

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 2008**

BOARD MEMBERS

Vacant	President
Conrad Sanford	Vice President (Absent)
Scott Smithwick	Secretary
Carl Middione	Treasurer
Lynn Comer	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Heath and Staci Birkendahl	Architectural Committee
2 owners	

ITEM I – Open Forum – 6:30PM

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

Secretary Scott Smithwick called the Board of Directors meeting to order at 6:37 PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the January 8, 2008 Board of Directors meeting minutes as amended presented.

ITEM IV - Committee Reports

A. Landscape

1. The Board approved landscape upgrade proposals from Medallion for tree removals/replacements and landscaping upgrades on Greenwich, Huxley, and Foxhall Loop totaling \$15,572.00.
2. The Board reviewed requested specs for landscaping service bids. Management will summarize and forward to Board for their review.

B. Architectural

1. The Board approved the drafts for the window replacement guidelines and the exterior lighting guidelines. The approved drafts will be mailed to each owner for a 30 day review.
2. The committee provided examples of community website providers for the Board's review.
3. The committee will be providing specs for the Foxhall Loop/Donovan Court fencing project.

C. Parking

NONE

D. Social Committee

NONE

E. CC&Rs/Bylaws Rewrite Committee

The Board approved the 4th draft of the docs. Management will draft a cover letter, for the Board's review, to be included with the docs when mailed to owners for their review and approval.

ITEM V - Treasurer's Report – Financial Statement for period ending January 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>January</u>	<u>Year-to-Date</u>
Income(\$)	109,335.60	109,335.60
*Expense(\$)	96,024.16	96,024.16
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,392,018.76	
**Reserve Expenditures Year to Date(\$):		40,749.93
Reserve Fund Balance(\$):	1,232,531.75	

- B. The Board reviewed the assessment account aging report dated January 31, 2008. All other accounts in excess of 90 days delinquent will be sent to Angius and Terry Collections.

1. The Board passed the following resolution by unanimous email consent on January 23, 2008:

Resolved, pursuant to CA Civil Code section 1367.4 the Board for the Association authorizes and instructs ATC to foreclose upon the lien for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the properties, parcel #284-43-021 and parcel #284-46-069, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes ATC 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.

2. The Board passed a motion approving the proposal from Stonehenge Trustee Services to assume the collection duties for all future accounts that may become delinquent, effective immediately.

C. Loan for Insurance Renewal Premiums

The Board wanted to go on record to indicate that there may be a need to borrow funds from the reserves in order to cover the full cost of renewing the insurance on March 24, 2008. Any money borrowed from the reserves will be paid back by the operating fund by no later than December 31, 2008.

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 discussed a special individual assessment reimbursement with an owner. The Board agreed to cover the cost of the water test because of miscommunication but window and interior repairs are the unit owner's responsibility.
2. The Board denied a request from an owner to be reimbursed for expenses incurred to replace a furnace starter following repairs to a leaking gas line in the common area because no proof was provided linking the two incidents.
3. The Board held several violation hearings:

- a. The Board imposed a \$150 fine to an owner for not keeping the front restricted common area neat and clean and for repeatedly ignoring requests to remove debris from the area.
- b. The Board took no action with an owner regarding reimbursement of repair expenses to the association because the owner's insurance company issued a \$5,936.79 check to the association.
- c. The Board held a hearing with an owner to discuss the unauthorized and improper installation of retro-fit windows on two units. The Board agreed that the windows would need to be reinstalled properly, at the owner's expense.
- d. At the request of an owner, the Board postponed a hearing to discuss the unauthorized and improper installation of windows until the May 13, 2008 Board meeting.

ITEM VII - Old Business

- A. Security Patrol Report – The Board reviewed the December, 2007 security reports.
- B. Earthquake Insurance Coverage Survey
 1. The Board reviewed a summary of the responses to date to the survey. A more comprehensive review of the responses will take place for the March 11, 2008 annual meeting of the members.
 2. The Board reviewed insurance quoted provided by three brokers – Monterey Insurance, Bay Area Insurance, and Robert Beach & Assoc. Management was asked to schedule a meeting with the three brokers to further discuss the proposals.
- C. Annual Meeting of the Membership

The March 11, 2008 meeting notice and agenda will be included with the February newsletter.
- D. Election of the Board

Ballots were mailed out to each owner in January. The ballots will be counted during the Board meeting that will follow the conclusion of the annual meeting on March 11, 2008.
- E. Foxhall Loop Mailbox Kiosk proposals

The Board reviewed proposals from Carter-Gough Construction and Draeger Construction for building a secure mailbox kiosk for Foxhall Loop. The Board passed a motion approving the Carter-Gough proposal for \$25,396.00, pending confirmation that a 12 month warranty on materials and labor be included with the contract.

ITEM VIII - New Business

- A. Newsletter Items
 1. website
 2. Board elections in March, 2008

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 9:12PM. The next Board meeting is scheduled for March 11, 2008 following the conclusion of the annual meeting.

Approved as submitted,
