

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
January 7, 2013**

Board Members present: Diane Wara, Kathe Farrell, Paul Cooper, Dan McHugh, Eric Buonassisi.
Others in Attendance: Christopher Liljenstolpe, Steve Lawrence, Barney Deasy, Harold Wright.

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

Minutes: The draft minutes of the previous meeting, December 10, 2012, were approved.
The next Board Meeting is planned for Monday, February 4, 2013.

Treasurer's Report:

In the absence of Treasurer Sally Kipper, Diane Wara presented a preliminary report. Due to the Holidays at the end of the month, the current figures do not represent the full month of December. Treasurer Sally Kipper will prepare a comprehensive report upon her return in mid-January.

President's Comments

1.) The Board has not received a final copy of the Financial Review by Levy, Erlanger & Co. Eric Buonassisi expects the final version to be delivered when Levy receives the fee payment that is just now being mailed. The final version ("Draft overwrite removed") will be scanned and made available to the members of the Finance Committee and forwarded to the banks who may be financing the Clubhouse Renovation, as requested.

2.) Regarding the upcoming Board Election on 4/1/13, Diane announced that the two previous Election Officers John Palmer and Bruce Deming will both be unavailable on Election Day. They offered to prepare the Election, including mailing of the ballots. Diane suggested that Executive Assistant Jutta Lammerts should count the votes on Election Day. If requested, FHA will offer a recount by the Election Officers after their return. The Board discussed a possible transition to an electronic Proxy solicitation system in future years to supplement the mailing of ballots, increase potential returns, and streamline the whole election process.

Advisory Committees

Activities – Dan McHugh:

The Children's Holiday Party was a great success with ca. 100 attendees. The Board requested that Dan McHugh contact Ken Chin, organizer of past such festivals, to chair the event again this year.

Communication – Kathe Farrell:

The submission deadline for the next Newsletter issue is the week of January 21st. Kathe called for articles; Paul Cooper will write about the Clubhouse Renovation schedule and include the announcement that construction bids will be solicited from the Community from February 8, 2013.- Kathe reported receiving an offer from a non-FHA resident whose new business is located on the outskirts of the neighborhood to contribute an article to the Newsletter. This article would be based on his line of business (Fitness Club). Kathe initiated a discussion among the Board Members whether or not to allow articles serving private business interests in the Newsletter. The Board unanimously decided that no advertisements or public relations articles mentioning any homeowners' business will be accepted for publication in the Newsletter.

Clubhouse Renovation - Paul Cooper:

The following schedule was discussed:
FEBRUARY

Carey and Co. to issue Permit Documents to Board for Review (digitally) 2/1/13

February Board Meeting 2/4/13

Board to approve the documents to be issued for permit

Board to review documents from 2/1/13 to 2/5/13 and provide comments to Carey and Co.

Carey and Co. to incorporate boards comments and issue for bidding 2/8/13

MARCH

Contractors bids due to FHA 3/1/13

March Board Meeting 3/4/13

Board to approve the Contractor bid for the project

Contract Finalization with Contractor

APRIL

April 1, 2013 Construction to begin

As of now, the Board recommended not to accept any Clubhouse rental reservation after 4/1 and for the remainder of the year 2013. Once a contractor has been chosen and contracts have been signed, the date for the expected reopening might be revised.

Clubhouse Remodel Finance Committee – Eric Buonassisi:

The estimated cost of construction as approved by the Board is \$ 630,000 not including the architects' fee – which is expected to amount to ca. \$ 100,000. A Board-approved construction estimate is available for submission to potential lending institutions. The final copy of the Financial Review by Levy, Erlanger & Co. CPAs needs to be shared with each bank. Potential lenders remain: Mechanics Bank, First Bank, and First Republic Bank; Wells-Fargo had declined, and Bank of America has limited the loan amount to \$ 200,000 which would be insufficient for the Clubhouse project. Eric opened a discussion about the desired procedure for presenting the financing options to the Board. The Board suggested that all Board members should be invited to the sessions of the Clubhouse Renovation Finance Committee and that the Finance Committee should present its findings to the Board. The loan needs to be approved and in place before any bid response is signed, i.e. in early March. Negotiations with lenders will be pressed forward to meet this timetable now that a firm contractor cost estimate is available. The Board then went on to discuss the amount of financial reserves that should be set aside. This discussion will be continued within the Finance Committee.

Architectural Review – Paul Cooper

No successor for the position of Chair of the Architectural Review Committee has yet been found. Paul Cooper and Diane Wara will discuss possible options.

Landscape and Trees – Diane Wara:

The Winter Pruning List has been completed; both Diane Wara and Harold Wright reviewed all trees in the neighborhood for pruning needs. Valley Crest will invoice \$19,877 for the winter pruning with an expected additional \$ 2,000 - \$ 3,000 for pruning done at special request of homeowners. The original amount budgeted for winter pruning was \$ 15,300. Diane made the Board aware of this inevitable cost overrun and requested approval of up to \$ 23,000 for the complete winter pruning work. The Board approved her request.

Adjournment: There being no further business, the meeting was adjourned at 8:10 pm.

Respectfully submitted,

Jutta Lammerts