



CAREY & CO. INC.
ARCHITECTURE

MEETING MINUTES

PROJECT: Forest Hill Clubhouse

LOCATION: Forest Hill Clubhouse
381 Magellan Avenue
San Francisco

DATE: September 28, 2011 (Issued October 3, 2011)

SUBJECT: First Community Meeting

The first community meeting was held September 28, 2011 at the Forest Hill Clubhouse. The following items were discussed:

- I. Welcome and Introductions – Diane Wara
- II. Process so far – Paul Cooper
Paul described the process of hiring consultants to prepare the Master Plan
In addition, as-built drawings and a maintenance report were prepared
- III. Introduction to project – Alice Carey
Ms. Carey described the goals of the Master Plan
Road map for upgrades and use of building over the next 30-40 years
Assume a phased project based on priorities and available funding
Next community meeting will present findings & preliminary costs.
- IV. Schedule & work to date – Nancy Goldenberg
 - A. Began September 1. So far we have done the following:
 1. reviewed background information
 2. collected historic photos and permit info
 3. met with your clubhouse committee
 4. investigated the building with our team of consultants
 - B. Between now and the next community meeting we will
 1. summarize your input
 2. prepare our recommendations & concepts
 3. get a cost estimate
 - C. At the November 16th meeting we will present our preliminary findings for community input.

- D. After which we finalize our recommendations
 - E. Recommend phasing strategies with pricing
 - F. Submit final report mid December.
- V. Observations – Nancy Goldenberg
- A. Original vs. modified
 - 1. Clubroom very intact w/ minor changes:
 - a. Clubroom wood floor (modified c. 1955 – original wood floor had boards going in opposite direction)
 - b. Fireplace (opening size reduced c. 1955)
 - c. Minor alterations such as vents in balcony
 - d. Area around Men’s restroom (new doorway to coat closet added)
 - e. Women’s restroom reconfigured
 - 2. Site- Patio configuration
 - a. Original entry patio had interesting light stanchion and “gate to nowhere”
 - B. Priority Assumptions:
 - 1. Life safety (exiting and seismic stabilization if required) & building envelope (roof and general waterproofing)
 - 2. ADA (accessible restroom, thresholds and slopes)
 - 3. Infrastructure (mechanical and electrical systems)
 - 4. Program (kitchen, apartment etc)

VI. DISCUSSION

A. USE

- 1. How people live has changed – events need to conform to how people live today
 - a. Increase of young families in Forest Hill Community
 - b. Increase of working women makes weekday events difficult to attend
- 2. Have a broader range of events to attract the 80-90% of the community that doesn’t use the clubhouse

B. EXISTING USES

- 1. Used 180 days/year
- 2. Party & wedding rentals (community and non-community)
- 3. Community parties (Halloween etc.)
- 4. Boy Scout Troop 88 (loan)
- 5. Garden Club (100 members – formerly close to 300)
- 6. Pocket opera and other musical events – tickets sold first to community, if not sold out are offered to people outside of the community
- 7. 142 – maximum occupancy (to be verified)
- 8. Neighbors sensitive to noise

C. USE MORE

- 1. Party rentals (requires better kitchen/catering amenities)
- 2. Lower cost rentals for community – this would get the building used more. They already have a dual rate structure – rentals already cost less for community members than outsiders.

3. Garden club (increase use)
4. Use more days per year – 200+
5. Have more musical events – building has great acoustics
 - a. Rehearsals
 - b. Reed organ society
 - c. Music for kids and teens
6. More family centered events
7. Ideas:
 - a. Bridge
 - b. Game night
 - c. Yoga (Saturday morning especially)
 - d. Girl Scouts
 - e. Book Club
 - f. Movie night with popcorn
 - g. Wine tasting

D. WHAT WE LIKE, DON'T CHANGE

1. Clubroom (except to restore)
2. Exterior (except to restore)

E. ADD/IMPROVE/CHANGE

1. “Wow” factor
2. Storage – needs to be easy, accessible, convenient – tables on carts, chairs
 - a. There used to be an exterior storage locker by the fence at the rear – worked well
3. New chairs and tables
4. Help with set-up and clean-up
5. ADA restroom(s) – one or two accessible toilets downstairs, full men’s and women’s upstairs
6. Add awning over rear door so that rear doors can be left open in the rain
 - a. Would permit use of rear patio
7. Bring back built-in rear table
8. Improve ventilation
9. Wireless Internet
10. Better Audio Visual
11. Better lighting
12. Re-use infrastructure/infrastructure locations where possible
13. Brides room/Green room (must be multi-purpose)
14. Improve kitchen (catering/warming only)
15. Conceal movie screen

F. BALCONY

1. Wonderful, underutilized space. How to use more?
2. Currently has occupancy of 10 people – only one exit & inaccessible
3. May be able to increase occupancy if second exit can be introduced

G. KEEP

1. Coat closet
2. Apartment (even if it gets smaller)

H. APARTMENT

1. Asset
2. Offer free or reduced rent in exchange for work
3. Keep in some fashion – consider bringing back a caretaker (this is not unanimous)
4. Could be smaller
5. Can the stairs be removed or relocated?
6. Keep office on site or not?
7. Office could be in one of lower rooms

I. SITE

1. Entry patio – check slope
2. Entry patio slippery when wet
3. Upper patio is tented sometimes

J. GARAGES

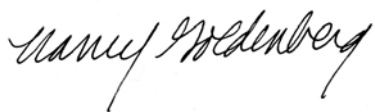
1. Historic – cannot be demolished
2. Upper garage built first
3. Lower garage does not have concrete foundations or floor
4. Now – Scouts and Garden Club storage
5. Poor condition
6. Some things could be stored in garages if watertight
7. Adapt to study
8. Adapt to Forest Hill office
9. Adapt to apartment
10. Seasonal storage

K. FINANCING

1. There is little or no money for upgrades – they need to do more with less.
2. May need to take out loan to pay for upgrades – interest is low right now so good time

END OF MINUTES

Carey & Co. Inc. will rely on the foregoing meeting notes as the approved record of matters discussed and conclusions reached unless written notice is received by Carey & Co. within ten calendar days of the issue date of these notes.



Carey & Co.

October 3, 2011

Date Issued