

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
April 2, 2012**

Board Members present: Diane Wara, Paul Cooper, Dan McHugh, Kathe Farrell, Katie Balestreri, Warren Krauss.

Others in Attendance: John Balestreri, Steve Halpern, Harold Wright, Walt Farrell, John Palmer, Eric Buonassisi, Amy Quirk, Donna Earhart, Jim Earhart, Nancy Hagosian, Dottie McHugh, Bruce Deming, John Graves, Barney Deasy, Dan Kelly, Yen Bachmeier, Mel Bachmeier, Mike Monroe.

Diane Wara called the meeting to order. The meeting began at 7:10 pm.

Special Order of Business:

Diane Wara announced the special schedule for this Annual Meeting and Board Election.

She introduced Bruce Deming, Inspector of Elections for this year's Board Election.

Bruce welcomed everyone and announced that votes could still be cast or changed before the counting process was opened. He invited any questions to the Board (there were none). Since all candidates had already given their statements at the Candidates' Forum and are personally well known in the Community, the general agreement was that a repetition would not be necessary.

Diane announced that Paul Cooper, Chairman of the Clubhouse Committee, will give a presentation summarizing the current status of the Clubhouse Remodel project.

At 8:00 pm a short Board Meeting will be held, covering Treasurer's Report and Advisory Committee remarks only.

During this time, the Inspector of Elections, Bruce Deming, will begin counting the votes.

After these announcements, Diane Wara thanked the Board Members for their hard work and a very productive past year. She thanked especially Paul Cooper for his work on the Clubhouse Remodel project; Warren Krauss and Dan McHugh for their work on the Infrastructure Committee; Katie Balestreri for chairing the Activities Committee that put together more and better events that were attended by a greater number of guests than ever. Diane also extended thanks to the Garden Club whose members organized additional events; to Kathe Farrell for her work on the FH Newsletter whose quality has notably improved these last years, and to Sally Kipper for her extraordinary finance work. Lastly, Diane thanked Yen Bachmeier for her IT support and especially for the large share of her work that she is doing on a volunteer basis and donates to the FHA.

Paul Cooper then gave his presentation on the status of the Clubhouse Renovation Process to date.

He first outlined the history of the project. A 20 person Clubhouse Committee had been formed immediately after the 2011 Board Election and convened regularly. A Request for Proposals addressed to a list of recommended architectural firms generated proposals from 10 architectural firms; 4 of these were invited to present their proposals to the Board; out of these 4, Carey & Co. were chosen to develop a Master Plan for the renovation. 2 Community Meetings were held to inform the FH community about the planned renovation and to collect community input. The Master Plan has just been completed and approved by the Board. A financial subcommittee has been convened to explore options for the financing of this project.

The goals of the Master Plan were mainly to improve Life Safety, building envelope, accessibility, and infrastructure, and to modernize the kitchen and improve storage spaces within the building.

Life Safety: mostly seismic upgrades; the main object is reinforcement of the load-bearing but currently unreinforced brick wall to the right of the main entrance. In case of a seismic event failure of this wall could potentially cause the roof to cave in. The cost of these seismic upgrades was calculated to be \$ 28, 333. Another aspect of Life Safety is exiting and the fire alarm system, at an estimated cost of \$ 25,262. Diane Wara and Jutta Lammerts are currently in the process of exploring options for the fire alarm system, and the expected cost appears to be substantially lower than anticipated for this part of the project.

Building envelope: mainly roof replacement with additional insulation at an estimated cost of \$ 69,818. This includes also exterior painting.

Accessibility: mainly providing level access to the upper part of the brick patio, leveling the brick walkway leading to the front entrance in compliance with ADA rules, changing the surface for safer traction, and making the office and the first floor bathrooms ADA compatible. This part of the project is estimated to cost \$ 29,400. A lively discussion about the various options for bathroom modifications ensued. By ADA rules, an accessible office – which, absent an elevator, means first floor office – has to be provided. Paul Cooper pointed out that from his professional experience as an architect working on public buildings such an office space should be provided in any case for the purpose of meeting community members and welcoming Clubhouse renters.

Infrastructure: replacement of the existing heating system, upgrades to the plumbing and possibly installation of a backflow preventer device, upgrades to the electrical panel and part of the wiring, some modifications to exterior and interior lighting at a combined cost of \$ 36,750. If by Building Code the installation of a backflow preventer is required, this would increase the overall cost by ca. \$ 50,000.

Kitchen modernization: while keeping the footprint of the existing kitchen as well as its function as a warming kitchen, new 2-compartment sinks are required by Health Code, appliances will have to be exchanged and general other improvements are planned at an expected cost of ca. \$ 30,000.

Storage: construction of storage space adjacent to the kitchen and under the stairs to house 80-100 folding chairs; no price estimate for this part of the project.

The total cost of the project as outlined has been calculated to amount to \$ 485,952.

Paul concluded his presentation by outlining possible next steps in the process. The design choices will have to be narrowed down – that will be a task for the Clubhouse Committee and Board since Carey & Co. is no longer under contract; a decision will have to be made on whether to use pre-construction contractor services or not and on whether to implement the project in stages or rather to close down the Clubhouse for a certain amount of time. He also cautioned that with the economy in general improving, prices for construction are likely to increase so that quick decision-making is advisable.

There was general consensus that broad-based community support is essential and should be solicited soon. Harold Wright's suggestion to mail a concise description of the Club House Remodeling project to all FHA members as a separate letter was very well received. Harold proposed to include in this letter the financing options, e.g. a one-time \$1,000 special assessment or a loan that would be paid off over a certain time span. Dan Kelly suggested to invite all FHA members to a special community party whose theme would be the Clubhouse Remodel project. In this context, the idea of including a "time capsule" in the new construction was brought up. Yen Bachmeier pointed out that according to the Garden Club archives such a time capsule was actually built in during the last construction period in the 1950s.

Following Paul's presentation, Bruce Deming announced the Election results.

The Inspector of Elections received 304 ballots, 18 out of which were invalid. The remaining 286 valid votes exceed the quorum.

Each of the seven candidates received the required minimal amount of votes (25% of quorum); all seven candidates were therefore elected to the Board of Directors: Eric Buonassisi, Paul Cooper, Kathe Farrell, Sally Kipper, Warren Krauss, Daniel McHugh, and Diane Wara.

At 8:15 pm, Diane Wara opened the regular Board business meeting.

Minutes: The draft minutes of the previous meeting, March 5, 2012, were approved. The next Board Meeting is planned for Monday, May 7, 2012.

Treasurer's Report:

In the absence of Treasurer Sally Kipper, Diane Wara presented a tentative year-end report. A final report will be prepared after Sally's return and will be presented to the Board at the May meeting. Revenues exceeded expenditures by \$ 22,770. This includes the payments made in the context of the Clubhouse remodeling project. Diane estimated that FHA has ca. \$ 65,000 to spend annually from ongoing income. On the revenue side, Clubhouse rental income exceeded the budget by ca. \$ 10,000 or 25%. Diane thanked Executive Assistant Jutta Lammerts for her efforts to increase Clubhouse rentals. Revenues from assessments are slightly above budget. Only 28 households have not yet paid their 2012 dues; third notice letters were mailed on 3/31/12. Expenditures: Carey & Co. have been paid in full upon fulfillment of their contract. In the Landscaping budget, there are still outstanding bills due to delayed and unfinished work by Valley Crest. Community Events: most of the cost is due to the Lunar New Year party; the unusually high cost for Computer Services in the month of March 2012 consists of a bill for two months and additional work hours of Yen Bachmeier for the preparation of the dues notices.

Harold Wright confronted Diane Wara again with the promise the current Board made four years ago upon election, to have regular independent audits performed. He pointed out that this has not happened. Diane Wara stated again that an audit would be performed and that a reasonable scope – regular or desk-review – would have to be determined by the newly elected Board. She stressed that it is the task of the Finance Committee to prepare recommendations and to present them to the Board.

The Board then moved to approve the Treasurer's Report.

Garden Club: Annual Report to the Board

Yen Bachmeier, President of the Garden Club, reported a successful last year. Membership has increased by ca. 25% from 82 to 103 members; attendance at meetings has likewise increased, and the Garden Club hosted several highly successful events. One of the most noteworthy events was the 80th Anniversary of the Garden Club with all past presidents attending as well as the most senior member, Ms. Maxine Dickson, who has been a member for more than 50 years. Other events included the annual bookfest and food drive in November, as well as field trips (e.g. to the Farmer's Market and to the Green School Garden at West Portal School). In February, a docent from the Fine Arts Museum gave a lecture about the current exhibition, "The Cult of Beauty," at the Legion of Honor. Parties included the Holiday Dinner Dance in December and the recent St. Patrick's Day party. A second community service event, "Spring Fling Swap & Share," chaired by Amy Quirk, will be held on the 4/21 weekend.

Yen then thanked Donna Earhart, Pansy Waller and Katie Balestreri for providing refreshments for the Election Night meeting.

Diane Wara formally thanked the Garden Club for making a palpable difference by fostering community spirit in the neighborhood.

WTPCC Report

Walt Farrell reported that the ongoing restructuring of district boundaries has not yet been completed. Ill-advised traffic calming measures on Sloat Boulevard are currently undergoing revisions.

WTPCC is in the process of revising their Bylaws; it is mandatory that one FHA emissary attend their 4/23 meeting. Eric Buonassisi and Diane Wara volunteered to attend.

Advisory Committees

Activities Committee:

Katie Balestreri reported on numerous events during the last year, e.g. a performance of the Cypress String Quartet at the Clubhouse, followed by Forest Hill Musical Days; Pocket Opera dress rehearsals; the Annual Picnic in August and the Halloween Party in October, the Children's Holiday Party in December, and most recently the Easter Egg Hunt. The next Musical Days chamber music festival will be held at the Clubhouse from July 19 to 22. There are also musical events organized by members of the Community, e.g. an evening of song and guitar/mandoline music in March.

Katie formally thanked all contributing volunteers, especially Tessa O'Leary, Mira Foster, John Balestreri, Kim Glenchur, Kenny Chin, Donna and Jim Earhart, Sally Kipper, Will Connolly and Boy Scout Troop 88.

Communications:

Kathe Farrell is currently soliciting articles for the next Newsletter issue.

Infrastructure

Dan McHugh reported that shortly after the March Board Meeting he received a "Notice" from AT&T concerning a new proposed placement of the AT&T box on Taraval St. -- despite the stay order. It appears that AT&T wants to line up its placements before the court renders its decision. The notice speaks for itself. After receiving the notice, Dan contacted San Francisco Beautiful, who, in turn, contacted their attorney about it.

They recommended to ignore the notice issue at the moment and wait until the court makes its decision -- at which time we will better know what has to be done and, if necessary, can revisit the matter of location. As suggested by SF Beautiful and its attorney, Dan ignored the notice and its deadline (3/30).

Traffic Calming: Warren Krauss reported that he reestablished contact with the City liaison for Forest Hill Traffic Calming measures, Nick Carr. A new committee has been formed under different leadership; Warren is confident that a productive cooperation with this committee on traffic calming measures in our neighborhood will begin in the near future. The new City committee has already expressed interest in giving another presentation at a future Board Meeting.

Landscaping:

Diane Wara reported that the Winter Pruning cycle has been completed. She met with representatives from Valley Crest in order to establish an improved process for the pruning cycles. In the future, the Tree Pruning Plan will be prepared by Valley Crest 4 weeks ahead of time, giving the Landscape Committee an opportunity for review. The plan will then be posted as usual, and homeowners will have 2 weeks time to request changes. After the conclusion of this period, the process will be closed and no additional requests accepted until the next regular pruning cycle. The only exception are emergencies requiring immediate action.

Adjournment: There being no further business, the meeting was adjourned at 8:55 pm.

Respectfully submitted,
Jutta Lammerts