

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 9, 2012**

BOARD MEMBERS

Scott Smithwick	President
Jeff Davis	Vice President
Ken Sweezey	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

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

Scott Smithwick called the Board of Directors meeting to order at 6:31PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the September 11, 2012 Board of Directors meeting. A motion was made, seconded, and carried (with Ken Sweezey abstaining) to approve the minutes of the September 19, 2012 Board of Directors special meeting.

ITEM IV - Committee Reports

A. Landscape

1. Maryalice Heim updated the Board on the status of the tree maintenance and removal projects.
2. The Board reviewed the minutes from the September 19, 2012 Committee meeting.
3. The Board passed a motion approving proposals from Medallion Landscaping for irrigation upgrades totaling \$1,176.75 and a proposal from Medallion to plant two plum trees, at a cost of \$199.16.
4. The Board declined a request to have Medallion periodically blow out debris from a private patio as this work is not included in the service agreement.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Ken Sweezey reported that 122 of the 134 architectural violations noted within the last 12 months have been brought into compliance.
3. The Board will go into Executive Session at the conclusion of the meeting to hold an architectural guidelines violation hearing.

C. Parking

The Board agreed that Board members and residents may report violations of the parking rules to management as long as photo documentation is included.

D. Social

The Annual Holiday Party will be held on December 9, 2012. Information will be included in the October Newsletter.

E. Clubhouse/Pool

1. After the conclusion of the 30-day member review, the Board officially approved an amended Clubhouse Use Agreement.
2. The Board reviewed cost information on additional work proposed for the restroom remodel project. No action was taken pending further review.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending September 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>September</u>	<u>Year-to-Date</u>
Income(\$)	107,156.52	986,852.28
*Expense(\$)	104,339.44	1,017,466.85
	*includes monthly contribution to Reserves	
Total Cash & Savings(\$):	2,760,207.70	
**Reserve Expenditures Year to Date(\$):	144,883.52	
Reserve Fund Balance(\$):	2,719,628.06	(includes \$459,000.00 in EQ fund)

B. Reserve Fund Investments

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

1. The Board passed a motion to invest \$100,000 from the earthquake reserve fund into a 24-month CD through either Focus Bank or Merrill Lynch, whichever has the highest rates.
2. The Board passed a motion to reinvest a \$200,000 CD maturing on October 12, 2012 into a 36-month CD through either Focus Bank or Merrill Lynch, whichever has the highest rates.

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.

D. 2013 Budget

The Board passed a motion, with Carl Middione and Jeff Davis dissenting, approving the budget for 2013, which calls for an increase in the monthly assessment averaging about 1% for each unit to cover anticipated increases in operating expenses for the upcoming year. The budget will be mailed to each owner in November, 2012.

E. Audit/Review proposals for 2012 financials

The Board passed a motion approving a proposal from Allen & Cook to review the 2012 financials, at a cost of \$2,000.00. The review will be mailed to each owner by the end of April, 2013.

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. An owner expressed concern about the electrical circuit-breaker panel originally installed in his unit. The Board agreed to run an article in an upcoming newsletter recommending that owners **individually consider arranging** for a periodic inspection of their electrical panels and wiring to make sure they meet current codes and are in good working condition.

ITEM VII - Old Business

- A. Security Patrol Report
 - 1. The Board reviewed the September, 2012 security report.
 - 2. The Board passed a motion approving the purchase of 4 magnetic security signs, at a cost of \$200, to be placed on the vehicles of the security patrol officers while they are on duty in the community.

- B. Open Forum and Rules Violation Hearings Policy

The Board passed a motion approving a written policy on member and Board conduct during open forum and rules violation hearings. The policy will be made available at each Board meeting.

- C. Garage Electrical

The Board discussed an issue that was brought up during the Open Forum prior to the September 11, 2012 Board meeting regarding the responsibility for the cost of electricity used in detached garages in the community. The Board agreed that, to their knowledge, the cost of the electrical use in the detached garages was included with the association's common area electrical costs. The Board has decided to take no further action at this time.

ITEM VIII - New Business

- A. No Smoking Signs

The Board reviewed the city of San Jose No Smoking ordinance and agreed to post No Smoking signs at the entries of each of the 6 private streets in the community.

- B. Newsletter

Ken Sweezey reviewed the October Newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:38PM. The Board went into Executive Session to discuss assessment collection issues. The Board also held a rules violation hearing, during which time the Board took no action as an architectural violation was corrected and a reimbursement assessment hearing, during which time the Board imposed a \$93.00 reimbursement assessment to cover repair costs for damage caused by owner negligence. The next Board meeting will take place on November 13, 2012.

Approved as submitted