

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 13, 2011**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
Sheba Solomon	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. Scott Smithwick called the Board of Directors meeting to order at 6:40PM.
1. The Board passed a motion appointing Scott Smithwick to serve as President of the association.
 2. The Vice President position will remain unassigned until the Board vacancy is filled.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the August 9, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

- A. Landscape
1. Maryalice Heim and Sheba Solomon updated the Board on landscaping issues.
 2. The Board passed a motion approving landscape upgrade proposals from Medallion at a cost not to exceed \$7,250.00.
- B. Architectural
1. The Board reviewed architectural related correspondence for the past 30 days.
 2. During the open forum, a member presented a statement claiming the satellite dish installation guidelines were in conflict with the FCC Satellite Dish Installation Guidelines. This issue will be placed on the October 11, 2011 Board meeting agenda for further discussion.
- C. Parking
- No report.

D. Social

Carl Middione reported that a member has volunteered to coordinate a holiday party in the clubhouse on December 4, 2011. More details will be provided as the date approaches. The Board passed a motion approving a \$200 budget for the event.

E. Clubhouse

No report.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending August 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>August</u>	<u>Year-to-Date</u>
Income(\$)	107,114.42	887,300.32
*Expense(\$)	113,340.58	878,774.69
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):		2,393,036.52
**Reserve Expenditures Year to Date(\$):		93,770.02
Reserve Fund Balance(\$):	2,285,875.23	(includes \$348,5000 in EQ fund)

- B. The Board reviewed the assessment account aging report dated August 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 the current reserve account investments. The Board passed a motion to invest \$200,000 from the Merrill Lynch Reserve Fund into a 12 month CD.

D. 2012 Budget

The Board reviewed the 2nd draft of the 2012 budget. More discussions will take place during the October 11, 2011 Board meeting. 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 passed a motion to include a disclosure letter with the September 13, 2011 Board meeting minutes from Scott Smithwick that confirms that Mr. Smithwick is serving on the Board as an individual and not as a representative of his employer, Gensler.
2. The Board went into executive session at 7:45PM to hold a rules violation hearing and a reimbursement assessment hearing. The sessions concluded at 8:05 and the open Board meeting continued.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the August, 2011 security report.

B. Asphalt Streets

The Board passed a motion approving the proposal from Pacific Surfacing Inc to make repairs to selected asphalt and cement areas on the streets in the community, as a cost of \$28,780.00. The slurry seal will be postponed until the spring and should cost around \$25,000.00.

C. Election Rules

The draft of the updated election rules will be included with the September newsletter for a member 30-day review and comment period.

ITEM VIII - New Business

A. Cement Repairs Proposal

The Board approved a proposal from M Pineda Construction to address cement walkway trip hazards throughout the community, at a cost of \$4,950.00.

B. Wood Railings Repair Proposal

The Board passed a motion approving a proposal from Jay Johnson Construction to re-attach a window planter box and replace two sections of wood railings at a cost of \$1,350.00.

C. Gutter Cleaning Proposal

The Board approved a proposal from Four Seasons Roofing to clean the gutters and downspouts in November and again in January at a cost of \$11,914.00.

D. Newsletter

Ken Sweezy reviewed the September newsletter with the Board, which includes an article from Treasurer Carl Middione about the association's finances.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:21PM. The next Board meeting will take place on October 11, 2011.

Approved as submitted