

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 10, 2012**

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
7 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 7:08PM.

ITEM III – Approval of Minutes

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

ITEM IV - Committee Reports

A. Landscape

1. The Board passed a motion approving landscape upgrade proposals from Medallion totaling \$2,969.46.
2. The Board reviewed the minutes from the December 21, 2011 committee meeting.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days. The bulk of correspondence was for architectural violations.
2. Based on feedback from some members during open forum, the Committee agreed to revisit the current guidelines on entry door hardware.

C. Parking

NONE

D. Social

Carl Middione announced June 3, 2012 as the tentative date for the next community social.

E. Clubhouse/Pool

Scott Smithwick reviewed the drafts of the RFPs for upgrades to both pool area restrooms, main pool cement deck, and main pool and spa re-surfacing.

F. Website

Carl Middione is looking into options for increasing the security for accessing the website.

ITEM V - Treasurer's Report – Financial Statement for period ending December 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>December</u>	<u>Year-to-Date</u>
Income(\$)	106,935.64	1,315,706.90
*Expense(\$)	119,706.45	1,347,433.75
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,503,147.04
**Reserve Expenditures Year to Date(\$):		180,823.95
Reserve Fund Balance(\$):	2,393,952.07	(includes \$382,500 in EQ fund)

B. Reserve Fund Investments

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

C. Close out of 2011 Financials

The Board passed a motion to close out the 2011 financials with a reserve fund balance of \$2,011,452.07 (exclusive of earthquake funds) and an operating balance of \$114,640.66.

D. Aging Report

The Board went into executive session to review and discuss delinquent assessment accounts at the conclusion of the Board meeting.

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

The Board reviewed the December, 2011 security report.

B. Steve's Painting Proposal

The Board passed a motion , with Brian Finerty abstaining, approving a proposal to remove dripping black sealant, re-caulk, and paint over locations under wood railings in selected areas in the community, at a cost of \$2,165.00.

C. The Repair People Proposal

The Board passed a motion approving a proposal to install an additional walkway light on Foxhall Loop, at a cost of \$551.96.

D. Garage Activity

The Board discussed complaints about a possible business or hobby being run out of a garage that is disturbing neighboring units. Management will provide the Board with language from the CC&Rs regarding this issue during the next Board meeting.

E. March Board Elections

The Nominating Committee submitted the following candidates for the two positions up for election in March, 2012: Scott Smithwick and Ken Sweezey

ITEM VIII - New Business

A. Amendment to CMS Management Agreement

The Board passed a motion approving an amendment to the current CMS Management agreement that increases the monthly fee to \$6,950.00.

B. 2012 Association Calendar

The Board reviewed the calendar of association events for the 2012 calendar year.

C. Newsletter

Ken Sweezey reviewed the January, 2012 newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:41PM. The Board then went into executive session to discuss assessment collection issues and hold a reimbursement assessment hearing. The next Board meeting will take place on February 14, 2012.

Approved as submitted