

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 14, 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
Sheba Solomon	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, Roll Call

- A. President Lynn Comer called the Board of Directors meeting to order at 6:34PM.
- 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 May 10, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

- A. Landscape
 - 1. Sheba Solomon updated the Board on landscaping issues and reviewed the committee's long term goals and vision for the community. The Board concurred.
 - 2. The Board approved landscape upgrades proposals from Medallion totaling \$3,255.00.
 - 3. The Board approved proposals from Medallion (with Brian Finerty dissenting) to install additional drainage in two locations in the common area, at a cost of \$1,801.00.
 - 4. Maryalice Heim has arranged for Lewis Trees to conduct the annual tree inspection at the end of June.
- B. Architectural
 - 1. Satellite dish guidelines - the Board approved a draft of amended dish installation guidelines and will mail a copy to each owner for a 30-day review and comment period prior to official adoption.
 - 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.

C. Parking

NONE

D. Social

It was reported that the ice cream social held on Sunday, May 22, was a big success with approximately 70 residents attending.

E. Clubhouse

No report.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending May 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>May</u>	<u>Year-to-Date</u>
Income(\$)	107,504.99	565,454.60
*Expense(\$)	111,098.92	546,987.82
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):		2,,236,308.28
**Reserve Expenditures Year to Date(\$):		74,138.18
Reserve Fund Balance(\$):	2,159,135.55	(includes \$323,000 in EQ fund)

- B. The Board reviewed the assessment account aging report dated May 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 property, parcel #284-46-018, 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.

Resolved, pursuant to CA Civil Code section 1367.4 the Board for the Association authorizes and instructs Stonehenge Trustee Services to initiate foreclosure proceedings upon the lien for 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 property is scheduled to be sold.

2. The Board reviewed an amended collections agreement from Stonehenge Trustee Service, but took no action pending review of the current agreement.

C. Reserve Fund Investments

The Board passed a motion to have treasurer Carl Middione reinvest a \$98,686.50 CD, maturing on 6-17-11, for another term at competitive rates.

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 a letter regarding the association's responsibility to address termite infestations. A clarifying article will be included in the July newsletter.

ITEM VII - Old Business

A. Security Patrol Report

1. The Board reviewed the May, 2011 security report.
2. The Neighborhood watch meeting recently held in the clubhouse was well attended and the June newsletter will include information on how to better protect the community against crime.

B. Skylight Inspections Report

Management reported that Four Seasons Roofing had completed the inspection of the skylights on all of the buildings and will submit a report and proposal by the July 12 meeting.

C. Asphalt Streets

The Board reviewed a proposal for asphalt street repairs from Pacific Surfacing. No action was taken pending receipt of a map indicating exact locations of recommended repairs.

ITEM VIII - New Business

A. PG&E Service

The Board reviewed a letter from PG&E indicating possible gas rate reductions based on an option of using a new tiered rate system. The Board determined that the information provided was not sufficient to justify a change from the current billing rate system at this time.

B. Election Rules Policy Update

The Board reviewed a proposed amended Election Rules policy, but no action was taken pending review of the current policy.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:10PM. The Board then went into executive session to discuss assessment collection issues and hold rules violation hearings. The next Board meeting will take place on July 12, 2011.

Approved as submitted