

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
February 6, 2012**

Board Members present: Diane Wara, Kathe Farrell, Sally Kipper, Katie Balestreri, Dan McHugh, Paul Cooper, Warren Krauss.

Others in Attendance: John Balestreri, Steve Halpern, Harold Wright, Rigo Cabezas, Walt Farrell, Eric Buonassisi.

Diane Wara called the meeting to order. The meeting began at 7:05 pm.

Minutes: The draft minutes of the previous meeting, January 9, 2012, were approved with the inclusion of changes made by Dan McHugh.
The next Board Meeting is planned for Monday, March 5, 2012.

Treasurer's Report:

Sally Kipper presented the current financial situation.

As of 1/31/2012, all but 130 Forest Hill households have paid their 2012 dues including one liened household. FHA is still holding 12 liens against FHA members one of which may be resolved through refinancing. Out of the 53 non-member households, 13 have made voluntary payments.

Second notice letters will go out to the households that have not paid yet at the end of February.

Regarding rental income, by end of January 96.5% of the budgeted income has been collected, compared to only 83% of the Fiscal Year elapsed. This means that income from Clubhouse rentals currently exceeds budget expectations.

On the expenditure side, Clubhouse cleaning costs in January appear higher than usual due to the fact that the cleaning company billed December services not in December, but only in January. In the "Professional Services" section, accounting costs were higher than expected due to the convergence of billing for quarterly reports, annual reports, and W-2 preparation. Sally recommends to adjust the budget for the coming Fiscal Year accordingly. The "Community Events" section features one negative expense due to a refund of funds advanced for the Children's Holiday Party.

Lastly, Sally reported a still unresolved problem involving a check issued by FHA in June 2011 to an Event Manager that cleared the bank in that same month and that cleared the bank again, inexplicably, in January 2012 through a different bank. Jutta has already requested a bank review at Bank of America and secured assurance that the payment amount of the check will be refunded to the FHA checking account.

President's Comments:

Diane Wara reported that after a long search an Inspector of Elections has finally been appointed: Bruce Deming, attorney, and Forest Hill Association member. Diane ascribed the reluctance of FHA members to volunteer for this task to three factors: the tumultuous turnover of the Board of Directors several years ago; the difficulty of finding 7 candidates for the 7 Board positions to be filled; and the possible complications of less than 7 candidates being elected to the Board with the requisite number of votes. In this context, Dan McHugh, Warren Krauss, and Harold Wright clarified the legal situation as follows: if less than 7 candidates receive a sufficient number of votes, those candidates who have been newly elected to Board seats have the right to appoint the remaining Board Members. Diane Wara suggested that the new Board should then appoint the remaining candidates in the order of the number of votes each of them received, until all Board seats have been filled.

Election notifications have been emailed to all FHA members today, within the time frame prescribed by the Bylaws, and a printed notification has been posted in the kiosk.

The FHA Newsletter will go into print immediately now that an Inspector of Elections has been appointed, and an election notification will be included in this Newsletter issue to fulfill the requirement for written notification as well.

Advisory Committee Reports.

Architectural Review Committee / Steve Halpern:

Steve reported that in the course of the recent garbage cart survey several other deficiencies were found throughout the neighborhood. In 5 properties, less than the required 20% share of the front yard were planted/landscaped; in 9 properties, part of the front yard had been paved over for car parking space (not permitted, even though the 20% share for greenery was met); and in 4 properties, the front yard was overgrown. The latter situation is hard to address since there is no applicable California code that could be enforced.

The Architectural Review Committee recommends writing letters to the homeowners in question, describing the observed deficiencies and asking them to remedy these. Diane Wara pointed out that the homeowners whose front yards are overgrown may be elderly, infirm or otherwise unable to take care of the problem themselves. She recommended therefore to include in the letters to these homeowners an inquiry about possible extenuating circumstances. Should these apply, the FHA might then consider to offer community help (e.g. a Boy Scouts project) to remedy the situation.

The Board moved to approve this course of action as outlined.

44 Mendosa: The property is surrounded by a non-permitted tall wall in the front setback. A Notice of Violation and Penalties – carrying penalties up to \$ 250 per day – had been issued by the Planning Dpt. On 8/19/11; this Notice has not been appealed by the owners within the appeal deadline. A Notice of Penalty letter will be issued; should the owners still fail to pay, the case will be referred to the Bureau of Delinquent Revenue. The City Enforcement Planner will keep Steve Halpern informed. So far, the property has not been sold, and the owners cannot be reached.

200 San Marcos: At this property, a garage has been converted into a bedroom, and there is no offstreet parking for this property. FHA had first filed a complaint on 9/12/2008. So far, the Department of Public Works, Bureau of Streets, have reviewed the situation and provided their comments to the homeowners' architect, Andy Forrest, on 1/10/12, requesting reinstallation of curb cuts in part of the street front of the property. Calls to Andy Forrest have not been returned. DPW is awaiting incorporation of their requests into the architect's plans before giving their approval, and the Building Department is awaiting DPW approval before proceeding.

The Board and Steve Halpern decided to invite the homeowners to a meeting of the Architectural Review Committee for an opportunity to present their view of the situation. Thereafter a decision will be made regarding further course of action.

Clubhouse / Paul Cooper:

Paul gave an update on Clubhouse remodeling plans. The Master Plan Report has just been completed by Carey&Co. It includes an appendix of cost estimates for different versions of remodeling ranging from \$ 380,000 to \$ 800,000. Also included are the Minutes of the recent Health Department meeting. Paul explained that the Health Code regulations are not absolutely clear and that he has therefore drafted a letter to the Health Department summarizing FHA interpretation of the Health Code regulations so that there will be no misunderstandings as to the requirements for the Clubhouse remodel. Such a written agreement with the Health Department will provide assurance that in the kitchen remodel a less expensive solution than originally expected will be accepted by the Health Department.

After reviewing the Master Plan, Paul will distribute it with his comments to the Board, the Clubhouse Committee, and to members of the Forest Hill Garden Club. Paul invited the community to attend the next meeting of the Clubhouse Committee on February 22nd, 7 pm at the Clubhouse, and meet the

Structural Engineer for Q & A. With this preparation, hopefully the Master Plan can be voted on at the March Board Meeting.

Activities and Communications:

Katie Balestreri announced the upcoming celebration of Lunar New Year on the last Sunday of February, 2-4 pm. Kenny Chin and Kim Glenchur have graciously agreed to chair the event. Students from West Portal School will perform a Dragon Dance, and traditional Asian food will be served.

Kathe Farrell brought back to the Board the topic of Newsletter publishing guidelines and asked for Board input. The Board advised to refrain from adopting guidelines and policies unless absolutely necessary. Kathe therefore suggested that the authors of Newsletter articles that undergo editing should be offered to review their edited articles before publication.

Infrastructure:

Dan McHugh reported that the City has recently installed handrails on the median steps in the middle of the 300 block of Pacheco Street, thus assuming responsibility for City-owned stairs. In this context, Diane Wara noted that a Bond Measure to repair City-owned curbs and median strips has just been approved, and that now might be a good time to re-appeal for such repairs in Forest Hill. This repair program does, however, not include the public stairways in Forest Hill which are under ownership of the individual homeowners whose properties are bordering on those stairs. Warren Krauss explained again that maintenance, repairs, and installation of handrails as well as liability in case of any accidents and injuries are the sole responsibility of the adjacent property owners.

Warren further reported that the City has still not named a successor to the appointed liaison for the Traffic Calming Committee, Nick Carr, and that therefore no progress has been made in regard to traffic calming measures in the neighborhood.

Diane Wara again brought up the subject of the irregular borders of the Forest Hill Tract map which inexplicably exclude certain properties that lie within the Forest Hill gates, most notably the property at the intersection of Pacheco Street and Ninth Avenue. This lot had been split off the lot at 2020 Ninth Avenue (which is still an FHA member property) but had itself not been included in the tract. The current owners, at the time of purchase, had assumed the property to belong to FHA and have repeatedly voiced their desire to join FHA. Diane had researched the possibility but found that it is not possible to change the boundaries of the Tract Map.

Legal and Governance:

Warren Krauss had nothing to report.

Landscape and Trees:

Diane Wara announced the start of the Winter Pruning schedule for the week of February 13. She formally thanked Harold Wright for his help in this matter. The Winter Pruning List has been published on the FHA website. In the tree planting program 8 median strip cypress trees remain to be planted, while 34 trees have already been planted. Diane explained that in the future homeowners requesting sidewalk tree removal through FHA will be asked to commit to the planting of a replacement tree before the removal takes place.

Diane also reported plans to have the planter urns and some stair and brick areas in the neighborhood cleaned. Jutta will request estimates from qualified firms and report back to Diane Wara. Harold Wright recommended the use of herbicidal soaps instead of the proposed power washing procedure as a less expensive and less aggressive way of cleaning.

Lastly, Diane announced the mailing of a formal letter to the ca. 25 FHA members who have requested NOT to have their sidewalk trees maintained by FHA/Valley Crest. The verbiage and possible legal implications were discussed in detail. Jutta will revise the draft letter accordingly and email to the Board Members for voting. She will collect the votes and append to the Minutes.

WTPCC Report:

Walt Farrell reported on necessary repairs to Coit Tower. This landmark contains original Diego Rivera murals whose maintenance is the responsibility of the City Art Department, while the remainder of the building falls under the responsibility of the Recreation & Park Department. Unfortunately, the involvement of two City Departments has proven to be an obstacle in the necessary maintenance efforts. Moreover, revenues from ticket sales and on-site concessions have so far not been used towards the maintenance of Coit Tower itself. A new ballot measure proposes that the City should use all income generated by Coit Tower concessions exclusively for the upkeep of Coit Tower. Walt further reported that the City district boundaries will be redrawn in order to more equally balance the number of inhabitants across the districts.

Garden Club:

Sally Kipper announced three special Garden Club events.

On President's Day, 2/20, a docent will hold a lecture about a newly opened Victorian art exhibition during the Garden Club meeting, and the meeting on March 5 will feature a presentation by Arden Bucklin of the Green Schoolyard Alliance, and of neighbor Amy Mack of the Dewey Circle Beautification Project who is in charge of the school garden at West Portal School. The presentation will be followed by an on-site demonstration at nearby West Portal School. On March 16, the Garden Club will host their Annual Spring Party, this year themed as a St.Patrick's Day dinner. Everyone is invited; tickets are \$30; please contact Dan and Dottie McHugh.

Adjournment: There being no further business, the meeting was adjourned at 8:45 pm.

Respectfully submitted,
Jutta Lammerts