

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 13, 2008**

BOARD MEMBERS

Conrad Sanford	President
Lynn Comer	Vice President
Scott Smithwick	Secretary
Carl Middione	Treasurer
Heath Birkendahl	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Helen Conway	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

Board President Conrad Sanford called the Board of Directors meeting to order at 7:03PM.

ITEM III – Approval of Minutes

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

ITEM IV - Committee Reports

A. Landscape

1. The Board reviewed the minutes from the April 22, 2008 committee meeting.
2. Helen Conway submitted a draft of Landscape Committee Guidelines for the Board's review. This item will be placed on the June Board meeting agenda.
3. The Board confirmed that the Committee has the power to approve up to \$700 of landscape upgrades per month.
4. The Board asked management to arrange for SCVWD to perform an inspection of the irrigation system as part of a possible rebate program for updating irrigation components to save water.

B. Architectural

1. The Board reviewed the minutes from the April 24, 2008 meeting.
2. The Board approved the draft of the screen door guidelines. The guidelines will be included with the June newsletter for a 30 day review by the members.
3. The Board approved an application for submitting architectural change requests.
4. After a 30 day review by the members, the Board approved the window replacement and exterior lighting guidelines. The new guidelines will be distributed to each member.

C. Parking

Carl Middione submitted recommended changes to the current parking rules. The Board tabled this discussion until after the voting for the updated governing documents was completed.

D. Social Committee

NONE

E. CC&Rs/Bylaws Rewrite Committee

Management reported that there were approximately 80 ballots returned to date. The Board extended the deadline for approving the updated documents until August 1, 2008.

ITEM V - Treasurer's Report – Financial Statement for period ending April 30, 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>April</u>	<u>Year-to-Date</u>
Income(\$)	108,501.49	436,820.00
*Expense(\$)	112,464.03	419,388.27
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,374,614.32	
**Reserve Expenditures Year to Date(\$):		65,406.38
Reserve Fund Balance(\$):	1,316,431.11	

- B. The Board reviewed the assessment account aging report dated April 30, 2008. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board passed the following resolution:

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 #284-53-050, 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 Funds

The Board passed a motion to invest in two \$95,000 CDs for a term of 6 months.

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 letter to an owner requesting that he restore the window boxes to their original design by no later than April 15, 2008. It was noted that the requested work had not been completed so the association will have the work done and bill the cost to the unit owner.
2. The Board reviewed a request from an owner to have the association send the city of San Jose an authorization letter for installing a disabled parking space along Hamilton Place. Since Hamilton Place is a city street, the Board agreed that the association should not get involved with this matter.
3. The Board asked management to schedule a reimbursement hearing with an owner to recover \$366.49 spent to remove cement debris from a dumpster that was discarded by the owner's contractor during a patio upgrade project.

ITEM VII - Old Business

- A. Security Patrol Report – The Board reviewed the April, 2008 security report.
- B. Insurance
- a. The Board reviewed information regarding an insurance claim with Allied Insurance involving damage to 5 units as a result of a toilet back up. The Board passed a motion to have attorney Sharon Pratt send a letter to Allied disputing their position that the backup fell under the sewer back up exclusion in the policy that limits the insurance proceeds to \$5,000 per building.
 - b. The Board reviewed a memo from agent James Booth, of Monterey Insurance, regarding the insurance claim. In part, the memo indicated that Allied Insurance would assist the association is subrogating for the costs incurred for repairs to the 5 units damaged by the toilet backup. The Board agreed to have Allied assist in the subrogation.
 - c. Workers Comp coverage – management confirmed that the association had coverage in 2004 that lapsed for non-payment. Checks totaling \$4,861.00 have been sent to State Fund to cover the premiums, plus penalties, for the lapsed policy in 2004. It is hoped that the association will now be able to obtain current coverage.
- C. Foxhall Loop Mailbox Kiosk
- Management reported that work was progressing on the kiosk.
- D. Chimney Inspections
- The inspections will be addressed by the end of summer.

ITEM VIII - New Business

- A. Painting Bids
- After reviewing bids from Flores Painting, EKIM Painting, and Steve's Painting, the Board passed a motion approving the proposal from Steve's Painting to paint the buildings, fences, and trash enclosures on Donovan Court and Foxhall Loop at a cost of \$129,750.00.
- B. Genie Pool Increase
- The Board reviewed the memo from Genie Pool indicating an increase in monthly fees to \$560 per month due to increases in fuel costs.
- C. Newsletter Items
1. construction debris in dumpsters
 2. screen door guidelines for review
 3. approved window and lighting guidelines
 4. CC&Rs update voting extended to August 1, 2008

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:31PM. The next regularly scheduled Board meeting will take place on June 10, 2008.

Approved as submitted,
