

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

**BOARD MEMBERS**

Scott Smithwick	President
Vacant	Vice President
Ken Swezey	Secretary/Treasurer
Carl Middione	Assistant Treasurer
Brian Finerty	Director

**OTHERS PRESENT**

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
4 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, Board Vacancy**

- A. Scott Smithwick called the Board of Directors meeting to order at 6:35PM.
- B. During an executive session held at the end of the meeting, the Board appointed Jeff Davis to the Board vacancy, with a term expiring in March 2013. The Board will elect new officers during the August 14 Board meeting.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the June 12, 2012 Board of Directors meeting.

**ITEM IV - Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving landscape upgrade proposals from Medallion totaling \$6,515.00.
  - 2. The Board reviewed the minutes from the June 20, 2012 committee meeting.
  - 3. Maryalice Heim reported that the annual tree inspection proposal from Nathan Lewis should be available by the next Board meeting.
  - 4. The Board discussed meeting with representatives from Medallion to discuss issues of concern regarding the current level of service.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. At the request of an owner, the Committee agreed to revisit their request to replace an exterior light fixture not in compliance with the guidelines.
  - 3. At the request of an owner, the Committee agreed to revisit their request to reduce the height of a satellite dish located in a balcony area.

4. An owner requested inclusion onto the Architectural Committee. The Board agreed to consider. Scott Smithwick stepped down from the Architectural Committee.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The Board approved a draft of revisions to the clubhouse usage agreement. The revised agreement draft will be included in the August Newsletter for a 30-day review and comment period.

F. Website

No report.

**ITEM V - Treasurer's Report – Financial Statement for period ending June 30, 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>June</u>	<u>Year-to-Date</u>
Income(\$)	116,046.49	660,539.12
*Expense(\$)	119,270.34	680,448.56
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):		2,630,493.28
**Reserve Expenditures Year to Date(\$):		105,848.67
Reserve Fund Balance(\$):	2,607,500.91	(includes \$433,500.00 in EQ fund)

B. Reserve Fund Investments

Ken Swezey and Carl Middione updated the Board on the status of the current reserve account investments. A \$200,000 36-month CD was recently purchased through Merrill Lynch and the Board approved the opening of an account at BBVA Compass Bank so an additional \$245,000 24-month CD can be purchased (along with \$100 to open a required checking account).

C. Aging Report

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

1. During the Executive Session held at the conclusion of the Board meeting, 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 #284-46-101, 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.

#### **ITEM VII - Old Business**

##### A. Security Patrol Report

1. The Board reviewed the June, 2012 security report.
2. The Board will review and discuss the proposal from Security Risk Management Inc during the August Board meeting.

##### B. Tennis Court Rules

The Board passed a motion approving a draft of revised tennis court rules. The draft will be included in the July Newsletter for a 30-day review/comment period.

##### C. Asphalt Repairs

The Board asked management to obtain a proposal from Pacific Surfacing for additional street repairs.

##### D. Recycling Information

The Board reviewed information from Green Team regarding recycling. The information will be included in the July Newsletter.

#### **ITEM VIII - New Business**

##### A. Summary of Open Forum Issues

The Board agreed to include information on pertinent issues discussed during the Open Forum segment prior to the Board meeting with future Board meeting minutes.

##### B. Newsletter

Ken Sweezey reviewed the July Newsletter with the Board.

#### **ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:20PM. The Board went into Executive Session to discuss assessment collection issues, hold a rules violation hearing, consider candidates for the Board vacancy, review a request for maintenance, and interview a prospective contractor for the pools restrooms remodel project. The next Board meeting will take place on August 14, 2012.

Approved as submitted