

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 8, 2008**

BOARD MEMBERS

Conrad Sanford	President
Lynn Comer	Vice President
Scott Smithwick	Secretary
Carl Middione	Treasurer
Heath Birkendahl	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Helen Conway	Landscape Committee
3 owners	

ITEM I – Open Forum

Any items discussed that require action by the Board will be placed on the agenda for the following Board meeting, unless determined to be a safety or structural issues that needs immediate attention.

ITEM II – Call to Order

Board President Conrad Sanford called the Board of Directors meeting to order at 6:41PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the March 11 and March 20, 2008 Board of Directors meeting minutes as corrected.

ITEM IV - Committee Reports

A. Landscape

1. After reviewing landscape service proposals from Valley Crest, Olders, Cienega, Serpico, and Medallion, the Board passed a motion to continue using Medallion Landscaping. Management was asked to obtain a current price list for plants, trees, labor rates, and emergency services from Medallion.

B. Architectural

1. The Board approved a proposal from C.L. Sigler & Associates to oversee the upcoming fencing project on Foxhall Loop and Donovan Court, at a cost of \$2,800.
2. Heath Birkendahl introduced Rick Arellanes to the Board. Rick and Heath helped launch the new website for the association, which will be www.1600hamiltonplace.org. The Board will review the content to make sure it is accurate prior to announcing the website to the members.
3. After a 30 day review by the members, the new window installation and new exterior lighting guidelines were approved.

C. Parking

NONE

D. Social Committee

NONE

E. CC&Rs/Bylaws Rewrite Committee

Management reported that there have been 58 ballots returned to date for the CC&Rs/Bylaws update vote. The deadline for the voting is June 1, 2008.

ITEM V - Treasurer's Report – Financial Statement for period ending March 31, 2008.

- A. The Board of Directors reviewed the current reconciliations and account statements (unaudited) of the Association's operating and expense accounts for the month, the operating and reserve revenues and expenses compared to the current year's budget, as well as the income and expense statement of the Association's operating and reserve accounts.

	<u>March</u>	<u>Year-to-Date</u>
Income(\$)	109,328.50	327,698.04
*Expense(\$)	109,123.43	306,924.24
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):	1,413,086.92	
**Reserve Expenditures Year to Date(\$):		51,102.09
Reserve Fund Balance(\$):	1,280,810.77	

- B. The Board reviewed the assessment account aging report dated March 31, 2008. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board passed the following resolution:

Resolved, pursuant to CA Civil Code section 1367.4 the Board for the Association authorizes and instructs Stonehenge Trustee Services to file a lien and foreclose upon the lien, if necessary, for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the property, parcel #284-46-041, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.

C. 2007 Audit

The Board passed a motion approving the Allen & Cook audit of the 2007 financials. The audit will be mailed to each owner by no later than April 30, 2008.

D. Reserve Fund Investment

The Board passed a motion to invest \$98,000 from Merrill Lynch reserve account into a 6 month CD.

ITEM VI - Association Manager's Report

- A. Action Item List – The Board reviewed the action list since the previous meeting.

- B. Correspondence –The Board reviewed correspondence since the previous meeting.

1. The Board reviewed an email from an owner regarding an electrical problem with the exterior address light fixture. The Board passed a motion authorizing the owner to use his own licensed electrician to solve the problem, with an expense cap of \$150.00.
2. The Board approved reimbursement of \$1771.00 to an owner for a plumbing leak repair.
3. The Board declined a request from an owner to be reimbursed for expenses incurred to repair a cement patio after the association completed underground gas line repairs, citing the architectural guidelines which state that the association shall not be responsible for damage to the restricted common areas when performing repairs to underground utility lines.

4. The Board held a rules violation hearing and imposed a \$50 fine to an owner for repeatedly parking a vehicle in a guest only space.
5. The Board held a hearing with an owner to discuss improperly installed retro-fit windows. The owner purchased the unit after the windows were installed by the previous owner. Management will provide the current owner with information regarding the previous owner and the installation company used so that the problem can be rectified.
6. The Board held a hearing with an owner to discuss repeated vehicle maintenance in the fire lane behind their unit. The owner assured the Board that the tenant living in the unit has been contacted and will not perform any future maintenance in the common area. The Board imposed a \$50 fine for the infraction, but agreed to hold the fine in abeyance unless the problem occurs again in the future.
7. The Board held a hearing for reimbursement of \$662.54 that the association incurred for repairing a window box that had been altered to hold dirt, live plants, and a watering system without prior Board approval. The Board passed a motion to levy a special individual assessment in the amount of \$662.54 because the weight of the altered box caused it to pull away from the siding.

ITEM VII - Old Business

- A. Security Patrol Report – The Board reviewed the March, 2008 security reports.

- B. Insurance Renewal

The Board passed a motion to create a special reserve fund line item called Earthquake Deductible Fund into which \$8,500 from the reduction of earthquake insurance premiums would be deposited monthly.

- C. Foxhall Loop Mailbox Kiosk

Management reported that Carter-Gough had begun installing the cement pad for the new kiosk and work was progressing on schedule.

- D. Chimney Inspections

The Board passed a motion, with Carl Middione dissenting, approving a proposal from Carter-Gough Construction to inspect the chimney caps, stucco finishes, diverters, and adjacent gutters on all units to make sure they were properly providing a barrier for rain water, at a cost of \$12, 680.00.

ITEM VIII - New Business

- A. Insurance Claim for water damage to 5 units on Huxley Court

The Board reviewed the repair proposal from Carter-Gough Construction for 5 units damaged by an overflowing toilet. The repair cost will be \$43,292.43. The association has filed a claim with Allied Insurance and will also consider subrogating the expense with the owner of the unit in which the toilet was located.

- B. Newsletter Items

1. reminder about CC&Rs/Bylaws ballot

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:42PM. The next regularly scheduled Board meeting will take place on May 13, 2008.

Approved as submitted,
