

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 11, 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
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. Scott Smithwick called the Board of Directors meeting to order at 6:43PM.
1. The Board is still interviewing candidates for the vacant Board position.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the September 13, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

- A. Landscape
1. Maryalice Heim discussed the vision the Committee has for 2012 landscape upgrade projects and asked the Board to consider their plans during the development of the 2012 budget.
 2. The Board passed a motion approving a landscape upgrade proposal from Medallion at a cost of \$653.45.
- B. Architectural
1. The Board reviewed architectural related correspondence for the past 30 days.
 2. The Board reviewed information from the FCC regarding the installation of satellite dishes and concluded that the current association installation guidelines are consistent with the FCC guidelines.
- C. Parking
- A parking issue was deferred to executive session as it involved possible legal action.
- D. Social

Carl Middione reported that owner Ann Seckinger has offered to help with the planning of the December 4 Holiday Party. More information will be made available as the date approaches.

E. Clubhouse

No report.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending September 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>September</u>	<u>Year-to-Date</u>
Income(\$)	106,732.54	994,032.86
*Expense(\$)	132,265.91	1,011,040.60
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,436,628.99
**Reserve Expenditures Year to Date(\$):		115,559.82
Reserve Fund Balance(\$):	2,312,562.41	(includes \$357,000 in EQ fund)

- B. The Board reviewed the assessment account aging report dated September 30, 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.

D. 2012 Budget

The Board reviewed the 2nd draft of the 2012 budget. The Board asked management to amend the budget draft to add a new reserve expense category called Tree Removal/Replacement, to be funded at a rate of \$12,000 annually. Management will email draft 3 with this addition to the Board for their review.

E. Audit/Review of the 2011 Financials

The Board passed a motion approving a proposal from Allen & Cook to review the 2011 financials, at a cost of \$2,000.00. The review will be mailed to each owner by no later than April 30, 2012.

F. Delinquent Assessments Collection Policy

The Board passed a motion approving an amended version of the current delinquent assessment collection policy that more fully explains the collection process. The amended policy will be included with the 2012 budget.

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, with Brian Finerty abstaining, approving a request from an owner to be reimbursed for a pest control expense of \$185 to exterminate roof rats.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the September, 2011 security report.

B. Election Rules

The Board passed a motion approving the draft of amended election rules after a 30-day member review and comment period. The amended election rules will be included in the November newsletter.

C. Wood Railings Maintenance

The meeting with Steve Wein will be rescheduled until the November 8 meeting.

ITEM VIII - New Business

A. Gas line repairs proposal

The Board passed a motion approving a proposal from Consolidated Plumbing to install 750 linear feet of new underground gas lines for a building on Ashmeade Court to address several small leaks recently reported by PG&E, at a cost not to exceed \$18,900.00.

B. Newsletter

Ken Swezey reviewed the October newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:42PM. The Board then went into executive session to discuss assessment collection issues, hold a rules violation hearing, and discuss a parking issue. The next Board meeting will take place on November 8, 2011.

Approved as submitted