

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2009**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Mary Alice Heim	Landscape Committee
Sheba Solomon	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

President Conrad Sanford called the Board of Directors meeting to order at 6:50PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the November 10, 2009 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board reviewed the minutes from the November 18, 2009 committee meeting.
2. The Board approved proposals from Medallion to do some minor upgrades to the irrigation system in several locations, at a total cost of \$173.76

B. Architectural

The Board agreed that Heath Birkendahl should discuss some patio upgrades issues with an owner because the final upgrades did not match the submitted and approved original plans.

C. Parking

The Board discussed some proposed amendments to the existing parking rules. Lynn Comer will draft a copy of the amended rules for Board review and discussion during the next meeting.

D. Social

Ken Swezey reported that he and Conrad Sanford presented a Welcome gift basket to a new resident on Greenwich Ct.

E. Clubhouse

Lynn Comer reviewed a proposal from Tom Morad to repair and refinish the 5 round tables and 2 small end tables in the clubhouse, at a total cost of \$950.00. The Board approved this proposal.

The Board passed a motion to reimburse Lynn Comer \$65.69 for a painting she purchased to place in the clubhouse meeting room.

ITEM V - Treasurer's Report – Financial Statement for period ending November 30, 2009.

- 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(\$)	110,914.67	1,209,521.39
*Expense(\$)	106,385.89	1,187,636.73
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,637,591.86	
**Reserve Expenditures Year to Date(\$):	252,379.47	
Reserve Fund Balance(\$):	1,526,231.89	

- B. The Board reviewed the assessment account aging report dated November 30, 2009. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board passed the following collection resolutions:

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 properties, parcel #s 284-46-124 and 284-46-041, if such accounts have not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the properties to be sold if such accounts have not been reinstated on or before the date that the properties are scheduled to be sold.

2. The Board passed a motion to proceed with foreclosing on a property that currently has a Notice of Default recorded by the first mortgage because the first continues to reschedule the trustee sale and the unit owner continues to live in the unit without paying the association assessments.
3. The Board passed a motion to set up an allowance for doubtful accounts prior to writing off any bad debt from unpaid assessments in the hopes that some of the unpaid assessments will be collected.

C. Reserve Investments

Carl Middione offered to look into available CD rates from local banks in order to invest a portion of the liquid reserves.

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 a request to treat restricted common area patios for possible subterranean termites. The Board will seek a legal opinion on this issue.
 2. The Board declined a request from an owner to waive late fees from an account that paid 2008 assessment amounts during 2009, citing that the late fees were imposed because the payments were received late.
 3. The Board agreed to make repairs to the interior drywall of a garage that may have been damaged during repairs to the exterior siding.

ITEM VII - Old Business

- A. Security Patrol Report – The Board reviewed the November, 2009 security report.
- B. Tennis Court Backboards

At the request of an owner, the Board considered a proposal to install a wood backboard inside a tennis court. However, the Board agreed that this upgrade was not appropriate because of the potential for noise problems caused by the tennis ball continuously hitting the backboard

ITEM VIII - New Business

- A. Pet Rules

The Board updated the pet rules, which restricted the number of household pets to ONE, so that they adhered to the restated CC&Rs, which permits up to TWO pets.

- B. Common Area Upgrades

The Board approved a proposal from The Repair People to add additional walkway lighting in locations on Donovan Court and Foxhall Loop, at a cost of \$3,000.00.

- C. Newsletter Items

1. security information

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:52PM. The Board then went into executive session to hold a special individual reimbursement assessment hearing. The next Board meeting will take place on January 12, 2010.

Approved as submitted