

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

**BOARD MEMBERS**

Lynn Comer	President
Conrad Sanford	Vice President
Ken Swezey	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**

President Lynn Comer called the Board of Directors meeting to order at 6:50PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the September 14, 2010 Board of Directors meeting.

**ITEM IV - Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the September 15, 2010 committee meeting.
2. The Board approved the following Medallion proposals:
  - a. tree replacement proposal - 7 new trees at a cost of \$1,109.06.
  - b. headerboard installation – 1131 linear feet at \$9,360.97.
  - c. 14 irrigation clock harnesses for remote capabilities - \$2,275.82.It was noted that part or all of the headerboard installation costs will be offset by the SCVWD rebates for prior installation of new weather based irrigation controllers and drought tolerant landscaping.
3. Maryalice Heim reported that Lewis Tree Service had completed the tree trimming project.

B. Architectural

1. The Board reviewed architectural committee approvals from the past 30 days.
2. The Committee passed a motion to draft the following rule regarding window coverings:

“All window coverings shall be installed by the unit owner within 90 days after close of escrow. All such window coverings must be white or off-white material. Colored drapes must be lined with white or off-white material. No foil or reflective paint shall be installed in any window and no tinting or coloring of windows will be allowed without the prior approval of the Architectural Committee.”

The proposed rule will be included with the November newsletter to each owner for a 30-day review/comment period prior to adoption by the Board.

3. The Board passed a motion to have a window planter box previously removed from a unit reinstalled.

C. Parking

The Board placed an item in the October newsletter asking if any residents on Huxley Court are in favor of increasing the number of open parking spaces in the entry section of Huxley Court by reducing the guest only parking spaces.

D. Social

NONE

E. Clubhouse

Lynn Comer presented drafts of amended clubhouse usage agreement and guidelines for reserving and using the clubhouse for Board review.

**ITEM V - Treasurer's Report – Financial Statement for period ending September 30, 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>September</u>	<u>Year-to-Date</u>
Income(\$)	108,036.90	978,828.49
*Expense(\$)	103,541.84	953,112.71
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,975,091.91	
**Reserve Expenditures Year to Date(\$):		172,848.31
Reserve Fund Balance(\$):	1,844,287.55	(includes \$258,268.64 in EQ fund)

- B. The Board reviewed the assessment account aging report dated September 30, 2010. 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 for Carl Middione to look for competitive CD rates for investing \$100,000-\$150,000 from the Merrill Lynch reserve account.

D. 2011 Budget

The Board approved the 2011 budget, which calls for monthly assessments totaling \$105,438.00, monthly operating expenses averaging \$61,338.00, and monthly reserve contributions, including the earthquake deductible contribution, of \$48,100.00. There will be a slight decrease in the monthly assessments for each unit. The budget will be mailed to each owner by the end of November, 2010.

E. Audit proposal

The Board passed a motion approving a proposal from Allen & Cook to perform a full audit of the 2010 financials, at a cost of \$2,750.00. The audit will be mailed to each owner by no later than April 30, 2011.

## **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.

## **ITEM VII - Old Business**

- A. Security Patrol Report – The Board reviewed the September, 2010 security report.
- B. Tennis Court Resurfacing

The Board passed a motion approving a proposal from Saviano & Co to resurface the Greenwich Court tennis court, at a cost of \$4,500.00.

- C. Board Vacancy

Carl Middione reported that he would continue to serve on the Board until further notice.

## **ITEM VIII - New Business**

- A. Insurance Claim

Management reported that a claim had been filed with the master insurance carrier for a water-related accident involving two units.

- B. Comcast Solicitation

The Board discussed a request from Comcast for permission to interview current Comcast customers in the community about their service. The Board confirmed their position that solicitation was prohibited and declined the request.

- C. Spare the Air Days

The Board discussed a request from an owner to cease all gasoline-powered equipment usage by the Landscaping Company during spare the air days. The Board agreed that mowing should be curtailed on designated spare the air days, if possible, but that the blowing of debris from walkways and streets should continue for safety reasons.

- D. Newsletter Items

Ken Sweezey reviewed the information in the October Newsletter with the Board.

## **ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:27PM. The Board then went into executive session to discuss assessment collection issues. The next Board meeting will take place on November 9, 2010.

Approved as submitted