the FHA will receive one copy of this book.

Landscape Committee:

In the absence of Board Liaison and Chairperson Diane Wara, there was nothing to report.

Community Input:

Will Connolly requested free Clubhouse use for a planned musical event, featuring guitarist Joe Bacon and a singer. The event would be open to the Community, free of charge. Kathe Farrell suggested that Will contact the Board again once more detailed information about the event and a possible date are available.

Adjournment: There being no further business, the meeting was adjourned at 8:00 pm.

Respectfully submitted,
Jutta Lammerts