

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 12, 2011**

BOARD MEMBERS

Lynn Comer	President
Scott Smithwick	Vice President (Appointed following Call to Order)
Ken Swezey	Secretary
Carl Middione	Treasurer
Brian Finerty	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, Board Vacancy

- A. President Lynn Comer called the Board of Directors meeting to order at 6:35PM.
- B. Board Vacancy
 - 1. The Board passed a motion appointing Scott Smithwick to the vacancy on the Board left by the resignation of Heath Birkendahl.
 - 2. The Board passed a motion electing Scott Smithwick to Vice President of the Board for the coming year.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the March 8, 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 add 70 cubic yards of mulch to selected planting beds throughout the community, at a cost of \$4,992.00.
 - 3. The Board reviewed a request to relocate a newly planted tree. It was determined that the current location for the tree is appropriate and the tree will be maintained in such a manner that it should not negatively impact the adjacent property.
- B. Architectural
 - 1. Satellite dish guidelines and window coverings rules enforcement – discussion of topics postponed until next meeting
 - 2. The Board reviewed architectural related correspondence for the past 30 days.

3. The Board confirmed that Heath Birkendahl will remain chairperson of the Architectural Committee. The Board passed a motion appointing Scott Smithwick to the committee.

C. Parking

The Board passed a motion approving a proposal from Pacific Surfacing to replace damaged asphalt and cement curbing in parking space number 434 on Huxley Court, at a cost of \$3,680.00.

D. Social

Carl Middione reported that the next ice cream social is scheduled for Sunday, May 22, from 1-4PM. Notices will be posted at the mailbox kiosks announcing the event.

E. Clubhouse

The new pool furniture will be delivered on April 19.

F. Website

The Board agreed to include a link to owner recommended vendors on the community website.

ITEM V - Treasurer's Report – Financial Statement for period ending March 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>March</u>	<u>Year-to-Date</u>
Income(\$)	107,117.26	322,559.22
*Expense(\$)	103,172.37	306,553.43
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	2,130,073.99	
**Reserve Expenditures Year to Date(\$):	47,635.40	
Reserve Fund Balance(\$):	2,050,793.51	(includes \$306,000 in EQ fund)

- B. The Board reviewed the assessment account aging report dated March 31, 2011. All other accounts in excess of 90 days delinquent will be sent to a collection company.

C. Reserve Fund Investments

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

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. In response to a request from an owner to replace a skylight with surface cracks, the Board asked management to obtain a proposal from Four Seasons Roofing to inspect all of the skylights and submit a condition report.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the March, 2011 security report.

B. Lighting Proposal

The Board passed a motion approving a proposal from The Repair People to install a pagoda light along the walkway behind a set of garages on Huxley Court to improve the lighting in the area, at a cost of \$484.20.

ITEM VIII - New Business

A. Roof Repair Proposal

The Board reviewed a proposal approved by management to make necessary repairs to a flat roof on a unit that was leaking during a recent rain storm. The cost of the repairs was \$1,498.58.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:45PM. The Board then went into executive session to discuss assessment collection issues, a rules violation hearing issue, and committee appointments. The next Board meeting will take place on May 10, 2011.

Approved as submitted