

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

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Sheba Solomon	Landscape Committee
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

Scott Smithwick called the Board of Directors meeting to order at 6:39PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the November 8, 2011 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board passed a motion approving a landscape upgrade proposal from Medallion at a cost of \$867.16 and an irrigation upgrade proposal from Medallion at a cost of \$1,143.75.
2. The Committee will continue to work with Medallion on proposals for upgrading selected areas throughout the community in 2012.
3. Landscape committee agreed to prioritize projects going forward so the Board understands the sense of urgency with the various projects submitted for approval.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Committee presented a list of addresses with current architectural guidelines violations. The Board asked management to send the appropriate letters notifying the owners of the violations.

C. Parking

NONE

D. Social

Carl Middione reported that the December 4 Holiday Party was a big success with many residents participating.

E. Clubhouse/Pool

1. Scott Smithwick will be providing draft of RFPs for updating both the Clubhouse and Foxhall pool area restrooms as well as RFPs for the refinishing of the pool and spa plaster and the replacement of the concrete decks at both pools.
2. The Board passed a motion approving a proposal from Genie Pool to replace the spa and main pool heaters, as well as the roofing vent, at a cost of \$10,665.00.

F. Website

The Board asked management to investigate options for password protecting the association website.

ITEM V - Treasurer's Report – Financial Statement for period ending November 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>November</u>	<u>Year-to-Date</u>
Income(\$)	107,059.62	1,208,771.26
*Expense(\$)	109,569.37	1,227,727.30
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):		2,475,800.33
**Reserve Expenditures Year to Date(\$):		154,042.30
Reserve Fund Balance(\$):	2,372,461.32	(includes \$374,000 in EQ fund)

- B. The Board reviewed the assessment account aging report dated November 30, 2011. All other accounts in excess of 90 days delinquent will be sent to a collection company.

1. The Board approved the following 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 properties, parcel #s 284-46-021 and 284-53-032, if such accounts have not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the properties to be sold if such accounts have not been reinstated on or before the date that the properties are scheduled to be sold.

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.

1. At the request of an owner, the Board agreed to install an additional walkway light in the common area.
2. By a vote of 3-2 (Carl Middione and Nicole approving, Scott Smithwick, Ken Sweezey, and Brian Finerty dissenting), the Board declined a request from an owner to have the assigned reserved parking space relocated.
3. The Board answered questions regarding Board meeting protocol directly with an owner who was present at the meeting.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the November, 2011 security report.

B. Asphalt Street Repairs

Management informed the Board that Pacific Surfacing has scheduled the asphalt street repairs for March or April, 2012, depending on the weather conditions.

ITEM VIII - New Business

A. Speed Signs Along Leigh Ave and Hamilton Pl

Nicole Marie offered to contact the private school across from 1600 Hamilton Place to see if they have contacted the city regarding installation of school speed zone signs

B. CPI Proposal

The Board approved a proposal from Consolidated Plumbing to make repairs to a sewer line on Greenwich Ct, at a cost of \$7,742.00, with the stipulation that the project be completed in a timely manner.

C. March, 2012 Board Elections

The Nominating Committee will be submitting the list of candidates for the March elections by the January 10, 2012 Board meeting.

D. Appointment to the Board Vice President position

The Board passed a motion appointing Nicole Marie to the position of Vice President of the Board until the March, 2012 Board elections.

E. Newsletter

Ken Sweezey reviewed the December 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. The next Board meeting will take place on January 10, 2012.

Approved as submitted