

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, February 9, 2010
FHHOA Office

Attendance:

Board Members:

Present: Jayne Calkins (arrived 6:07 pm), Pam Cavagnaro, Sherrill Corbett, Michael Fletcher, Stuart Roberts (arrived 6:09 pm) and Joseph Schutz (arrived 6:35 pm)

Absent: Eric Butterfield

Association Counsel: Stuart Cohen

Association Management Present: Stephen Herr, General Manager, Molly McManus Oliver, Compliance Coordinator

Committee Chairs: Mark Sanzone, Safety, Streetscape and Transportation Committee

Committee Members: Mary Shuhert, Budget and Finance Committee

Owners: Jay McAlonen, Julie Peterson, Susan Weedall

Guests: Steve Kaer representing The Kaer Property Group/Coldwell Banker Real Estate

CALL TO ORDER

The Forest Heights Homeowners Association Board of Directors (FHHOA) meeting was called to order at 6:12 pm by President Fletcher.

OPEN FORUM

There were no owners requesting to speak at the Open Forum.

REAL ESTATE REPORT

Prior to the Call to Order Steve Kaer of Coldwell Banker presented real estate information on the Forest Heights area. He reported that for 2009, there were 104 home sales. There are currently 57 homes for sale, with a current inventory of six and a half months. This is a much healthier market than a year ago, when inventory approached twelve months. Short sales and bank-owned properties are still in existence, but they are occurring city-wide. Mr. Kaer notes that he believes the neighborhood is through most of its bank-owned inventory.

CONSENT AGENDA

Approve Minutes of January 19, 2010 board meeting

Motion by Director Cavagnaro to approve the minutes, second by Director Calkins. Motion passed unanimously.

MANAGEMENT REPORT

Manager Herr presented his Management Report to the board.

DISCUSSION RELATING TO MANAGERS REPORT

Mill Pond Project: Mike Peebles, Otak Engineer has scheduled a meeting with city officials later this month to discuss the permitting process for the restoration of Mill Pond. The city plans to clean out the water quality feature along Miller Hollow Trail this month.

Shuttle Bus Resident ID Cards/Stickers: The FHHOA Safety, Streetscape and Transportation Committee reviewed staff's proposal for shuttle bus ID cards. The Committee believes that the plan will create more issues than it resolves for our ridership.

Director Roberts asked Manager Herr to explain what he meant by "intermittent" problems on the shuttle bus. Manager Herr explained there had been a few mornings and afternoons where the number of people wanting to ride the shuttle bus exceeded capacity. This overcapacity issue is not occurring frequently.

Lamp Post Painting: A meeting has been scheduled with city officials and a contractor to explore the re-painting of lamp posts. A test pole will be painted for free to help establish a cost-effective process that meets city requirements.

ARC Draft Solar Rooftop Policy: Manager Herr distributed a draft copy of a new FHHOA Architectural Review Committee (ARC) policy covering rooftop solar installations. He stated that FHHOA Go Green, Landscape, Trails and Habitat Committee (G2) Chair Devidas Gupta had met with the ARC and had a local solar installer make a presentation to the committee in an effort to help the ARC craft guidelines for the installation of this technology. Manager Herr asked the board to review the guidelines and send comments to Molly Oliver, Compliance/ARC Coordinator. The intent is to discuss these guidelines at the March 9, 2010 board meeting.

UNFINISHED BUSINESS

a. Policy Resolution #10 - Protection of Watershed

Resident Susan Weedall prepared this resolution, which was presented to the board at last month's meeting. Comments from the board were solicited; the version in the board packet this evening reflects board comments.

Motion by Director Roberts to accept Policy Resolution #10 – Protection of Watershed; second by Director Corbett. Motion passed unanimously.

b. Policy Resolution #9 – Non-owned Association Property

Director Cavagnaro expressed concern about language in Section 2b, which sets a dollar value of \$15,000 or greater. She would like to see a dollar value cap above which additional requirements would be established. President Fletcher explained the purpose of the policy resolution is to create additional safeguards over and above what is currently required of the board when approving expenditures. President Fletcher suggested added language to clarify this intent. Association Attorney Cohen stated that while the idea of a cap has merit, it might create unintended consequences.

Director Cavagnaro also expressed concern that there had not been an opportunity to discuss this policy resolution at previous board meetings. President Fletcher stated that in the interest of keeping meetings at a reasonable length of time he had asked directors to review the resolution and submit their comments about the policy via email. Director Cavagnaro stated board members might benefit from knowing what their fellow director's comments were, but because of open meeting guidelines comments could only be sent to President Fletcher. Director Cavagnaro expressed that she preferred discussions at meetings where there can be an exchange of ideas among board members. Association Attorney Cohen suggested that board comments sent via email be compiled in one document and sent out to all board members in the board packet prior to the next board meeting, along with a marked up copy of the proposal with edits included.

Director Roberts raised the issue of identifying specific dollar values in the policy. Will the specific dollar amounts be pertinent in the future? Might identifying a percentage or an index be a better tool in the long run? President Fletcher suggested leaving the dollar values in the resolution for now; the specific amounts can be revisited in the future. Director Roberts also raised the concern that projects could be broken down into smaller increments, so that each portion of the project could fall below the dollar thresholds in the resolution. Director Corbett suggested language to eliminate that possibility.

Motion by Director Corbett approving Policy Resolution #9 – Non-owned Association Property with the additions noted; second by Director Schutz.

Voting in Favor: Calkins, Corbett, Fletcher, Roberts and Schutz

Voting Opposed: Cavagnaro

The motion passed.

NEW BUSINESS

Park and Recreation Professional Funds: At last month's board meeting, \$1500 was approved out of operating contingency funds to pay for a topographical survey of Lot 265. Manager Herr stated Otak found a topographical map of the lot. Since money no longer needs to be spent on a survey, Chairman Butterfield is requesting that the monies be re-allocated to pay for a professional landscape plan.

Motion by Director Calkins to reallocate funds previously approved for a topographical survey of Lot 265 towards a landscape plan for the same lot, not to exceed \$1500. Selection of a contractor for the plan is to be guided by Manager Herr with assistance of the FHHA Park and Recreation Committee; second by Director Cavagnaro. Motion passed unanimously.

Nominating Committee: Director Schutz stated that he was aware of three candidates intending to submit the application for nomination.

QUESTION AND ANSWER SESSION

Prior to the board moving in to executive session, Mary Shuhert stated she had a question for the board Q&A period at the end of the meeting, and wondered if the board would like her to wait until the executive session was over. Rather than have her wait, President Fletcher requested that Ms. Shuhert ask her question now. Ms. Shuhert asked that if, in addition to publicizing the board agenda on the association's website prior to a meeting, more details might also be published? She gave tonight's two policy resolutions as an example. She stated residents might like the opportunity to address board topics at the open forum, and being able to read material ahead of the board meeting would allow for that. There was also discussion about posting the Manager's Report online before board meetings. President Fletcher responded that the board would be open to publishing policy changes and the Manager's Report ahead of meetings. President Fletcher stated he would work with Manager Herr to vet material in the Manager's Report that was of a confidential nature prior to posting the report online.

EXECUTIVE SESSION

Motion by Director Corbett, second by Director Schutz to go into Executive Session to discuss contract negotiations and personnel matters. Motion passed unanimously.

The board then went in to Executive Session. Upon existing Executive Session the following motion was made.

Motion by Director Corbett approving a base salary increase of 3.25% for General Manager Herr and a \$2,500 yearly contribution into a retirement account, effective 2010. Herr to prepare the 2010 Letter of Expectations/Objectives apportioning the performance bonus by objective. Motion second by Director Schutz. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:31 pm by President Michael Fletcher

Respectfully submitted,

[/Jayne Calkins/](#)

FHHOA Board Director, Secretary

[3/9/2010](#)

Date