

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 9, 2008**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services, Inc.
Tim Fitzgerald	Medallion Landscaping
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**

Vice President Lynn Comer called the Board of Directors meeting to order at 6:59PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the August 12, 2008 Board of Directors meeting minutes as corrected.

**ITEM IV - Committee Reports**

A. Landscape

1. The Board approved a proposals from Medallion for upgrades on Huxley Court totaling \$2,849.75.
2. The Board met with Medallion representative Tim Fitzgerald to discuss service issues.
3. The Board will review a report from Santa Clara Valley Water District regarding an inspection of the current irrigation system for the community.

B. Architectural

1. Scott Smithwick reported that the committee was reviewing the current guidelines for garage doors.
2. The Committee submitted a list of unit addresses that were currently out of compliance with architectural guidelines to whom management will send letters requesting that they come into compliance.

C. Parking

NONE

D. Social Committee

Carl Middione reported that the next social event will take place on September 20, 2008 in the clubhouse with coffee, ice cream, and cake from 1-5PM.

E. CC&Rs/Bylaws Rewrite Committee

Management reported that there were approximately 174 ballots returned to date. The Board and volunteers will continue to knock on doors to solicit votes until the October 1, 2008 deadline.

**ITEM V - Treasurer's Report – Financial Statement for period ending August 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>August</u>	<u>Year-to-Date</u>
Income(\$)	109,015.07	873,384.81
*Expense(\$)	112,879.82	872,731.76
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	1,487,633.75	
**Reserve Expenditures Year to Date(\$):		183,307.72
Reserve Fund Balance(\$):	1,400,157.96	

- B. The Board reviewed the assessment account aging report dated August 31, 2008. All other accounts in excess of 90 days delinquent will be sent to a collection company.
- C. 2009 Budget

Carl Middione reported that he would have a revised draft of the budget for the October Board meeting.

**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 feral cats in an area of the community. The Board agreed with the suggestion from Captain Leslie Tisdale, of the City of San Jose Animal Control, which suggested that the owner trap the feral cats and contact animal control for pick-up.
  2. The Board reviewed a request from an owner to have a tree adjacent to her unit trimmed. The Board deferred to the arborist report from Lewis Tree Service regarding necessary tree maintenance within the community.
  3. The Board held a hearing to discuss reimbursement of a \$10,000 insurance deductible expense incurred when a toilet overflowed and damage several units. The Board agreed that the expense should be billed to the assessment account of the owner because the problem originated from a toilet malfunction.
  4. At the owner's request, the Board held a second hearing to discuss reimbursement of a repair expense incurred repairing damage caused by the unauthorized redesign of exterior window boxes to hold dirt and live plants. The resulting design caused significant damage to the underlying building framing behind the window boxes. The Board will seek other opinions from licensed and insured HOA construction contractors on the cost of the repairs.
  5. The Board declined a request from an owner to be reimbursed for vehicle repair expenses incurred when she drove over a cement parking curb.

**ITEM VII - Old Business**

- A. Security Patrol Report – The Board reviewed the August, 2008 security report.
- B. Chimney Repairs Proposals

After reviewing proposals from Carter-Gough Construction, ML Nielsen, Jay M Johnson Construction, and Draeger Construction, the Board approved the proposal from Carter- Gough Construction to replace 211 metal chimney caps,

at a cost of \$290 per cap (\$61,190 total), seal all stucco cracks and paint 101 chimneys with a water-proof tripolimar paint, at a cost of \$475 per chimney (\$47,975 total), and make other necessary repairs to hog valleys and other related areas that have exhibited leaks in the past, at a Time & Materials cost of \$50 per hour +20% profit on labor and materials.

C. Foxhall Loop/Donovan Court Fencing Project

Management reported that the project is running longer than anticipated because the fencing crew has hit several gas lines that run under the fence posts.

**ITEM VIII - New Business**

A. Clubhouse Upgrades

This item was deferred until the next Board meeting.

B. Proposals

1. The Board approved a proposal from Bright Outlook to clean the roofing gutters and downspouts on all units in November at a cost of \$3,840.00. The service carries a no clog warranty on all downspouts until May 1, 2009.
2. The Board approved a proposal from Cold Craft to make repairs to a dryer duct that may have been incorrectly reinstalled during the developer reconstruction repairs, at a cost of \$582.00.

C. Newsletter Items

1. Architectural Committee article on light fixtures
2. EBAY concerns

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:41PM. The next Board meeting will take place on October 14, 2008.

Approved as submitted,

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