

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 14, 2012**

**BOARD MEMBERS**

Scott Smithwick	President (Absent)
Jeff Davis	Vice President
Ken Swezey	Secretary/Treasurer
Carl Middione	Assistant Treasurer
Brian Finerty	Director

**OTHERS PRESENT**

Bill Hubbard	Community Management Services, Inc.
Marylalice Heim	Landscape Committee
Heath Birkendahl	Architectural 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. Two issues were raised that addressed the quality of life in the community in regards to noise and air pollution.

**ITEM II – Call to Order, Election of Officers**

- A. Ken Swezey called the Board of Directors meeting to order at 6:51PM.
- B. The Board appointed Jeff Davis to the position of Vice President for a term extending until the March, 2013 Board elections.

**ITEM III – Approval of Minutes**

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

**ITEM IV - Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving a tree trimming proposal from Lewis Trees totaling \$21,220.00.
  - 2. The Board reviewed the minutes from the July 18, 2012 committee meeting.
  - 3. The Board passed a motion approving a tree removal proposal from Lewis Trees totaling \$7,981.00.
  - 4. The Board passed a motion approving a proposal from Medallion to clear two storm drains and cover them with large cobble, at a cost of \$450.00.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. The Board granted an extension for removing film from a sliding door on a unit until April 30, 2013.
  - 3. Ken Swezey reported that out of 131 architectural violations noted within the last 12 months, 110 have been brought into compliance.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The revised agreement draft was included in the August Newsletter for a 30-day member review and comment period. The Board will review all member input prior to approving some form of the agreement during the October 9, 2012 Board meeting.
2. There was no discussion about the restrooms update project proposals.

F. Website

Management will send a letter to a preferred vendor about which a complaint was received.

**ITEM V - Treasurer's Report – Financial Statement for period ending July 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>July</u>	<u>Year-to-Date</u>
Income(\$)	108,866.79	769,405.91
*Expense(\$)	102,346.23	782,794.79
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):		2,693,395.56
**Reserve Expenditures Year to Date(\$):		118,079.70
Reserve Fund Balance(\$):	2,637,217.93	(includes \$433,500.00 in EQ fund)

B. Reserve Fund Investments

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

C. Aging Report

1. The Board will go into executive session at the conclusion of the open Board meeting to review and discuss assessment collection issues.
2. The Board approved an updated delinquent assessment collection agreement with Stonehenge Trustee Services.

D. 2013 Budget

The Board reviewed drafts of the 2013 budget, with more discussions to follow. The 2013 budget will be approved by the Board and mailed to each owner by no later than November 30, 2012.

**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 July, 2012 security report.
- 2. The Board reviewed and discussed the security service proposal from Security Risk Management Inc, but deferred any decision until discussing security options with the current security staff.

B. Tennis Court Rules

The rules are currently being reviewed by the members and will be formally approved, in some form, during the September 11, 2012 Board meeting.

C. Asphalt Repairs

The Board passed a motion approving a proposal from Pacific Surfacing for some additional asphalt repairs on Greenwich Ct and Huxley Ct, at a cost of \$5,975.00.

**ITEM VIII - New Business**

A. Gutter Cleaning Proposal

The Board passed a motion approving the proposal from Four Seasons Roofing to clean the gutters and downspouts in November, 2012 and January, 2013 at a cost of \$11,914.00.

B. Fidelity Bond

The Board passed a motion increasing the fidelity bond amount to \$3,000,000, at a cost of \$1,882.00.

C. Newsletter

Ken Swezey reviewed the August Newsletter with the Board.

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:40PM. The Board went into Executive Session to discuss assessment collection issues and hold rules violations hearings. The next Board meeting will take place on September 11, 2012.

Approved as submitted