

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
November 11, 2013**

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

Others in Attendance: Dan Kelly, Clorinda Aldrich, Kathe Farrell, Walt Farrell, Brad Angeja, Harold Wright, Barney Deasy, John Balestreri, Katie Balestreri, Tom Rocca, Kari Rocca.

Diane Wara called the meeting to order at 7:02 PM.

Minutes: Draft Minutes of October 14, 2013, meeting were approved.

Treasurer's Report: Eric reported that on the income side, one more 2013 assessment payment has been received with one household still delinquent. FHA will impose a lien on this property unless full payment is received within the next few days. With 58% of the fiscal year elapsed and only 45% of budgeted expenses consumed, Eric expects expenses to be below budget at the end of the fiscal year. Details of each expense category are in the November Treasurer's Report distributed today to the Board. The Clubhouse renovation budget has \$ 32,082 remaining in the Capital Account as of Oct 31st. We have two more bills to pay – one to complete our payments to contractor Plath & Co. for \$ 29,802 and one to Carey & Co. Architects for \$ 2,050. Any remaining funds will be transferred to the operating account and the Capital Account will be closed.

As of November 12, 2013, all FHA accounts will automatically transfer from First Bank to Union Bank. Eric and Yen Bachmeier had an orientation session with the SouthData Company who will handle the creation and mailing of FHA 2014 maintenance assessment invoices going forward. Homeowners will receive clear instructions on the new payment system with their 2014 dues statements to be mailed December 1, 2013. The statements will have a return payment coupon at the bottom of the letter with a unique scan line coded for each individual homeowner member. As described in the last FHA Newsletter, homeowners will be instructed to separate the coupon and mail it with their checks to a PO box at Union Bank where their payments will be processed and linked to the payers. Union Bank will provide daily receipt records for all payments and this will be gathered each month to create our accounts receivable reports in QuickBooks. The Board unanimously approved the Treasurer's Report.

Eric then reported on the bids for sewer line replacement. Rescue Rooter submitted a bid at \$ 4,276 and Bell Plumbing has just come in at \$ 3,800. Best Plumbing, the third requested bid, has promised to return an estimate but has not yet submitted it. Jutta Lammerts will contact Best Plumbing and try to receive a bid immediately. Diane Wara moved to accept Bell's low bid provided their business license is current and no lower bid is received within the next one or two days. The Board approved this motion

unanimously. Work on sewer repair should begin within the next five business days before the heavy rains begin.

President's comments:

On the issue of employee benefits, Diane Wara explained that when current Executive Assistant Jutta Lammerts was hired, the same benefits were offered to her as to her predecessor, namely a payment of up to \$ 3,000 annually towards health insurance. Jutta declined then since she was covered on her spouse's insurance. This is no longer an option for her, therefore, Diane proposed to re-instate the \$3,000 health benefit for Jutta for this fiscal year to be paid as soon as our bookkeeper can arrange it. The Board unanimously approved this motion.

Diane suggested introducing a special Clubhouse rental rate for sponsored events with the rate to be lower than the non member rate but somewhat higher than the member rate. The basis for this recommendation is that it appears most of our current rentals (currently 90%) are coming from members rather than non members. This reduces the expected annual revenue from Clubhouse rentals which will be used to subsidize the improvements made to the Clubhouse this past year. Many Board members expressed concerns about charging homeowner-sponsored friends a higher rate than the members pay. Further discussion was tabled until the next Board Meeting in January 2014.

Clubhouse Rentals:

On the topic of advertising for Clubhouse rentals, the Board decided that Executive Assistant Jutta Lammerts should draft an email to her professional contacts in the local wedding industry announcing the Clubhouse reopening. She will submit the draft to the Board for approval at the next Board Meeting.

Jutta Lammerts presented a summary of rental contracts from Clubhouse Reopening forward. 22 rentals have been booked through August 2014 for a total revenue of \$18,300; 20 of them are by FHA members, and 6 of those are sponsored events. Only 36% of our current bookings bring in revenue at the new, higher rates imposed at the recent Board Meeting when rates were changed to reflect rates at competitive venues for weddings, parties, etc.

Jutta then presented advertising options for the Clubhouse Rentals to the Board. An annual advertising subscription to the Wedding Wire network would cost \$ 380 per month (\$4,560/year). An annual advertising subscription to Here Comes the Guide (print and online version combined) would cost \$ 1,800/yr. Jutta pointed out that, for wedding venues, "The Guide" is the most frequently consulted source of information for both professionals and brides. The Board took note of comparable venues (most notably, the Sausalito Women's Club) as well as other non-profit venues advertising in this medium. Diane Wara moved to purchase a one-year subscription to "Here Comes the Guide" and to reevaluate a possible continuation after the first year. Jutta Lammerts will maintain a

record of where renters outside the FHA first heard of the Clubhouse venue. The Board approved with Warren Krauss and Dan McHugh opposed and Paul Cooper abstaining.

Diane then informed the Board that the House Pals cleaning company is increasing their service rates by \$ 10 per service visit. Given the increased area to be cleaned, the new more labor-intensive stainless steel surfaces, and the fact that rates had not been raised over the last four years, the Board had no objections to this rate increase.

Diane reported that the Family Club is planning to organize a “Movie Night” one Sunday a month at the Clubhouse. Possible copyright issues were discussed. Diane Wara moved to offer free Clubhouse use to the Families Club for one Sunday a month unless a paid rental is secured greater than 7 days before the movie event, in which case FHA has the right to cancel the Family Club event. The Board approved this motion unanimously. Diane then commented on the Eagle project of Boy Scout Jacob Wong who – together with John Balestreri and Rigo Cabezas – did repair and paint work on the Clubhouse garages. Diane thanked Jacob for his work and congratulated him on his upcoming Eagle promotion. A discussion about changes in FHA election procedures, changes to the Bylaws, and changes to regular Board Meeting date was postponed to the January 2014 Board Meeting.

Advisory Committee Reports:

Clubhouse Report:

Paul Cooper reported on permit issues with the Clubhouse renovation. While plans had been submitted to and approved by the Planning Department, the Building Inspector now requests changes to the handrails in the office part of the building as well as the installation of a 1-hour firewall between the stairwell and the storage space underneath. Nancy Goldenberg will draft a letter to the Building Department pointing out the pre-approval and the residential code sections on which it was based. Further action will be decided upon receipt of the response from the Building Department. We have Fire Monitoring Certificates from Bay Alarm but there appears to be no electricity to the new stove and gas igniters for the burners. AFTER THE MEETING: It was determined that Bay Alarm had flipped the circuit breaker and that is why we did not have electric to the stove.

Architectural Review Committee:

In the absence of Mark Watts, the Board discussed a renovation project at 1 Ventura Avenue. The new owners, Tom and Kari Rocca, personally presented the scope of their renovation, and their direct neighbor, Board Member Warren Krauss, commented on it. Since the renovation is entirely interior in scope and since all direct neighbors have approved, the Board moved to approve of the renovation plans without further consultation of the Architectural Review Committee.

Activities:

Dan McHugh reported that the Children’s Halloween Party was a great success. It was organized by the Family Club as will the next upcoming events, Holiday Party and Easter

Egg Hunt. Dan Kelly volunteered to lead the organization of the Lunar New Year Party in March.

Communications/Newsletter:

David Aldrich plans the next newsletter for January 20, 2014. He suggested a report on recent and upcoming Clubhouse events, a recognition of the Eagle Scout and his project, an update on Clubhouse rentals, and a discussion of the FH winter pruning schedule by Valley Crest. If possible, a total summary of Clubhouse renovation costs will be published in this newsletter issue along with a review of the new 2014 maintenance assessment collection process with Union Bank.

Infrastructure:

Dan Kelly reported that after several meetings with City officials and after MTA assessments of the most accident-prone areas in the neighborhood the following measures are being discussed for Forest Hill and the immediately surrounding streets:

Installation of speed humps on 8th Avenue and Lawton up to Forest Hill; on Ninth Avenue (2 speed humps per block on a four-block stretch ending at the FH gate), 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; and installation of a traffic circle on Dewey Blvd and Pacheco Street with a traffic island.

The homeowners in each block will be asked to agree with the plan for their block. Despite some concerns on details of the plan, Dan Kelly recommended that the Board endorse this plan and that Yen Bachmeier distribute both the legible, color MTA map of proposed traffic calming measures and the MTA contact information for individual neighbor comments. Diane Wara has prepared a draft letter to Nick Carr, SFMTA, to be appended to these Minutes.

Legal and Governance:

No report

Trees and Landscape:

No report.

WTPCC:

No report.

There being no further business, the meeting was adjourned at 9:15 pm.

Respectfully submitted,

(David Aldrich)

APPENDIX

**Letter to Nick Carr, SFMTA,
to be appended to November 2013 Board Meeting Minutes**

To: Carr, Nick <Nick.Carr@sfmta.com>

Dear Mr. Carr ,

The Forest Hill Association wishes to thank the City for their attention to the increased traffic and speeding in Forest Hill. The Board is in agreement with the City's efforts to create a comprehensive traffic calming plan for our community and looks forward to a further discussion of the specific proposal by our homeowners. Please provide us with adequate notice of any City meeting to discuss the Forest Hill proposal, so that we can notify our community members of the date and time.

Thank you again for your efforts on our behalf.

Sincerely,

Diane W. Wara
FHA Board President