

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 9, 2008**

**BOARD MEMBERS**

Conrad Sanford	President
Lynn Comer	Vice President (Absent)
Ken Swezey	Secretary
Carl Middione	Treasurer
Heath Birkendahl	Director

**OTHERS PRESENT**

Bill Hubbard	Community Management Services, Inc.
5 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**

- A. President Conrad Sanford called the Board of Directors meeting to order at 7:05PM.
- B. The Board passed a motion appointing Ken Swezey to the vacant position on the Board with a term that expires in March, 2010. The Board also appointed Mr. Swezey to the position of Board Secretary.

**ITEM III – Approval of Minutes**

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

**ITEM IV - Committee Reports**

- A. Landscape
  - 1. The Board approved a proposal from Medallion to complete needed landscape renovations in the Huxley Court area, at a cost of \$39,150.00. This expense will be paid by funds in the reserve account 92602 in 2008.
  - 2. The Board approved a proposal from Medallion to plant three new shrubs along the fence that borders the Ashmeade Court area and the carports at the Corners, at a cost of \$53.76.
- B. Architectural

No Committee meetings until 2009.
- C. Parking

NONE
- D. Social Committee

NONE

E. CC&Rs/Bylaws Rewrite

Management reported that attorney Sharon Pratt is putting together a presentation to petition the courts for approval of the CC&Rs based on the overwhelming approval of the documents by the ballots submitted by the members.

**ITEM V - Treasurer's Report – Financial Statement for period ending November 30, 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>November</u>	<u>Year-to-Date</u>
Income(\$)	107,620.43	1,198,398.91
*Expense(\$)	114,960.02	1,240,744.37
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,356,301.85	
**Reserve Expenditures Year to Date(\$):	465,281.38	
Reserve Fund Balance(\$):	1,267,230.00	

- B. The Board reviewed the assessment account aging report dated November 30, 2008. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board passed a motion to write-off the \$5,118.00 debt in uncollected assessments from account 10402100, which was foreclosed on by the mortgage holder.

C. Reserve Fund Investments

The Board passed a motion to invest \$95,000 from the Merrill Lynch reserve fund 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 correspondence requesting that the association include language in contracts with vendors that prohibited smoking while performing work in the complex. The Board agreed to include this language in future service agreements.
2. The Board held a hearing to discuss repeated rules violation of parking a vehicle in the fire lane area behind a garage. The Board imposed a \$50 fine for these violations.

**ITEM VII - Old Business**

- A. Security Patrol Report – The Board reviewed the November, 2008 security report.

- B. Chimney Repairs and waterproofing project

Management reported that the project was progressing with a small section of Foxhall Loop and all the units on Greenwich Court still to be done.

- C. Contractors

Management confirmed that, at the request of Treasurer Carl Middione, work orders for recent plumbing issues involving water intrusion from upper units to lower units have been issued to JMJ Construction because their hourly construction fees were lower than those of other contractors used in the past by the association.

**ITEM VIII - New Business**

A. Clubhouse Upgrades

This item was deferred until early 2009 because of current budget constraints.

B. Newsletter Items

1. Ken Swezey appointed to Board
2. Board elections in March

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:24PM. The next Board meeting will take place on January 13, 2009.

Approved as submitted,

---

---