

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 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
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

President Lynn Comer called the Board of Directors meeting to order at 6:52PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the January 11, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. Maryalice Heim updated the Board on landscaping issues.
2. The Board approved a proposal from Medallion to spray 56 plum trees for fruit control, at a cost of \$2,800.

B. Architectural

1. The Board discussed input from owners regarding the draft of proposed window covering rule and approved the final version of the rule, which will be included in the February newsletter.
2. The Board asked the Committee to review and update the satellite dish installation guidelines
3. The Board reviewed architectural related correspondence for the past 30 days.

C. Parking

NONE

D. Social

Carl Middione reported that a social event will be held in May, the exact date to be determined.

E. Clubhouse

1. The Board passed a motion approving up to \$5,300 for the purchase of lounge chairs and patio chairs for the clubhouse pool area. Heath Birkendahl is negotiating with several vendors for this purchase.
2. The Board approved the purchase of materials needed to mount a copy of the original site map for the community on a wall inside the clubhouse meeting room. Ken Swezey volunteered to purchase the materials and hang the map.

ITEM V - Treasurer's Report – Financial Statement for period ending January 31, 2011.

- 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>January</u>	<u>Year-to-Date</u>
Income(\$)	108,325.98	108,325.98
*Expense(\$)	55,093.02	55,093.02
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	2,158,648.39	
Reserve Expenditures Year to Date(\$):	5,487.75	
Reserve Fund Balance(\$):	1,947,270.13	(includes \$280,500 in EQ fund)

- B. The Board reviewed the assessment account aging report dated January 31, 2011. 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 #284-53-031, 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 Fund Investments

Carl Middione updated the Board on the status of reserve fund investments.

- D. 2010 Financials "as closed"

The Board reviewed the financials for the fiscal year ending 12-31-10.

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 January, 2011 security report.

B. March Elections

The ballots for the March 9 Board elections have been mailed to each owner.

C. Comcast Service Agreement

The Board passed a motion approving a 5-year service and easement agreement with Comcast of California, in which Comcast will pay the association \$29,800 in return for access to cable wiring and equipment on the premises. The \$29,800 will be deposited in the association's general reserve fund.

ITEM VIII - New Business

A. Insurance Renewal

Management reported that the quotes for the general and earthquake policies will be submitted by the end of February. The Board passed a resolution that the association may borrow funds from the reserve account, if necessary, to cover the cost of the renewal premiums. Any money borrowed from the reserves will be repaid to the reserves by the end of the fiscal year.

B. Newsletter Items

Ken Swezey reviewed the information in the February Newsletter with the Board. Items for the February newsletter included the approved window coverings rule, Annual Meeting and Board elections in March, dryer vent cleaning information, and an article regarding Hamilton Place Real Estate.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:15PM. The Board then went into executive session to discuss assessment collection issues and hold a rules violation hearing. The next Board meeting will take place on March 8, 2011, following the conclusion of the Annual Meeting.

Approved as submitted