

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 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
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 6:48PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the January 10, 2012 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board passed a motion approving landscape upgrade proposals from Medallion totaling \$1,151.41, as well as tree maintenance proposals totaling \$4,034.44.
2. The Board reviewed the minutes from the January 18, 2012 committee meeting.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days and addressed responses regarding architectural violation letters on an individual basis.
2. The Board declined a request for additional lighting in an area citing that three lights currently exist in area and the wattage of the bulbs in those lights have been increased. The Board also suggested increasing the wattage of the bulbs used in the owner's exterior lighting.

C. Parking

NONE

D. Social

NONE

E. Clubhouse/Pool

The Board continues to develop a Request For Proposal for remodeling of the clubhouse and pool restrooms.

F. Website

NONE

ITEM V - Treasurer's Report – Financial Statement for period ending January 31, 2012.

- 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>January</u>	<u>Year-to-Date</u>
Income(\$)	107,951.36	107,951.36
*Expense(\$)	116,157.36	116,157.36
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):	2,553,345.47	
**Reserve Expenditures Year to Date(\$):	18,435.37	
Reserve Fund Balance(\$):	2,428,145.59 (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. 2011 Financials "as closed"

The Board reviewed the 2011 financials "as closed". The ending operating fund balance was \$114,640.51 and the ending reserve fund balance was \$2,396,272.89.

D. Aging Report

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

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

1. The Board reviewed the January, 2012 security report.
2. The Board reviewed a proposal from Security Risk Management Inc to provide various levels of security. No action was taken at this time pending further discussion.

B. March Board Elections

Management confirmed that the ballots for the March Board elections have been mailed to each owner.

C. Garage Activity

In response to complaints regarding the frequency, noise and safety of work being conducted in a garage, the Board asked management to send a letter to the unit owner to cease and desist.

ITEM VIII - New Business

A. Newsletter

Ken Sweezey reviewed the February 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 rules violation hearing. The next Board meeting will take place on March 13, 2012, immediately following the conclusion of the annual meeting of the membership.

Approved as submitted