

**FOREST HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
June 10, 2013**

Board members present: Diane Wara, Thomas Cooke, Paul Cooper, Eric Buonassisi, Warren Krauss

Others in Attendance: Harold Wright, Sally Kipper, Kathe Farrell, Walt Farrell, Rigo Cabezas, Barney Deasy, Steve Lawrence, Gus Guibert, Dan Kelly

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

Minutes: Draft Minutes of May 6 meeting and May 22nd extraordinary meeting were approved. Diane Wara suggested a streamlined process of editing the draft minutes of every meeting to enable publication within a week. In the future, the updated change order list of the Clubhouse Renovation project will be appended to the minutes.

Treasurer's Report: Eric prepared two separate budgets - one for the operating expenses and a capital budget to keep track of the expenses for Clubhouse renovation. The capital budget as of today contains reserve funds of \$ 39 k for future soft cost and change orders.- Expenses related to the Clubhouse Renovation project that had been paid out of the operating budget were reassigned to their proper categories. Both the balance sheet – cash and receivables reconciliation – and the Profit & Loss report are accurate. Eric included register printouts both of the Bank of America checking account and of the new First Bank operating account in the Treasurer's Report. – Levy, Erlanger accountants have completed the preparation of State and Federal tax returns; these need to be converted from accrual to cash accounting. Filing is not due until August. The cost for the tax return preparation was \$ 495. Eric will report back to the Board once the tax returns are ready for filing. – Christine Willemsen, Chair of the Finance Committee, Eric and the Finance Committee as a whole are currently investigating accounting firms to take over FHA bookkeeping. So far no decision has been made in favor of any one company; Eric will report back to the Board.

President's Comments: Diane stated that the Clubhouse reopening date is still November 1st, 2013. Plath construction company will update the Board in time for the next Board meeting regarding the anticipated completion date. – Diane also reported that Clubhouse alarm monitoring will be changed over from TYCO/ADT to Bay Alarm. The new Bay Alarm installation does not require a telephone landline any more. Monitoring will be based on cellnet radio communication. So far, fire alarm installation and monitoring covers only the Clubhouse kitchen area. Harold Wright strongly recommended installation of additional monitored smoke sensors in the assembly room. Intrusion alarm will be based on door and motion sensors without monitoring.

Advisory Committee Reports:

Activities:

In Dan McHugh's absence, Diane announced postponement of the annual picnic to Fall so that Clubhouse reopening can be celebrated at this belated picnic.

Communications/Newsletter:

In David Aldrich's absence, there was nothing to report.

Architectural Review Committee:

Clubhouse Report: Paul Cooper reported that construction work is on schedule. The Clubhouse walls have been reinforced with steel. For that, the bricks had to be taken out, numbered, and put back into their original positions. Demolition, concrete work and underground plumbing have been completed. Currently, framing, above ground plumbing, and electrical are being constructed. The roof has not been removed, so we still have potential unknown conditions which put us at risk for possible change orders. The total for all change orders so far amounts to \$ 26,398: see attached chart. Decisions regarding these change orders – for items between \$ 500 and \$ 5,000 – require the approval of 3 directors. This rule pertains to Clubhouse Renovation only.

Eric Buonassisi reported about the First Bank loan initiation. The first draw of ca. \$ 101k has been made to cover the first Plath bill. The next bill from Plath is expected around 6/15 and will again be ca. \$ 100k. From 6/15 on, 5% interest will be charged on the balance in the loan account.

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, Dan Kelly and Kathe Farrell from the Forest Hill side as well as Nick Carr from the City to identify traffic calming issues. These will cover all of the Forest Hill tract and a part of Forest Hill extension but will exclude the Dewey Circle. A quick and efficient approach without any procedural requirement is the installation of speed limit signs (15 mph in the narrowest streets) and the addition of STOP signs. There was a consensus that the constant speeding on Pacheco Street is one of the most pressing problems. After three meetings, the advisory committee will make their proposal of traffic calming measures to the City. Regarding work on the Forest Hill stairways, Dan Kelly will meet with Supervisor Norman Yee and will encourage participation of DPW in a unified approach to stairway repair and safety measures. Nick Carr has already proposed installation of signage at points where public stairways cross streets in the middle of a block, e.g. in the 300-block of Pacheco Street. Rigo Cabezas expressed his wish to join the Infrastructure Committee.

Legal and Governance:

No report

Trees and Landscape:

Diane Wara reported that the Summer Pruning will take place in late August/early September. The condition of the tree towering over the Clubhouse will be evaluated.

WTPCC:

Walt Farrell reported controversial discussions about the planned opening of a pawn shop in West Portal. WTPCC is also discussing procedural revisions of decision making in the City administration.

There being no further business, the meeting was adjourned at 8:40 pm.

Respectfully submitted,

(Diane Wara)

Category Name	Description	Total Amount
Original Contract		\$536,109.00
Approved Change Orders		\$26,398.25
Change Order No. 1	Abestos	\$4,405.20
Change Order No. 2	Dry Rot	\$1,397.05
Change Order No. 3	Grout under foundation	\$3,779.91
Change Order No. 4	Parking Spot Permits	\$1,196.21
Change Order No. 5	Delete Flooring 108 and 110	-\$450.66
Change Order No. 6	Conflict of Plumbing and Conc	\$2,743.39
Change Order No. 7	Type 1 Hood	\$39,965.66
Change Order No. 8	Cabinetry in Kitchen	\$563.33
Change Order No. 9	Electical outlets in Assembly	\$1,036.52
Change Order No. 10	Gas and Kitchen Range to Gas	\$1,013.99
Change Order No. 11	Delete brick pavers	-\$20,936.54
Change Order No. 12	Delete Chimney Collar	-\$5,341.45
Change Order No. 13	Delete Coating at Pavers	-\$1,520.98
Change Order No. 14	Delete wall at coat rack	-\$157.73
Change Order No. 15	Type 1 Hood Drawings	\$4,450.27
Change Order No. 16	No Asbestos in Assembly flr	-\$338.00
Change Order No. 17	Reuse existing copper gutters	-\$5,407.92
Total Construction Contract		\$562,507.25