

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 13, 2009**

BOARD MEMBERS

Conrad Sanford	President
Lynn Comer	Vice President
Ken Sweezey	Secretary
Carl Middione	Treasurer
Heath Birkendahl	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
2 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 6:35PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the December 9, 2008 Board of Directors meeting minutes as presented.

ITEM IV - Committee Reports

A. Landscape

1. The Board approved a request from the Landscape Committee to approve a \$2910.00 landscape upgrade proposal from Medallion as part of the LC's monthly upgrade budget of \$1000.00. The Board confirmed that this expense would leave the committee with approximately \$9,000 left for their 2009 operating landscape upgrade budget.

B. Architectural

The Board reviewed an email from the building department of the city of San Jose regarding whether grids should be required in new construction windows. The email suggested that any new windows should match the style of existing windows in the same building. The Board agreed that they would take each architectural application for new windows separately and confirm the style of existing windows in the same building prior to issuing an approval of a specific style of window.

C. Parking

NONE

D. Social Committee

NONE

E. CC&Rs/Bylaws Rewrite

Management reported that attorney Sharon Pratt has scheduled a court date to present the petition for approving the CC&Rs based on the submitted votes.

ITEM V - Treasurer's Report – Financial Statement for period ending December 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>December</u>	<u>Year-to-Date</u>
Income(\$)	108,688.63	1,307,087.54
*Expense(\$)	109,108.36	1,349,852.73
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,364,872.05	
**Reserve Expenditures Year to Date(\$):	551,874.98	
Reserve Fund Balance(\$):	1,230,470.14	

- B. The Board reviewed the assessment account aging report dated December 31, 2008. All other accounts in excess of 90 days delinquent will be sent to a collection company.
- C. Reserve Fund Investments
- The Board passed a motion to reinvest a \$95,000 CD maturing on January 23, 2009 for another 6-month term.
- D. The Board approved the financials closing out 2008, which included a reserve fund balance of \$1,153,970.14 and an operating fund balance of \$125,598.10.

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 installation of mutt mitt dispensers and signs in the common area to help address a reported pet waste problem. The Board determined that the dispensers and signs would not solve the problem of dog owners not picking up after dogs.
 2. The Board reviewed correspondence regarding crows. The Board determined that the association would not use association funds to address the issue.
 3. The Board reviewed correspondence regarding a neighborhood watch program. The Board asked management to send the owner a letter letting her know that they will support any of her efforts to initiate the program.
 4. The Board held a reimbursement assessment hearing regarding a \$330 invoice for removing a white stain from the asphalt area in front of a garage. The Board determined that it was appropriate to bill the \$330 to the unit owner's assessment account.

ITEM VII - Old Business

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

B. Chimney Repairs and waterproofing project

Management reported that the project was progressing as weather permitted.

C. EBAY

Heath Birkendahl reported that the group of owners concerned about noise and other EBAY issues will be presenting a draft of a complaint letter that they would like the Board to support on behalf of the owners.

D. Clubhouse Upgrades

Management was asked to arrange for needed repairs to small areas of plaster on the walls of the clubhouse.

ITEM VIII - New Business

A. 2009 Management Agreement

The Board approved the 2009 CMS full service management agreement. The monthly service fee will be \$6,780.00.

B. 2009 Association Calendar

The Board reviewed the association calendar for 2009.

C. Proposals

The Board approved a proposal from Genie Pool to bring the spa and clubhouse pool into compliance by splitting the drainage system as required by 2009 state law, at a cost of \$3,750.00. Management will obtain a proposal to both split the drain and resurface the Foxhall Loop pool.

D. Newsletter Items

1. Board elections in March

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:01PM. The next Board meeting will take place on February 10, 2009.