

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 10 2011**

BOARD MEMBERS

Lynn Comer	President
Scott Smithwick	Vice President
Ken Swezey	Secretary
Carl Middione	Treasurer (Absent)
Brian Finerty	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
6 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, Roll Call

- A. President Lynn Comer called the Board of Directors meeting to order at 6:35PM.
- B. Roll Call

See BOARD MEMBERS ABOVE.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the April 12, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

- A. Landscape
 - 1. Maryalice Heim updated the Board on landscaping issues.
 - 2. The Board approved landscape upgrades proposals totaling \$427.00.
 - 3. The Committee has arranged for Lewis Trees to conduct the annual tree inspection in June.
- B. Architectural
 - 1. Satellite dish guidelines - the Board reviewed proposed amendments to the current dish installation guidelines and suggested further revisions.
 - 2. The Board reviewed architectural related correspondence for the past 30 days.
 - 3. Window coverings – the Committee will discuss enforcement of the recently approved window coverings guidelines and report back to the Board.
 - 4. Solar-powered attic fans – the Board reviewed material regarding solar-powered attic fans, but agreed that they would prefer to not approve any item that would result in any additional penetrations through the roofing shingles.

C. Parking

NONE

D. Social

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

Scott Smithwick reported on his inspection of the restrooms at both pool areas and will make recommendations for needed repairs.

F. Website

Ken Swezey reported that the link to owner-recommended vendors was added to the website.

ITEM V - Treasurer's Report – Financial Statement for period ending April 30, 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>April</u>	<u>Year-to-Date</u>
Income(\$)	135,390.39	457,949.61
*Expense(\$)	129,335.47	435,888.90
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,186,733.15
**Reserve Expenditures Year to Date(\$):		64,670.98
Reserve Fund Balance(\$):	2119,428.38	(includes \$314,500 in EQ fund)

- B. The Board reviewed the assessment account aging report dated April 30, 2011. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board passed the following collection 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 properties, parcel #s 284-46-049 and 284-46-037, if such accounts have not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the properties to be sold if such accounts have not been reinstated on or before the date that the properties are scheduled to be sold.

C. Reserve Fund Investments

In an email to the Board, Carl Middione indicated that there was no need for additional reserve fund investing at this time.

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

1. The Board reviewed the April, 2011 security report.
2. Maryalice Heim shared information regarding a neighborhood watch program through the San Jose police department. She has arranged for a representative to meet with community residents in the clubhouse on Monday, May 23, 2011.

B. Skylight Inspections

The Board passed a motion approving a proposal from Four Seasons Roofing to inspect the skylights in the complex and submit a report on their condition, at a cost of \$22 per building. After reviewing proposals to replace two skylights currently in poor condition, the Board passed a motion to postpone a decision on replacing these two skylights until they can review the Four Seasons Roofing inspection report on all remaining skylights.

C. Asphalt Streets

Management reported that the Pacific Surfacing Inc proposal for street maintenance should be available for Board review by the June 14 Board meeting.

ITEM VIII - New Business

A. Genie Pool Service Increase

Genie Pool announced an increase in their monthly service charge to \$600 per month for two service calls per week on both pools and the spa. The Board had budgeted for this increase in the 2011 budget.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:20PM. The Board then went into executive session to discuss assessment collection issues. The next Board meeting will take place on June 14, 2011.

Approved as submitted