

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 14, 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
4 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 6:41PM.

**ITEM III – Approval of Minutes**

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

**ITEM IV - Committee Reports**

A. Landscape

1. Helen Conway resigned from the Landscape Committee. The Board passed a motion accepting the resignation. Members of the Board will attend the upcoming Landscape Committee meetings until a replacement chairperson can be selected.
2. Scott Smithwick reported that he would be talking to Medallion Landscaping about possible upgrades to the irrigation system.

B. Architectural

1. Scott Smithwick reported that the committee was reviewing the current guidelines for garage doors.
2. The Committee will postpone formal committee meetings through the holidays and will resume after the first of the year.

C. Parking

NONE

D. Social Committee

Carl Middione reported that the ice cream social had about 70 attendees.

E. CC&Rs/Bylaws Rewrite Committee

The Board asked members Sally Skinner and Richard Arellanes to assist manager Bill Hubbard in tabulating the ballot results for the governing documents re-write voting. The results were:

166 yes votes for amending the CC&Rs, 27 no votes  
173 yes votes for amending the Bylaws, 20 no votes  
There were a total of 16 invalid votes submitted that were not counted.

The current governing documents require a 75% approval for amending the CC&Rs and 51% approval for amending the Bylaws. Therefore, the amended Bylaws have been approved. The Board asked management to discuss options for having a court order-ed approval of the CC&Rs since an overwhelming majority of those members that responded approved the amended CC&Rs. Management will follow-up on this request.

**ITEM V - Treasurer's Report – Financial Statement for period ending September 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>September</u>	<u>Year-to-Date</u>
Income(\$)	109,012.27	937,845.00
*Expense(\$)	112,971.72	985,703.48
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,484,284.82	
**Reserve Expenditures Year to Date(\$):		248,811.21
Reserve Fund Balance(\$):	1,384,970.66	

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

- C. 2009 Budget

The Board approved the 2<sup>nd</sup> draft of the 2009 budget, which calls for an increase in total monthly budgeted expenses from \$109,205.00 to &111,725.00. The approved budget will be mailed out to each owner by no later than November 30, 2008.

- D. Audit of 2008 financials

The Board approved the proposal from Allen & Cook to perform an audit review of the 2008 financials at a cost of \$2,000.00.

**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 correspondence regarding a problem with vehicles traveling at unsafe speeds on Huxley Court. The Board passed a motion to install a speed bump at the first intersection on Huxley Court at a cost not to exceed \$500.00.
2. The Board reviewed a request from an owner to re-key the pool and tennis courts to keep non-residents from using the facilities. Noting the cost to re-key all of the locks and reissue new keys to be approximately \$5,500.00, the Board elected to ask security to monitor the activity in the pools and on the tennis courts and see if the situation improves.
3. The Board asked management to schedule a rules violation hearing to levy fines to an owner for not removing and reinstalling windows that were improperly installed.
4. The Board reviewed a request from an owner to replace some shrubs under the redwood trees along the Los Gatos Creek Trail. The Board noted that attempts to plant shrubs under these redwood trees had failed in the past so no action was taken at this time.
5. The Board held a rules violation hearing for not properly maintaining the restricted common area patio landscaping and levied a \$50 fine for the ongoing rules violation.
6. The Board held a rules violation hearing for performing vehicle maintenance in the common area street that also resulting in unacceptable noise for surrounding units. The Board imposed a \$50 fine for this violation.

**ITEM VII - Old Business**

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

B. Chimney Repairs and waterproofing project

Management reported that the project was progressing with about 25% of the work completed.

C. Foxhall Loop/Donovan Court Fencing Project

Management reported that the project is completed with the final walkthrough inspection scheduled for October 17, 2008.

D. Window Boxes

The Board reviewed reports from 2 independent construction contractors regarding the costs charged for replacement of 4 window boxes and repairs to the underlying sheer walls and stucco surfaces on a unit and agreed that the \$8,139.82 paid by the association for the repairs and subsequently billed to the owner for installing the improper window boxes without prior board approval was appropriate.

E. Toilet leak

Management reported that the owner of a unit that experienced a toilet leak that damaged 4 other units reimbursed the association for the \$10,000.00 deductible on the insurance claim.

**ITEM VIII - New Business**

A. Clubhouse Upgrades

This item was deferred until the next Board meeting.

B. Proposals

1. The Board approved an amended proposal from Bright Outlook to clean the roofing gutters and downspouts on all units, as well as the drain pipes from the rear balconies, at a cost of \$4,990.00.
2. The Board approved a proposal from JM Construction to make needed repairs to the clubhouse and main pool wooden arbors, at an estimated cost of \$2,420.00.

C. Newsletter Items

1. No Arch Committee meeting thru holidays
2. New Landscape Committee chairperson needed

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:47PM. The next Board meeting will take place on November 11, 2008.

Approved as submitted,

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