

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 11, 2011**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	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 Lynn Comer called the Board of Directors meeting to order at 6:55PM.

ITEM III – Approval of Minutes

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

ITEM IV - Committee Reports

A. Landscape

1. Maryalice Heim updated the Board on landscaping issues.
2. The Board approved proposals from Medallion for upgrades along the Hamilton Place entry adjacent to Greenwich Court, at a cost of \$5,915.00.

B. Architectural

The Board discussed input from owners regarding the draft of proposed window covering rules and agreed to continue review and discussion of the proposed rule.

C. Parking

NONE

D. Social

NONE

E. Clubhouse

After reviewing owner input regarding proposed changes to the Clubhouse Usage Agreement and Guidelines, the Board approved and implemented the amended agreement and guidelines. The approved guidelines will be mailed to each owner for their files.

ITEM V - Treasurer's Report – Financial Statement for period ending December 31, 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>December</u>	<u>Year-to-Date</u>
Income(\$)	109,241.25	1,306,091.23
*Expense(\$)	101,487.83	1,276,539.49
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):	2,098,552.74	
**Reserve Expenditures Year to Date(\$):	218,015.89	
Reserve Fund Balance(\$):	1,946,595.45	(includes \$284,257.97 in EQ fund)

- B. The Board reviewed the assessment account aging report dated December 31, 2010. All other accounts in excess of 90 days delinquent will be sent to a collection company.

- C. Reserve Fund Investments

The Board directed Carl Middione to invest a portion of the Comerica earthquake reserves into a CD in order to keep the Comerica accounts under the \$250,000 FDIC limit. Mr. Middione will also reinvest a \$50,468.10 CD maturing on January 18, 2011 and a \$96,600.76 CD maturing on Jan 20, 2011, at prevailing CD interest rates.

- D. Close out of 2010 Financials

The Board passed a motion to close out the 2010 financials as summarized above.

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 an email from an owner with suggestions regarding drainage, clubhouse usage, and website enhancement. Heath Birkendahl offered to discuss the Board's positions on these areas with the owner.

ITEM VII - Old Business

- A. Security Patrol Report

The Board reviewed the December, 2010 security report.

- B. March Elections

The Nominating Committee submitted the following list of candidates for the 3 Board positions up for election in March, 2011:

Lynn Comer, Brian Finerty, Carl Middione, and Scott Smithwick

Ballots will be mailed out to members in early February.

C. Comcast Service Agreement

Management reported that details are still being discussed.

ITEM VIII - New Business

A. 2011 Association Calendar

The Board reviewed the 2011 association calendar.

B. Newsletter Items

Ken Swezey reviewed the information in the January Newsletter with the Board. Items for the January newsletter included the approved clubhouse usage agreement and guidelines, Architectural Guidelines, violation letters, and insurance information.

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, discuss a satellite dish installation issue, and hold a rules violation hearing. The next Board meeting will take place on February 8, 2011.

Approved as submitted