

**FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 7, 2012**

**Board Members present:** Diane Wara, Sally Kipper, Paul Cooper, Kathe Farrell, Eric Buonassisi.

**Others in Attendance:** John Balestreri, Katie Balestreri, Steve Halpern, Harold Wright, Walt Farrell, Barney Deasy, Rigo Cabezas, Mary Pitts.

**Diane Wara called the meeting to order.** The meeting began at 7:10 pm.

**Special Order of Business:**

Per invitation by the Board, Mr. Ron Walton, a representative of the Recology garbage service company, gave a presentation about proper recycling of garbage. The Recology company is 100% employee-owned and has been serving the city of San Francisco for nearly 80 years, under different names (e.g. Sunset Scavenger). This company takes care of all types of waste and offers ca. 20 different recycling programs for the different categories.

Mr. Walton explained that San Francisco has earned the distinction of “Greenest City in North America” partly because of the recycling efforts his company has been an integral part of. Meanwhile, ca. 70% of all waste can be recycled (as opposed to going into a landfill), and even cement and concrete are being reused. It is crucial to avoid excessive packaging and to reuse items, especially plastic bags, and to recycle whenever possible. Every day, ca. 1 million pounds of waste are directed to composting, and the Recology company gives away the resulting compost to SF residents free of charge, twice a year (as announced on their website and in the print news). Mr. Walton highlighted especially the recycling program for used batteries (leave in clear plastic bag on top of black garbage can), hazardous waste, e.g. leftover paint (free pick-up program for seniors and free drop-off of up to 15 gal/day for all SF residents), and bulky items (“Recycle-My-Junk” online, or call Customer Service Line at 330-1300). All these services are included in the monthly base rate of \$ 27.55 for residential customers, and by utilizing these services, the residual garbage can be dramatically reduced. For the individual customer this means that the size of the black “general garbage” cart (on which the monthly fee is based) can be reduced to 16 or 20 gal, resulting in a lower monthly rate of only ca. \$19. The Recology company will make recycling (blue) and composting bins (green) of any desired size available to residential customers at no additional cost.

Mr. Walton further pointed out that it is the Recology company’s intention to “make people look at garbage differently – it’s not about what we throw away, it’s about what we keep.” As part of this effort, Recology even has a support program for artists who are invited to pick a number of items from the garbage stream at the facility and turn them into artwork.

Diane Wara thanked Mr. Walton on behalf of the Forest Hill Community for his very helpful presentation.

At 7:45 pm, Diane Wara opened the regular Board business meeting.

**Minutes:** The draft minutes of the previous meeting, April 2, 2012, were approved. The next Board Meeting is planned for Monday, June 4, 2012.

**Treasurer’s Report:**

Sally Kipper presented the final year-end report after a tentative year-end report had been submitted at the previous Board Meeting. There were only minor revisions: one payment of annual dues was recorded, March

interest was added, and the expenditures increased by \$ .70 due to a previous bank error that was corrected in the few days between the cutoff date for the preliminary and the final reports.

Sally then focused on the report covering the month of April 2012. The first column in the report shows the budget for 2012/2013 as proposed by the Finance Committee. Should the budget not be approved as proposed, appropriate changes will be made to this column.

On the income side, one lien has been paid off, and several late assessment payments were received so that only 12 households were sent reminder notices on May 1st; in addition, 5 households are paying in regular installments. 11 households are liened and did not receive notices this month. Income from Clubhouse rentals has already reached 19% of the projected annual amount with only 8% of the fiscal year elapsed. Sally thanked Executive Assistant Jutta Lammerts for this achievement.

Expenditures: since the insurance payment schedule requires a 25% of the annual premium in the month of April, this expenditure appears unusually high; it will even out during the remainder of the fiscal year.

Likewise, the D&O insurance payment has to be made in April for the whole fiscal year. The Landscaping expenditure of \$ 16,000 in April contains \$ 10,200 of delayed payments that had been invoiced in the previous year but could not be paid because the work billed had been incomplete and needed to be double-checked, resulting in the delay. There also was a \$ 1,600 reimbursement amount paid to a homeowner who, in an emergency situation, had asked the SF Department of Public Works to remove a fallen tree limb from an Association tree out of her street and driveway before FHA could notify Valley Crest. The homeowner received reimbursement for the cost billed by the City. – The negative position under “Community and communication” represents the unused portion of an advance payment to event organizers.

The Board then moved to approve the Treasurer’s Report.

### **President’s Comments**

Diane Wara commented on the Chamber Music event at the Clubhouse on 5/6/10, “Salon Classique,” which she had herself attended and enjoyed very much. She thanked the community sponsors and suggested to make an effort to bring more of such musical events to the Clubhouse and to the community, and in order to achieve this, to reconsider the current rules for Clubhouse rentals. Diane announced that this issue will be discussed at the next Board Meeting.

She then proceeded to introduce the officers of the Board: Diane Wara, president; Kathe Farrell, Vice President; Sally Kipper, Treasurer; and Dan McHugh, Secretary. The Board committee liaisons will be: Sally Kipper, Finance Committee; Eric Buonassisi, Clubhouse Renovation Finance Committee; Dan McHugh, Activities and (with Warren Krauss) Infrastructure; Kathe Farrell, Communications; Paul Cooper, Architectural Review (with Steve Halpern as Committee Chair) and Clubhouse; Warren Krauss, Legal and Governance; Diane Wara, Landscape and Trees. – Diane specifically asked the community for volunteers for the Infrastructure Committee.

She then announced that the Annual Meeting and Events Calendar has been posted online and that this calendar contains a Board Meeting date for August to keep the option for an August meeting, if necessary.

### **Advisory Committee Reports**

#### **Treasurer – Budget for 2012-2013**

Sally Kipper explained that the budget planning is based on the actuals of the preceding four fiscal years and on any new information we have about 2012-13 costs.

On the revenue side, the assessment income is projected to be essentially identical to what was budgeted for 2011/2012; likewise the rental income is budgeted to be nearly identical to 2011-12 actual receipts.under the assumption that disruptive Clubhouse construction work will not begin before the end of the current fiscal year. The rental income in 2011/2012 has increased by \$ 14,000 compared to the preceding fiscal year.

Expenditures: the total expenditures in 2011/2012 exceeded the previous year actual expenditures by ca. \$ 40,000, mostly due to underspending of the landscape budget in 2011-12. It exceeds 2011-12 budgeted expenditures by ca. \$14,500, due primarily to anticipated costs for Clubhouse remodel planning. D&O insurance has traditionally been budgeted at \$ 4,000 with last year an exception as the D&O insurance company had required payment for 2011 prior to the end of the 2010/2011 fiscal year, so that in 2010/2011 payments had been made for TWO years, resulting in NO payment during the 2011/2012 fiscal year. For 2012/2013 the previous amount of \$ 4,000 has again been restored.

Utilities and Clubhouse Security: the contract with ADT is running out, and a much less expensive contract has been signed with the Bay Alarm Company. In its first year (2012/2013) this contract will cost \$ 1,500 (down from the previous annual cost of \$ 2,000), and in years to come this cost will further decrease to \$ 600 for monitoring. The higher cost in the first year is due to a one-time installation payment. Telephone costs have also been reduced by 50% since the new alarm installation does not require separate phone lines. Landscaping: The \$ 10,200 costs that were incurred in the previous fiscal year, but paid in April, were carried over into the current fiscal year and worked into the budget. The total landscape budget therefore shows as \$ 132,000 approximately \$10,000 higher than anticipated 2012-13 costs of \$ 122,000. The ongoing maintenance cost paid to the Valley Crest Tree Company, for maintenance work done throughout neighborhood one day each week has been \$ 3,718. That cost will increase to \$3829 effective January 2013. That increase and the cost of an additional workday in each of three months, result in a maintenance budget of \$ 56,214.

Since total cost for the overdue outdoor cleaning, painting and repair work, especially at the Ninth Avenue/Pacheco Street Gate and the Pacheco Triangle, is still unknown, no monies have been set aside yet for this project. Diane Wara proposed to bring in more competitive bids, and it is likely the board will be asked to amend the budget when we have a better understanding of the cost. For Professional Services/Architecture, \$ 50,000 has been budgeted to cover the anticipated cost of architectural drawings and engineering services for the Clubhouse Renovation. This is a placeholder. The Clubhouse Renovation Committee will come back to the board for approval to enter into a contract for these services when they have a fuller understanding of work needs and costs.

Under Community and Communication, for the Community Events budget has been increased from \$6000 to \$7500 in recognition of , the very successful increased participate in annual community events.

IT: Monthly maintenance and assistance cost is \$ 1,200 to Insight Consulting with two additional projects per year budgeted: \$ 900 for the preparation of the Annual Calendars, and \$ 2,240 for the preparation of invoices. Should additional work be necessary, it will be submitted ahead of time to the Board for pre-approval.

The Board then moved to approve the budget for 2012/2013 as proposed.

### **Clubhouse Finance Committee:**

Committee Chair Eric Buonassisi reported that the Committee will meet with four different financial institutions (First Republic Bank, Bank of America, Wells Fargo and First Bank) over the coming three weeks to identify the best offer for a mortgage or loan to finance the Clubhouse renovation. In this context, Rigo Cabezas recommended an additional bank, the "Mechanics Bank," for very competitive financing options especially for community projects. The committee is exploring a variety of options to finance the renovation.

### **Activities Committee:**

No report in the absence of Dan McHugh.

### **Communications:**

Kathe Farrell requested articles for the upcoming Newsletter. Publishing deadline is 5/28/12. – Sally Kipper will contribute some information about the upcoming Musical Days Festival. The Board also unanimously agreed on including an article in memoriam of Will Connolly who recently passed away.

A separate Newsletter issue, exclusively dedicated to the Clubhouse Renovation project, will go out probably towards the beginning of June. Harold Wright suggested to design this issue to be visually different from regular Newsletters to attract attention.

### **Clubhouse Committee:**

Paul Cooper reported that the Committee will prepare written information about the Clubhouse renovation project, including the basic remodel scheme, one alternative, as well as cost estimates and financing options, and mail it to all FHA members with a pre-stamped response card included, to gauge community interest and opinions. During the summer, the project will hopefully have proceeded to the stage of picking an architect and having architectural drawings prepared. There was a broad consensus that as a last step in community outreach, FHA should host a Sunday afternoon party with food and wine at the Clubhouse for all FHA members – exclusively for the discussion of Clubhouse renovation plans among the community.

### **Architectural Review:**

Steve Halpern reported on two planned construction projects in the neighborhood and presented photos and 3-D drawings for illustration.

At 99 Mendosa Avenue, the homeowners will make “strictly cosmetic” changes to the garage door wall, and will enclose decks and exterior staircase in back. The footprint of the house and its street appearance will not change. At Steve’s suggestion, the Board approved the planned construction; Steve will inform the homeowners in writing.

At 95 Linares Avenue, the homeowners are planning to remodel their kitchen and, in the process, to extend the back wall by 4 ft into their back yard. There is no interference with the setback, the footprint will change minimally, and the front of the house will remain untouched. At Steve’s suggestion, the Board approved the planned construction; Steve will inform the homeowners in writing.

Steve also suggested to include a request to all FHA members in the next Newsletter, to inform the FHA Board on renovations in advance of the Planning Commission, and he offered to draft an article in time for the next Newsletter issue.

### **Infrastructure Committee:**

#### **Legal and Governance:**

No report in the absence of Warren Krauss.

#### **Landscaping:**

Diane Wara suggested to the Board a change in the rules how tree emergencies will be handled in the future. She reported a situation where in heavy rainstorms, a tree maintained by the Association had broken, and a big limb had blocked the street and a driveway. The homeowner first called the SF Department of Public Works for help and informed the FHA only after the DPW work crew had already arrived on site. The City billed the homeowner for the work done, and FHA reimbursed the homeowner.

The amount billed by the City appeared by far higher than what could have been expected if Valley Crest Tree Company had performed the necessary clean-up.

Diane therefore proposed to explain in the next Newsletter and by posting on the FHA website the new policy that all requests for tree work from now on have to go through FHA; should the homeowner choose not to inform FHA and instead call in DPW or his/her own arborist, FHA will no longer reimburse the cost. General directions and phone numbers to call in case of a tree emergency will also be provided, both in the Newsletter and the online post. Furthermore, the Board will issue a statement that FHA cannot guarantee to homeowners that a Board Member can immediately and at all times be reached in case of a tree emergency. There was general approval for this suggestion.

**Garden Club Report:**

Kathe Farrell, Treasurer of the Garden Club, reported that the Garden Club decided to transfer ownership of tables to the Forest Hill Association. Harold Wright clarified that four out of the seven 60 inch round tables in question already belong to the FHA. The original text of the Garden Club vote is attached to these Minutes. The Board voted to accept responsibility for the tables.

**WTPCC Report:**

Eric Buonassisi reported about the last WTPCC meeting. Without a quorum, the new bylaws could not be passed. A Caltrans report was presented about ill-advised traffic calming measures on Sloat Boulevard where traffic is being slowed down by reducing the number of traffic lanes and adding a bicycle path. Especially homeowners along Sloat Blvd are seeking a revision of these traffic measures.

Furthermore, the current Proposition A was presented and contentiously discussed. Since 1932, the City of San Francisco has given a contract for garbage services to the same company, without any competitive bidding. Prop. A challenges this process. A lively discussion ensued among Board Members and the audience. The FHA Board will not take a position in this discussion.

**Adjournment:** There being no further business, the meeting was adjourned at 9:00 pm.

*Respectfully submitted,  
Jutta Lammerts*

**ATTACHMENT  
from**

**FOREST HILL GARDEN CLUB  
Board Meeting Minutes  
May 7, 2012**

Proposed transfer ownership of FHGC's 7 60" round tables to the FHA the following resolution was passed and approved by the FHGC:

***"The Forest Hill Garden Club agrees to transfer ownership of its seven, 60" round tables to the Forest Hill Association, with the understanding that FHA will maintain them and in consultation with the Garden Club, replace them as necessary with tables of comparable quality. It is further understood that the Garden Club will have access to the tables for their functions."***

The Agreement was accepted and passed by the Forest Hill Association on 5/7/12.