

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 12, 2010**

**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.
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 7:01PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the December 8, 2009 Board of Directors meeting.

**ITEM IV - Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the December 15, 2009 committee meeting.
2. The Board approved proposals from Medallion for 2010 turf removal and drought tolerant plantings in selected locations throughout the community at a total cost of \$32,277.00.
3. The Board approved a proposal from Medallion to trim 2 evergreen pear trees, at a cost of \$309.00.
4. The Board approved a proposal from Lewis Trees to trim 5 Golden Rain trees at a cost of \$3,380.00.

B. Architectural

The Board discussed amending the Patio Fence Maintenance Guidelines. More discussions will take place in Febuary.

C. Parking

The Board passed a motion approving a draft of proposed changes to the language of the current parking rules in order to clarify some of the parking restrictions. A draft of the proposed changes will be mailed to each owner of a 30 day review.

D. Social

NONE

E. Clubhouse

1. The Board agreed to let Ken Sweezy install a metal nosing strip along the fireplace tile in an effort to cover damaged tile.
2. Ken Sweezy reported that Lynn Comer is pricing out window blinds.
3. Management reported that the tables refinishing project is scheduled to begin on January 13, 2010.

**ITEM V - Treasurer's Report – Financial Statement for period ending December 31, 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>December</u>	<u>Year-to-Date</u>
Income(\$)	108,846.13	1,318,367.52
*Expense(\$)	149,277.72	1,336,914.45
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):	1,675,677.20	
**Reserve Expenditures Year to Date(\$):	256,424.35	
Reserve Fund Balance(\$):	1,570,601.15	

- B. The Board reviewed the assessment account aging report dated December 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 property, parcel # 284-53-032, 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. Reserve Investments

Carl Middione discussed available CD rates from local banks for investment of a portion of the liquid reserves. The Board approved a motion to have Carl invest a portion of the reserves into CDs of his choice.

D. 2009 Financials

The Board passed a motion to close the 2009 financials with an operating balance of \$111,647.17 and a reserve fund balance of \$1,392,101.15.

**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 legal opinion regarding a request to treat restricted common area patios for possible subterranean termites. The attorney indicated that the unit owner would be responsible for treating for a termite infestation that resulted from roots remaining in a patio area following removal of a tree.
2. The Board reviewed correspondence regarding crows. It was agreed that once the crows left the area after removing the berries from the trees, the association would power wash the walkways.
3. The Board reviewed correspondence regarding the posting of security hours and installation of a mirror on a blind corner on Huxley Court. With advice from security, the Board decided it was better to have the security hours vary so that they are not predictable. The Board will consider installation of a mirror, however it was noted that a speed bump had been installed at this location which has successfully slowed vehicles down.

#### **ITEM VII - Old Business**

- A. Security Patrol Report – The Board reviewed the December, 2009 security report.
- B. 2010 Board Elections

The Nominating Committee received acknowledgement from two members interested in running for the two positions up for election in March, 2010 – Heath Birkendahl and Ken Sweezey. Ballots will be mailed out to each owner by no later than February 1, 2010

#### **ITEM VIII - New Business**

- A. 2010 Association Calendar

The Board reviewed the management's 2010 association calendar.

- B. Guest Only Parking Spaces

The Board approved a proposal from Pacific Surfacing to repaint the 49 Guest Only spaces and 2 car washing locations at a cost of \$389.00.

- C. 2010 CMS Management Agreement

The Board reviewed the 2010 agreement. No action was taken at this time.

- D. Insurance Renewal

Management was asked to obtain bids on the earthquake and blanket policies renewing on March 24, 2010.

- E. Newsletter Items

1. drafts of Fence Guidelines and Parking Rules

#### **ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:37PM. The Board then went into executive session to hold a special individual reimbursement assessment hearing, a rules violation hearing, a reimbursement request, and discuss an architectural guidelines violation issue. The next Board meeting will take place on February 9, 2010.

Approved as submitted