

FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 14, 2015

The meeting was called to order at 7:00 p.m. by Board President, Mark Watts, and was adjourned at approximately 9:05 p.m.

**1. Notice:**

A copy of the notice of the meeting was sent on September 7, 2015 to each director via email and posted in the kiosk outside the clubhouse.

**2. Quorum:**

Quorum was met. FHA directors present Mark Watts, Diane Wara, Eric Buonassisi, John Graves, Tom Cooke, and Barney Deasy. Director Charlene Padovani Kiesselbach arrived at 7:15pm.

**Actions Taken:**

- A. The minutes of the Forest Hill Board of Directors' meeting held on July 13, 2015 was voted on and approved by all directors present. Motion carried.
- B. Motion was made to allow Neighborhood Outreach Meeting to occur for free at the Clubhouse on September 29, 2015 from 6-8:30pm. (Post meeting, request rescinded. Meeting will not be held).
- C. Motion made to hold meeting to address how we are using the clubhouse. Meeting will look at the annual budget, analysis to be done to see how many events need to be held to maintain budget. All approved.
- D. Motion made to hold second separate meeting to discuss strategies to decrease the number of events. IN November have meeting discussing frequencies. All approved
- E. Board unanimously approved to move forward with web design up to \$6000.
- F. **2016 Musical Days request** for August 7, 2016 through August 14, 2016. Motion unanimously approved.

**3. Treasurer's Report:**

- Utilities expense is running about 4% over budget with sewer/water and electricity elevated above planned expenses.
- Clubhouse expenses for event management, cleaning and maintenance are higher on above forecast rentals resulting in 8% higher expenses to date
- Landscape expenses are 12% below budget since summer pruning has not begun. All invoices received for VC sidewalk and median strip maintenance work have been paid.
- Professional services are under budget by 13%
- Office expenses are 5% higher than budget due to unbudgeted permit expenses for the most part

- Community/Communications is 9% under budget with planned activities starting at the end of August
- Reserve and CD balances are \$188,981 and \$135,000, respectively.
- Deferred FY 2016 rental revenue has now reached \$11,825. These are rental contracts scheduled for April 2016 and later. We won't recognize this income until next year. \$4,000 of deferred income was received with new contracts in July.

4. **Neighborhood Outreach Meeting request** from John Farrell, FHA resident requesting to reserve the Clubhouse on September 29, 2015 from 6:00-8:30pm. Requesting to reserve the clubhouse for free, sponsored by the Republican Party. It's a community event that is not looking for sponsorship but just use of the clubhouse.

Motion made to allow this event as long as there is no political sponsorship stated on any of the mailer or emailer materials and we would need to see and approve the materials concerning the event prior to being sent out. Board felt if they accept to let this group use the space that they would have to let all groups. No political party mentioned.

5 yes, 2 no's (Wara & Kisselbach). Motion passes. (Post meeting, request rescinded. Meeting will not be held).

#### 5. Clubhouse Noise Concerns

- Mark Watts listed the following actions that have been taken since the July meeting:
  1. SLM measurements and visual reading iPad installed in the clubhouse for event monitoring and control
  2. Bass traps installed with 2 wall panels to test effectiveness
  3. Mats installed outside of kitchen to reduce foot traffic noise
  4. Caulked around windows and west door to reduce sound escaping there
  5. Reduced exit times for all future events from 11pm to 10pm on weekends and 10pm to 9pm during the week.
  6. Reduced new contract max decibel limit from 85 to 80 dB inside double doors
- Items still under evaluation:
  1. Install an FHA owned and controlled sound system that would allow Clubhouse to control output of all amplifies sound at events. The mixer system would cost approx. \$3-\$4,000. Eric B. to look into this option further.
  2. Replacing selected windows with dual or triple pane windows
  3. Installing 6'-0" wall in the back and side of property to absorb sound

- Wes G. stated per Police code that commercial properties can only be 8 decibels above ambient perimeter readings. Sean Burke recorded the ambient noise level in Wes G's home Sept. 4<sup>th</sup> at 43-45 dB. Wes stated that 80 decibels inside the clubhouse will not reflect a 53 decibel reading inside his home. Wes G. stated to the Board that next time he feels there is a noise violation he will call Sean Burke for a noise level reading. If the noise level is 53 or higher in his home a citation will be issued. After 3 citations permit will be pulled for review. Wes stated that his intention is to have a citation issued every time he believes there is a noise violation.
- Motion made to Invite Sean Burke to a special meeting to provide his comments to all of us at once. All approved.
- Motion made to hold meeting to address how we are using the clubhouse. Meeting will look at the annual budget with analysis to see how many events need to be held to maintain budget. All approved.
- Motion made to hold a second, separate meeting in November to discuss potential strategies to decrease the number of events. All approved.

**6. Garage Floor Resurfacing & Resurfacing the lower patio:**

- a. Eric B. has spoken with Michael Dotson, former Troop leader, and he has 3 future Eagle Scout projects that could take on this inside resurfacing work. Mark Watts will act vas FHA supervisor and work with Michael on moving forward with this idea.
- b. Eric got a bid from System Pavers for \$20K to grade and resurface the lower patio with pavers from the clubhouse door out to the sidewalk. The future of the leaning pine tree should be resolved before any action is taken to resurface the patio to greatly reduce the slipping hazard that has existed for years.

**7. Activities committee** hosted the annual picnic on August 30<sup>th</sup>

- a. Tom stated the picnic was well attended by approx. 300 attendees.
- b. Tom would like to have a cleanup committee designated next year
- c. Tessa O'Leary is the chair for the Children's Halloween Party on October 30<sup>th</sup>  
Pancake Breakfast is schedule for November 15<sup>th</sup>

**8. Architectural Review** – The Board moved and approved the 32 Mesa project.

~~8.~~ no update

~~9.~~

**10.9. Clubhouse Rental Update** – not given

~~11.10.~~ **Communication:** Provide articles for the next newsletter due by November 25<sup>th</sup>, release date of December 15<sup>th</sup>, 4 page newsletter. (POST MEETING: Date for article submission for next newsletter was changed to October 21, with the release date to occur by November 15).

~~12.11.~~ **Landscape:**

- A. Pacheco Median Strip planting was approved by unanimously approved by the landscape committee Preferred sidewalk strip replanting tree list.
- B. Landscape committee will be providing a list of “preferred plantings”, including trees for the neighborhood. List will identify the plant with a photograph. Replant sidewalks strips that need them, and will consider thorough fares will have highest priority.
- C. Maytens will most likely not be on the new list as they require a lot of water, they send out shoots and are very invasive.
- D. Friends of the Urban Forest and board of supervisors are looking to take over side walk strips due to the roots, parcel tax of \$40 per lot per year for Proposition. City looking to take over pruning/removal of sidewalk strips.

~~13.12.~~ **Garden Club** – no update

~~14.13.~~ **West of Twin Peaks** – no update

~~15.14.~~ **Web Redesign:** Board looking to host its own website. Web redesign and installation would cost approx. \$5580 plus quarterly maintenance fee. Need Yen Bachmeier to release the current URL and web design or get new URL. Board unanimously approved to move forward with web design.

~~16.15.~~ Need to study costs of TV rentals and cable cost for super bowl party before board approval.

~~17.16.~~ **2016 Musical Days request** for August 7, 2016 through August 14, 2016. Motion unanimously approved.

~~18.17.~~ Meeting adjourned at 9:05.

Respectfully submitted,

Janette Najar