

FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
October 14, 2013

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

Board members absent: Warren Krauss

Others in Attendance: Clorinda Aldrich, Kathe Farrell, Walt Farrell, Mark Watts, Rigo Cabezas, Harold Wright

Diane Wara called the meeting to order at 7:00 p.m..

Minutes: Draft Minutes of September 9, 2013, meeting were approved.

Treasurer's Report: Eric reported that on the income side, no further assessment payments have been received. Three households are delinquent and may be lienied at the end of this year; reminder notices have been sent. Clubhouse rentals: as of today, a total of 6 rental contracts have been secured for the remainder of the 2013 fiscal year. Expenditures are well below budget with 33% of the budget expended at 50% of the fiscal year elapsed. Exceptions are only professional services which are ca. \$ 1,000 above the budgeted amount, and insurance costs (due to uneven distribution of insurance payments during the year).

Regarding financing of Clubhouse construction, Eric reported that all loan draws have been done and that FHA now owes \$ 500,000 on the NRLOC . We will owe one more check to Plath when all puch list items have been completed and we receive the final invoice expected this month. We have sufficient funds in the Cpaital Account to pay the last invoice.

Rental payment procedures: Eric explained that from now on damage deposit checks for Clubhouse rentals will be deposited (not kept uncashed) in a separate account.

Preparation of Annual Assessment invoices: as in previous years, Yen and Mel Bachmeier will update the Access database and transfer the necessary data to an Excel spreadsheet which will contain a the usual key field for each household. This data file will be sent to First Bank and the SouthData service to generate and mail the invoices. These letters will contain a payment coupon with a scan line to identify the payer. Payment checks and separated coupons will be mailed to a dropbox at our bank (a SF PO Box) where incoming payments will be credited, using the barcode to link them to the payers. Payments received will be documented in an Accounts Receivable Report that the bank will make available to McHale (and to FHA if we wish). The services performed by South Data will cost \$.35 per invoice generated. Eric will clarify some remaining details of this process esp regarding checks mailed without the coupon that identifies them.. The Board approved the Treasurer's Report unanimously.

President's comments:

Diane summarized the Clubhouse Rental Reports prepared by Executive Assistant Jutta Lammerts and concluded that in order to meet the budgeted increase in Clubhouse rental income for the remaining fiscal year, approximately the same number of rental events as in the full rental year 2012 will be required (at the current higher price per rental). Consequently, FHA can afford to offer pro-bono use of the Clubhouse to the same parties that have benefitted from such offers in the past, and to nearly the same extent. We will, however, endeavor to schedule as much of these for the less used weekdays where the pro-bono days are less valuable. The Board unanimously approved pro-bono use of the Clubhouse as follows:

Boy Scouts, once a week, on a weeknight;

Boy Scout parents, once a month, on a weeknight;

WTPCC, once a month, on a weeknight;

Musical Days, once a year, up to one weekend with all weekdays leading up to that weekend and Monday through Thursday of the week following this weekend; the Clubhouse must be ready for another renter on Friday.

Pocket Opera: twice a year for four consecutive days – Monday through Thursday.

Diane further brought up the possibility of advertising for Clubhouse rentals; Eric will research possible legal issues that may affect our non-profit 501c.3 status with both CPAs (tax specialists) and our Tax Accountants, Levy Erlanger. Jutta Lammerts will prepare a list of wedding websites and pricing for advertising on these websites.

Diane explained that potential renters routinely request Clubhouse tours outside the Executive Assistant's normal business hours, namely on weekends and in the later evening during the week. She proposed to pay the Executive Assistant a special rate for her work during these times. The Board will review and discuss this proposal at a later date. Rigo Cabezas volunteered to help out with these Clubhouse tours on an as-needed basis.

Diane proposed a motion to change the Bylaws to state that the monthly Board Meetings will be held on the second (instead of the first) Monday each month at 7 p.m. Board meetings will not be held during August or December. This change will enable the accountants to prepare a financial report covering the previous month in time for each Board Meeting. The Board unanimously approved to change the text of the Bylaws, ARTICLE XIII

MEETINGS as follows:

Page 7

from "Regular meetings of the Directors shall be held on the first Monday of each Month, July, August and December excepted..." to "Regular meetings of the Directors shall be held on the second Monday of each Month, August and December excepted..."

Lastly, Diane suggested that the FHA adopt attendance guidelines for Board Members, requiring a minimum attendance. Eric will research attendance rules for other HOAs and will report back to the Board.

Advisory Committee Reports:

Clubhouse Report: Paul Cooper reported that change orders account for only 5.79 % of the total Clubhouse renovation cost for a current total of \$31,019.00. We still have some outstanding construction issues that will add to the change orders but they are probably not substantial. The remaining change orders have to do with the electrical and plumbing work.

Architectural Review Committee:

Mark Watts reported that one request for installation of a side door had been submitted to the Architectural Review Committee and had been approved; the Board followed this recommendation with an approval of the homeowner's plans. Mark suggested that we install a link on the FHA website to directly connect to the SF Planning Department's website, thus enabling homeowners to directly access these updated guidelines.

Activities:

Dan McHugh reported that the Clubhouse reopening on October 6 was a great success and that it drew a large number of guests, probably ca, 250 to 300; many of whom had, in the past, not regularly participated in Clubhouse activities. He summarized food, sponsorships, and overall level of guest satisfaction and estimated that due to sponsorship the total cost of the event amounts to approx. \$ 5,000.

Communications/Newsletter:

David Aldrich plans the next newsletter for early November with an article submission deadline of October 22nd. He suggested a report of the CH Reopening Party (Dan McHugh), a wrap-up of construction work(Paul Cooper), a preview of December events (Dan McHugh), and a summary of changes to the annual homeowner assessment procedure (Eric Buonassisi). Executive Assistant Jutta Lammerts will write an advertising article about Clubhouse rental for FHA members.

Infrastructure:

Kathe Farrell reported for the Traffic Calming subcommittee. She had attended a public meeting hosted by DPW representative Nick Carr. The following measures are being discussed for the Forest Hill neighborhood:

Installation of speed humps on 8th Avenue and Lawton up to Forest Hill; on Pacheco Street to Lopez Avenue; on Pacheco Street to Sola Avenue; along Magellan Avenue over several blocks, and on Taraval Street to Dewey Blvd.

Installation of raised crosswalks, accented with yellow paint, in several places in the neighborhood;

Installation of median islands along Magellan Avenue;

Installation of "mini" traffic circles at the intersections of Alton and Pacheco Streets and at the intersection of Magellan and Montalvo Avenues;

Installation of a traffic circle on Dewey Blvd and Pacheco Street with a traffic island.

The homeowners in each block will be asked separately about their preferences and what should be installed.

Legal and Governance:

No report

Trees and Landscape:

No report.

WTPCC:

No report.

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

(David Aldrich)