

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 9, 2010**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

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

**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 6:42PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the January 12, 2010 Board of Directors meeting.

**ITEM IV - Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the January 20, 2010 committee meeting.
2. The Board approved proposals from Medallion to spray 56 plum trees for fruit control at a cost of \$3,640.00 and to treat 23 hackberry and crape myrtles for aphid control at a cost of \$1,198.78.
3. The Board approved a proposal from Medallion to replace the existing irrigation controllers with Weather based ET Plus controllers, at a cost of \$24,682.34.
4. Sheba Solomon and Mary Alice Heim reported that the committee was working with the SCVWD for rebates towards additional drought tolerant landscaping.

B. Architectural

The Board discussed amending the Patio Fence Maintenance Guidelines. The Board agreed to continue discussions at a later date.

C. Parking

The Board discussed replacing some guest only spaces on Greenwich Court with open spaces. The Board agreed to continue discussions at a later date.

D. Social

Ken Sweezy reported that he has been greeting new residents and providing copies of recent newsletters for their review.

E. Clubhouse

Ken Sweezy reported that the new window blinds should be in place by the March annual meeting.

**ITEM V - Treasurer's Report – Financial Statement for period ending January 31, 2010.**

- 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(\$)	108,655.14	108,655.14
*Expense(\$)	51,471.99	51,471.99
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):	1,749,003.16	
**Reserve Expenditures Year to Date(\$):	8,060.73	
Reserve Fund Balance(\$):	1,567,630.31	

- B. The Board reviewed the assessment account aging report dated January 31, 2010. All other accounts in excess of 90 days delinquent will be sent to a collection company.

C. Insurance Renewal

The Board passed a resolution to borrow necessary funds from the reserves to cover the renewal of the blanket and earthquake insurance policies in March, 2010. Any funds borrowed will be repaid to the reserves prior to the end of 2010.

D. 2010 Reserve Study

The Board approved a proposal for a full reserve study update and on-site inspection of all common area capital improvements by Barrera & Company, at a cost of \$2,175.00.

**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 written complaint about the monthly street sweeping of Hamilton Place. The Board asked management to respond that the street sweeping was a city of San Jose project that is part of street and storm drain maintenance and the association has no control over the process.

**ITEM VII - Old Business**

- A. Security Patrol Report – The Board reviewed the January, 2010 security report.
- B. Annual Meeting

The Board agreed that the association would provide refreshments for the annual meeting scheduled for March 9, 2010.

**ITEM VIII - New Business**

A. Storm Drains Cleaning proposal

The Board approved a proposal from Consolidated Plumbing to use a truck mounted vacuum/hydroflushing unit to clear clogged storm drains in the Donovan Court area, at a cost of \$3,800.00.

B. Water Meter Mapping Proposal

The Board approved a proposal from Consolidated Plumbing to locate each domestic water meter in the community and determine which buildings are serviced by each meter, at a cost of \$3,130.00.

C. Electronic billing

The Board reviewed an agreement with CMS to distribute the monthly billing statement and newsletter electronically to each owner. The Board agreed that the option should be presented to the owners so that they can establish the service through CMS individually if they wish.

D. Insurance Renewal

The Board will review proposals submitted by Bay Area Insurance and Monterey Insurance Services.

E. Newsletter Items

NONE

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:28PM. The Board then went into executive session to hold a special individual reimbursement assessment hearing, discuss an assessment collection issue, and discuss an architectural compliance issue. . The next Board meeting will take place on March 9, 2010, following the conclusion of the Annual Meeting of the Members.

Approved as submitted