

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 13, 2012**

BOARD MEMBERS

Scott Smithwick	President
Nicole Marie	Vice President
Ken Sweezey	Secretary/Treasurer
Carl Middione	Assistant Treasurer
Brian Finerty	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
Jeff Davis	Architectural Committee
10 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 issue that needs immediate attention.

ITEM II – Call to Order, Counting of Board Election Ballots, Announcement of Voting Results, Election of Officers

- A. Scott Smithwick called the Board of Directors meeting to order at 6:57PM.
- B. Election Inspector Bill Hubbard, with the assistance of Brian Finerty and Helen Middione, counted the election ballots. The results were as follows:

Total number of ballots received: 126, of which 112 were validated as correctly submitted.

Scott Smithwick: 93 votes

Ken Sweezey: 104 votes

The 2012 IRS Resolution to transfer any excess operating funds from 2012 operating account into the reserves passed with a vote of 110 in favor and 2 opposed.

- C. The Board elected officers for the coming year. See BOARD MEMBERS above for results.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the February 13, 2012 Board of Directors meeting.

ITEM IV - Committee Reports

- A. Landscape
1. The Board passed a motion approving two landscape upgrade proposals from Medallion totaling \$1,243.71. In addition, the Board passed a motion approving that the committee work with Medallion to phase the shrub replacement project along Leigh Avenue over a 3-year period at a cost not to exceed \$5,000 per year.
 2. The Board reviewed the minutes from the February 15, 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 RFP for pool and spa resurfacing project will be drafted for submittal towards the end of the swim season.
3. The Board asked management to send a letter to the two units that currently have covers over the attic vents that the association will take no further action at this time, but reserves the right to revisit this issue in the future.
4. The Board passed a motion to table further discussions regarding the formation of a paint color committee.

C. Parking

NONE

D. Social

NONE

E. Clubhouse/Pool

The Board reviewed the latest draft of the RFP for the pools restrooms. The Board passed a motion approving the RFP draft pending several recommended changes to the language.

F. Website

NONE

ITEM V - Treasurer's Report – Financial Statement for period ending February 29, 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>February</u>	<u>Year-to-Date</u>
Income(\$)	110,231.56	218,182.92
*Expense(\$)	112,460.84	228,618.20
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,560,852.42
**Reserve Expenditures Year to Date(\$):		49,617.33
Reserve Fund Balance(\$):		2,449,579.04(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. Review of the 2011 Financials

The Board passed a motion approving the review of the 2011 financials completed by Allen & Cook. The review will be mailed to each owner by no later than April 30, 2012.

D. Aging Report

The Board will go into executive session at the conclusion of the open Board meeting to review and discuss assessment collection issues.

The Board passed 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 property, parcel #284-46-037, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.

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, Nicole Marie agreed to discuss Hamilton Place parking issues with representatives of EBAY.

ITEM VII - Old Business

A. Security Patrol Report

1. The Board reviewed the February, 2012 security report.
2. Security Proposal – no action taken

B. Utility Cost Management

The Board reviewed a counter-proposal from Utility Cost Management to review the utility invoices for the association and agreed that the association was not interested in their services.

ITEM VIII - New Business

A. Insurance Renewal

The Board passed a motion approving the renewal of the master insurance policy through Bay Area Insurance at an annual cost of \$51,379.00. The policy will have a blanket building limit of \$69,191,061.00. The Board passed a motion approving the renewal of the DIC (Earthquake) insurance policy through Monterey Insurance at an annual cost of \$75,045.60. The policy limit will be \$5,000,000.

B. Newsletter

Ken Swezey reviewed the March Newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 9:11PM. The Board then went into executive session to discuss assessment collection issues, hold a rules violation hearing, and discuss a plumbing leak water loss issue. The next Board meeting will take place on April 10, 2012.

Approved as submitted