

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, June 8, 2010

FHHOA Office

Attendance:

Board Members:

Present: Ric Barton, Eric Butterfield, Sherrill Corbett, Stuart Roberts, Mark Sanzone and Joseph Schutz

Absent: Michael Fletcher

Association Counsel: Stuart Cohen, attended portions of the meeting

Association Management Present: Stephen Herr, General Manager; Kim Monaco, Marketing, Communications and Event Coordinator; Molly McManus Oliver, Compliance Coordinator

Committee Chairs: Don Bielen, Budget and Finance; Devidas Gupta, G2

Owners: Julie Peterson

Guests: Mike Peebles, Otak

CALL TO ORDER

The Forest Heights Homeowners Association Board of Directors (FHHOA) meeting was called to order at 6:00 pm by President Butterfield.

OPEN FORUM

No residents requested to speak at the Open Forum.

CONSENT AGENDA

Approval of Minutes from the May 11, 2010 board meeting

Motion by Director Barton to approve the minutes, second by Director Butterfield. Motion passed unanimously.

MILL POND RESTORATION UPDATE

Manager Herr stated that after consultation with both Mike Peebles from Otak and Daniel Covington from Mason, Bruce & Girard, he put together very preliminary cost estimates and risk analyses for three scenarios for Mill Pond – 1) dredge the existing pond; 2) convert the pond to a wetland and 3) leave the pond “as is” and do no remediation work. The report identifies a preliminary cost for dredging at \$597,820 and for wetland creation at \$540,320. Mr. Peebles stated his research indicates that the pond’s function as a water detention source for downstream water flow is not

critical, which allows for the option of wetland creation. Board members asked about on-going maintenance of both the dredging and wetlands proposals. Mr. Peebles stated that there would still be some maintenance requirements of a wetland, but less than the dredging scenario. Manager Herr informed the board that the wetlands option would result in more regulation of the area and its future use.

President Butterfield asked that further discussion of the options be tabled until the board has had the opportunity to review the report presented to them this evening. He suggested an in-depth discussion on the options be held at the July board meeting. Board members were asked to turn in any questions on the report to Manager Herr by June 18, 2010. He will solicit answers from the consultants and route the responses back to the board before the July meeting.

Director Barton suggested a town hall meeting to gather community input and gauge community sentiment on the proposals after all the data on the options is obtained. The Board requested for such a meeting to include photos and/or a visual representation of the wetland option.

Director Roberts asked if Otak had considered a mixed model incorporating both wetlands and an expansion of hard scape areas. Mr. Peebles responded that they would be looking for board input to determine amenities, animal habitat, etc. in the wetlands design.

There was discussion about Mr. Peebles bringing to the July board meeting photos of wetlands configurations that would fall within the estimated budget. President Butterfield suggested perhaps holding off on any configuration mock-ups until the board has time to digest and discuss the options for the pond.

COMMUNICATIONS COMMITTEE REPORT

Marketing, Communications and Event Coordinator Kim Monaco shared the Communications Committee's goals for 2010, which include the development of a comprehensive communications plan and increasing the distribution and readership of the Association's newsletter. Ms. Monaco highlighted plans for a community survey on communication needs, as well as the recent launch of the Association on such social media tools as Facebook and Twitter. She indicated the committee is also committed to re-designing the newsletter e-blast format and the FHHA website.

MANAGEMENT REPORT

Manager Herr presented his management report to the board (see attached report).

DISCUSSION RELATING TO MANAGERS REPORT

EcoShuttle Schedule Change: Manager Herr stated there had been a handful of complaints from residents about the 3 hour break in service from 10:15 – 1:15 pm. Some residents had asked that the shuttle run without a service break during the summer months. Based on his calculations, this increase in service during the summer would cost in excess of \$5,000.

Lamp Pole Painting Project: Adhesion testing has been completed on a sample pole; the paint supplied by Sherwin Williams met the standard. Manager Herr provided the Board with the estimates from Two Guys Painting. Manager Herr stated the Safety, Streetscape and Transportation Committee recommends budgeting the lamp pole painting as a reserve expenditure. The board discussed perhaps painting the 50 "worst" poles to see how the paint holds up. There was also discussion about timing of sending out an RFP for the project and then notifying the community for

input. Director Schutz offered to touch up the paint on the poles on his property to determine the feasibility of spot painting rather than completely stripping and repainting each pole.

Office Lease: Budget and Finance Chair Bielen will share his analysis of renting vs. buying with the board in Executive Session.

Fourth of July: Tickets for the event will be mailed to residents on June 23rd.

Computer Malfunction: Manager Herr stated the Association office had experienced a fatal computer hard drive failure. The office is now fully functional, but there were unanticipated computer IT costs.

Weather-related Issues: Sunday's 2 inches of rain washed out sections of trail near Mill Pond. Trees also came down on Association common area.

BUDGET AND FINANCE REPORT

Report was postponed until Executive Session.

UNFINISHED BUSINESS

a. Board Liaison Standing Committee: Secretary Corbett volunteered to be the liaison to the Communications Committee. Liaison positions for the Architectural Review Committee (ARC) and Community Activities Committee (CAC) remain open. President Butterfield will check with Vice President Fletcher about his availability to serve as liaison to either of these committees.

b. G2 Solar Project Update: Committee Chair Gupta stated momentum for the program is growing. Two information sessions have already been held, and 32 residents have enrolled in the program. A third class is scheduled for June 19th. Based on feedback from the community, a fourth information session has been scheduled for July 11th.

NEW BUSINESS

a. G2 Community Garden: Chair Gupta stated there have been persistent requests from residents for a community garden. Space for a garden has been identified within the 2.2 acres near Mill Pond. The next step is to determine the cost for design work. The plot is 60' x 80' (totaling 4800 sq ft). It is anticipated plots will be apportioned out in 10' x 10' sections. Chair Gupta wanted to get a sense from the board on whether they would encourage the committee to move forward on determining design costs. President Butterfield suggested the board may want to do a walk-through of the entire 2.2 acre area at the July board meeting. He also stated the board may need to get a handle on the where the garden fits in to the larger plans for this recreation space. He encouraged Chair Gupta to move forward with cost estimates.

b. Garage Sale Signs – Resolution #2: President Butterfield tabled discussion on this topic until the July 13th board meeting.

EXECUTIVE SESSION

Motion by Secretary Corbett, second by President Butterfield to go into executive session to discuss office lease strategy and personnel matters. Motion passed unanimously.

The Board then went in to Executive Session. Upon existing Executive Session the Board thanked Chairman Bielen for his presentation on the office lease options and net present value analysis. The Board will continue to evaluate office lease arrangements knowing the extension of our current lease terminates 2/28/11.

The Board will hold a Special Board Meeting later this month to fully review the General Manager's "Letter of Objectives" for 2010. Manager Herr will prioritize the ten LOE objectives and re-distribute a red line draft for review.

ADJOURNMENT

The meeting was adjourned at 8:20 pm by President Butterfield.

Respectfully submitted,

[/Sherrill Corbett/](#)

FHHOA Board Director, Secretary

[/June 8, 2010/](#)

Date