

**FOREST HILL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 12, 2018**

The meeting was called to order at 7:00 p.m. by Board President, John Farrell, and was adjourned at approximately 7:45 p.m.

**1. Notice:**

A copy of the meeting notice was sent on February 5, 2018 to each Director via email and was posted in the kiosk outside the Clubhouse and uploaded on the FHA website.

**2. Quorum:**

Quorum was met. FHA directors present were John Farrell, Mary Keating Sangiacomo, Andrew Sparks, Stephanie Adams Ryan, Dave Yoo, Ai Lien Li & Anthony Woolf.

**3. Approval of Previous Minutes:**

The minutes of the Forest Hill Board of Directors' meeting held on November 13, 2017, were approved by all Directors present. Motion carried.

**4. 2018 Inspector of Elections:**

Motion made and unanimously approved to have Jamie Wong certified as 2018 Inspector of Elections.

**5. Treasurer's Report:**

- a. As I noted in our newsletter, revenues year-over-year are down, but as expected due to increased restrictions on clubhouse rentals. Total expenses are also down: lower rental activity, lower debt service payments, reduced legal expenses, and lower landscape maintenance fees. One area where we have a year-over-year increase in expense is payroll for Janette for various activities including newsletter work.
- b. Next budget-setting meeting for FY19 (April 2018-March 2019) will be Monday March 5<sup>th</sup> at 7pm with the Finance Committee with the invitation extended to interested Board Members and Hiroko our accountant if she is available and would like to attend.
- c. Total cash as of January 31<sup>st</sup>: approx. \$475K with an operating budget of \$342K (\$241K is CD's)
- d. Outstanding balance of the loan is approx. \$130K

**6. Clubhouse Committee Report:**

- a. John Farrell shared with all the board members the updated Clubhouse Committee Report guidelines that certain members of the committee would like implemented and stated that the board members needed more time to review the changes. J
- b. ohn stated that for the last 8 months all the new rules in the guidelines have been complied with in all material respects.

**7. Landscape Committee Report:**

- a. Andrew Sparks stated that he and Diane Wara are identifying median strips that need updating and are working with the FHA's contract landscaper to improve and replant the medians.
- b. The Landscape Committee is also working on an improved list of approved sidewalk trees that will do well in the neighborhood.

## **Landscape Committee Report (cont.)**

- c. The Landscape Committee is working with neighbors on a cost sharing approach where the owner would pay for the removal of the dead/unsightly plants and the FHA would pay a portion of the costs replant the side walk strip.
  - d. The Landscape Committee would like to revitalize problematic areas and encourage homeowners to beautify their properties where necessary.
8. **250 Laguna Honda:** Dave updated FHA that they continue to have monthly check ins with Yee's office. The geotechnical report was discussed in great length at the January FHA Board meeting. An independent group of homeowners in the FHA has contracted with a geotechnical consultant to review the report and the independent consultant assessment was aligned with the Christian Church Homes assessment.
9. **Activities Committee:**
- a. Lunar New Year Celebration is this Sunday, February 18<sup>th</sup> from 2-4pm, West Portal E.S. will once again put on their Chinese Parade Performance. Dim Sum will be served.
  - b. Easter Egg Hunt will be held March 25<sup>th</sup>
  - c. Discussion was had that more volunteers are needed. Discussion was had to incentivize volunteers with a reduced rate/free event at the Clubhouse for volunteering.
10. **Clubhouse Rentals:**
- a. Janette Najar reported there were eight closed contracts since the November 13, 2017 meeting, making that 42 total contracts for 2017 as there were a few cancellations. The current revenue for 2017 is \$42,375.00
  - b. 21 contracts on the books for 2018, \$13,250. 2018 Fiscal year is \$9,250
11. **Garden Club:**
- a. On Monday, February 19<sup>th</sup> at 1pm a docent from the Fine Arts Museum will present "Casa Nova
  - b. Saturday, March 24, 2018 the GC will have a Spring Community Service Project and hold a rummage sale, \$25/table for non-members, \$20 for members.
  - c. Garden Club has implemented a new rule that only the Garden Club can use their table linens. The FHA is no longer allowed to use the Garden Club linens for any further event.
12. **West of Twin Peaks:** Dave Yoo gave a report on the 250 Laguna Honda Project. Discussion was had regarding Car/Home break-ins.
13. **Community Discussion:**
- a. Rigo C. stated that the ornamental items in Forest Hill (Urns, pillars, steps etc.) are in serious need on painting. Stephanie Adams Ryan said she would get in contact with Rigo to discuss next steps.

Respectfully submitted,

Janette Najar