

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

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
2 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, Resignation
 - 1. See BOARD MEMBERS ABOVE.
 - 2. The Board accepted the resignation of Lynn Comer, effective July 27, 2011, as Ms Comer is in the process of selling her unit.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the June 14, 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 upgrade proposals from Medallion totaling \$1,332.41.
 - 3. The Board confirmed that the SCVWD rebate of \$2,906.40 received at the end of 2010 for landscaping upgrades completed in 2010 has been added to the Landscape Committee upgrade expense budget for 2011.
- B. Architectural
 - 1. The Board reviewed architectural related correspondence for the past 30 days.
 - 2. Satellite dish guidelines - the draft of the guidelines will be included in the July newsletter for a 30-day member review and comment period.
 - 3. Window coverings – the Committee announced that they will begin quarterly inspection walkthroughs to help enforce architectural guidelines compliance.

- C. Parking
No report.
- D. Social
No report.
- E. Clubhouse
No report.
- F. Website
No report.

ITEM V - Treasurer's Report – Financial Statement for period ending June 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>June</u>	<u>Year-to-Date</u>
Income(\$)	105,437.65	632,625.90
*Expense(\$)	107,926.44	654,914.26
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,289,698.99
**Reserve Expenditures Year to Date(\$):		81,563.18
Reserve Fund Balance(\$):	2,200,264.97	(includes \$331,500 in EQ fund)

- B. The Board reviewed the assessment account aging report dated June 30, 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 initiate foreclosure proceedings upon the lien for unpaid assessments, late charges, interest, and collection fees and costs against the property, parcel #284-43-029, 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

Carl Middione updated the Board on the status of the current reserve account 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.

ITEM VII - Old Business

A. Security Patrol Report

1. The Board reviewed the June, 2011 security report. Management informed the Board that the SJPD Secondary Employment Dept requested an appointment to audit the payroll for the patrol officers.
2. The Board approved the acquisition and installation of 3 Neighborhood Watch signs in the community.

B. Skylight Inspections Report

The Board approved a proposal from Four Seasons Roofing for replacing 17 skylights, at a total cost of \$9,791.00 pending receipt of a cut sheet and photo showing style and dimensions of proposed skylights.

C. Asphalt Streets

The Board reviewed a proposal for asphalt street repairs from Pacific Surfacing and agreed that the scope of work could be reduced for 2011. Management will arrange for a follow-up walkthrough with PSI to adjust scope and price.

D. Election Rules

The Board reviewed a draft of amended Election Rules that more closely follows the language of the current governing documents for the association. No action was taken pending further review.

ITEM VIII - New Business

A. Jay Johnson Construction Proposal

The Board approved a proposal to replace a wooden entry stairway hand railing at a cost of \$740.00.

B. Huxley Court Sewer Line Repairs

The Board reviewed an email from Consolidated Plumbing regarding a sewer line issue on Huxley Court. The Board requested more information on proposed cost for repairs.

C. Newsletter

Ken Sweezey reported that he will include an article about the resignation of Lynn Comer and the resulting Board vacancy in the July newsletter. The Board presented Lynn with a certificate of appreciation for her service on the Board at the conclusion of the Board meeting.

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 and hold a rules violation hearing. The next Board meeting will take place on August 9, 2011.

Approved as submitted