

FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
May 6, 2013

Board members present: Diane Wara, David Aldrich, Thomas Cooke, Paul Cooper, Dan McHugh, Eric Buonassisi.

Others in Attendance: Harold Wright, Sally Kipper, Mark Watts, Dan Kelly

Diane Wara called the meeting to order at 7:05 PM.

Minutes: Draft Minutes of April 1st meeting and April 4 and April 22nd extraordinary meetings were approved.

Treasurer's Report: Eric reported that aside from ongoing routine operating expenses the only extraordinary payments were those for additional insurance required during construction as the Clubhouse. In addition to the existing insurance coverage, two additional policies needed to be taken out and paid for.

Diane Wara requested that from now on the cost of Clubhouse construction should be shown on a separate report while only ongoing operating expenses should be shown on the monthly Treasurer's Report. Diane asked that Clubhouse construction expenses should be compiled from previous Treasurer's Reports back to the beginning of the project in 2011 in order to keep track of the total expenses for Clubhouse construction. Discussion among those present made it clear that Diane's request was not practical to implement. Therefore, separate expense reports for Clubhouse Renovation and Routine costs will be prepared from 1 April 2013 thru payment of the final Clubhouse Renovation invoice.

President's Comments: Diane reported that the loan documents have not been finalized due to Board Member Dan McHugh's withholding of his signature on the Loan Agreement and his opinion that the Agreement should be reviewed by a retained outside lawyer on behalf of FHA. The Board discussed the option of having this review done within a very tight time frame in order to keep the construction on schedule. The resolution to hire an outside lawyer to review the Loan Agreement was defeated by majority vote and the Board decided to move forward with the loan without contesting any of the provisions of the loan documents. Dan McHugh offered to sign the Loan Agreement so that the executed Agreement could be returned to First Bank with the required \$5,000 Origination Fee. The Board further decided to keep Ann Rankin in mind for any future legal needs. Her engagement letter with fee details will be kept on file for future use.

November 1, 2013 was established as a tentative date for the reopening of the Clubhouse. Before FHA can accept reservations for dates after November 1st, the rental modalities and contract text will be reviewed, modified, and endorsed by the Board.. Executive Assistant Jutta Lammerts will compile a list of issues to be decided, and an extraordinary Board Meeting solely dedicated to this issue will be scheduled once this list and a market survey of comparable venues and rental rates have been prepared by Jutta Lammerts.

Advisory Committee Reports:

Activities:

Dan McHugh suggested holding the annual Families Picnic in August, location tbd. Paul Cooper recommended combining this social event with a fundraising effort for the Clubhouse renovation.

Communications/Newsletter:

David Aldrich is working on the next Newsletter issue together with Yen Bachmeier. Planned contributions are articles about the 2013/14 budget (in summary), the Clubhouse renovation loan, the planned reopening of the Clubhouse in Fall of this year, and the first installment of a series of practical help topics in the “Board Corner” column, e.g. on how to report street light outages.

Architectural Review Committee:

Mark Watts reported about construction work at 2 Sola Avenue. The homeowners are adding basement rooms and have already submitted plans for review by the Architectural Review Committee. There are no objections to this construction project.

The Committee is further working on modernization of the FHA website content and navigation features and is looking into the production of a “Coffee Table Book” about the Forest Hill neighborhood, taking their cue from a similar project recently completed in St. Francis Wood.

Clubhouse Report: Paul Cooper reported the need to find a special inspector to monitor progress of construction work at the Clubhouse. Executive Assistant Jutta Lammerts will call for bids from three different companies and report back to the Board by email. Paul further explained that the current building permit was granted with the stipulation to install a Type 1 hood which appears totally unnecessary for a non-commercial kitchen and overly expensive. He will make one more attempt to convince the City Building Commission to remove this stipulation. If the City does not remove it, the funds for this hood will have to be raised by construction savings, e.g. by postponing the brick work in the front courtyard. Currently, 3 change orders in the total amount of approx. \$ 10,000 have been proposed by Plath Construction Company which can be partially offset by \$ 5,000 in deductions from the Plath Contract.

Infrastructure:

Dan Kelly has graciously offered to chair this committee, with Warren Krauss as Board Liaison. Dan reported that after an extensive review by the City of the Forest Hill infrastructure – roadways, curbs, retaining walls, stairs – four years ago, the City decided against any further measures due to lack of funding. Efforts at traffic calming have likewise been thwarted over the last two to three years. With the changing political climate, the Infrastructure Committee is now reviving these efforts. The City is appointing a 9 person committee which includes Warren Krauss and Dan Kelly from the Forest Hill side as well as City officials to identify traffic calming strategies for the

Dewey Circle area as well as the Pacheco corridor This joint committee is scheduled to meet monthly and to also hold Community Meetings with a focus on traffic calming measures in Forest Hill.

Legal and Governance:

No report

Trees and Landscape:

Diane Wara reported that the Winter Pruning has been completed and that tree review for the upcoming Summer Pruning cycle will resume in the month of June.

Board Meetings during Clubhouse renovation:

The Board discussed possible alternatives. Meetings at the Miraloma Clubhouse would have incurred a \$ 75 fee per meeting, and meetings at Laguna Honda Hospital are problematic due to scheduling conflicts. Several Board Members have offered their homes as occasional meeting places. Executive Assistant Jutta Lammerts will explore the option of meeting at the Taraval Police Station.

A special Board meeting was scheduled for May 22 at Diane Wara's home to deal with Construction Contract issues and other important matter requiring short term action.

There being no further business, the meeting was adjourned at 9:40 pm.

Respectfully submitted,

(David Aldrich)