

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 9, 2011**

BOARD MEMBERS

Vacant	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. Vice President Scott Smithwick called the Board of Directors meeting to order at 6:35PM.
1. Board Vacancy – the Board is currently soliciting members to fill the vacancy on the Board created by the resignation of Lynn Comer.

ITEM III – Approval of Minutes

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

ITEM IV - Committee Reports

- A. Landscape
1. Maryalice Heim updated the Board on landscaping issues.
 2. The Board passed a motion approving landscape upgrade proposals from Medallion totaling \$1,864.99.
 3. The Board passed a motion approving a proposal from Lewis Tree Service to perform the annual tree maintenance on selected trees throughout the community, at a cost of \$22,635.00.
 4. The Board passed a motion approving a proposal from Lewis Tree Service to obtain permits and remove 5 selected trees because of declining health, at a cost of \$1,125.00, plus the cost of the permits.
- B. Architectural
1. The Board reviewed architectural related correspondence for the past 30 days.
 2. Satellite dish guidelines - after a 30-day review by the members, the Board officially adopted the amended satellite dish installation guidelines.
 3. Window coverings – no report at this time
- C. Parking

Carl Middione requested that the parking rules be amended. The Board asked Mr. Middione to submit an amended draft of the rules for review.

D. Social

There was a request to hold a holiday event at the end of the year. More discussions will take place regarding this suggestion.

E. Clubhouse

No report.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending July 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>July</u>	<u>Year-to-Date</u>
Income(\$)	107,610.75	780,185.90
*Expense(\$)	110,519.85	765,434.11
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,331,156.03
**Reserve Expenditures Year to Date(\$):		89,734.18
Reserve Fund Balance(\$):	2,241,410.91	(includes \$340,000 in EQ fund)

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

1. The Board went into executive session at 7:15PM to discuss collection issues. The Board resumed the open Board meeting at 7:34PM.

C. Reserve Fund Investments

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

D. 2012 Budget

The Board reviewed the 1st draft of the 2012 budget. More discussions will take place during future meetings. A Board-approved budget for 2012 will be mailed out to each owner in November, 2011.

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 several complaint letters regarding the behavior of neighbors and agreed that the issues raised were better suited for independent mediation rather than Board involvement.

2. The Board passed a motion, with Carl Middione dissenting, to decline a request from an owner for reimbursement of tow fees for a resident vehicle towed from a guest space.

ITEM VII - Old Business

A. Security Patrol Report

1. The Board reviewed the July, 2011 security report. The Board passed a motion to terminate the security agreement with the Secondary Employment Division of the SJPD and hire the current security guards as employees of the association, effective upon approval, by all parties involved, of a new employment agreement.

B. Asphalt Streets

Ken Sweezey discussed possible changes to the original Pacific Surfacing Inc proposal for asphalt street repairs to reduce the overall projected cost of the repairs. The Board asked Ken to meet with PSI to discuss these changes and obtain an amended proposal.

C. Election Rules

The Board passed a motion approving a draft of updated election rules. The draft will be sent to each owner for a 30-day review and comment period.

ITEM VIII - New Business

A. Flat roof repairs

The Board approved a proposal from Four Seasons Roofing to replace a leaking flat entry roof, at a cost of \$3,352.00.

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 the August Newsletter will include the notice about the Board opening and the September Newsletter will include the Election Rules draft for 30-day review.

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 hold rules violations hearings. The next Board meeting will take place on September 13, 2011.

Approved as submitted