

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

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
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 issue that needs immediate attention.

**ITEM II – Call to Order**

Scott Smithwick called the Board of Directors meeting to order at 6:32PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the October 9, 2012 Board of Directors meeting as amended. ITEM VII, Section C should read: *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, Section A should read: *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.*

**ITEM IV - Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the October 17, 2012 Committee meeting.
2. The Board passed a motion approving proposals from Medallion Landscaping for landscape upgrades totaling \$469.41 and a proposal from Medallion to plant two plum trees, at a cost of \$292.29.
4. The Board passed a motion approving a request from the committee to exceed their \$15,000 annual upgrade budget by \$95.00, pending a review by the Board of the year-to-date ledger summarizing the committee expenses.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Jeff Davis updated the Board on the status of architectural violations.
3. The Board will go into Executive Session at the conclusion of the meeting to hold architectural guidelines violation hearings.

C. Parking

No report.

D. Social

The Annual Holiday Party will be held on December 9, 2012.

E. Clubhouse/Pool

1. The Board met with Anne Cefalu to review the scope of work proposed for the restroom remodel project. Ms Cefalu agreed to provide a copy of all documents submitted to date for the costs of proposed upgrades so the Board can review for the next Board meeting.
2. The Board approved a proposal from Cold Craft to replace the clubhouse furnace at a cost not to exceed \$3,000 for an 80% efficient furnace or \$3,752 for a 95% efficient furnace if the 80% efficient furnace exceeds \$3,000.
3. The Board agreed to change the opening date to May 1 and the closing date to October 1 on the Foxhall Loop pool in 2013 as an experiment to see if the pool can be heated exclusively by solar hearing. The clubhouse pool will open on April 1 and close on October 31.

F. Website

No report.

**ITEM V - Treasurer's Report – Financial Statement for period ending October 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>October</u>	<u>Year-to-Date</u>
Income(\$)	110,964.02	1,097,816.30
*Expense(\$)	119,217.48	1,136,684.33
*includes monthly contribution to Reserves		
Total Cash & Savings(\$):		2,826,042.25
**Reserve Expenditures Year to Date(\$):		170,125.45
Reserve Fund Balance(\$):	2,747,498.41	(includes \$467,500.00 in EQ fund)

B. Reserve Fund Investments

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

**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 October, 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.

**ITEM VIII - New Business**

A. March Board Elections

The Board appointed Bill Hubbard as the Election Inspector and Ken Sweezey, Scott Smithwick, and Lynn Smith to the Nominating Committee for the March, 2013 Board elections.

B. PG&E Memo

The Board reviewed a 60-day notice from PG&E informing the association that they were changing from a flat rate to a time of use rate, effective in November, 2012.

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.

D. Newsletter

Ken Sweezey was absent from the meeting.

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:22PM. The Board went into Executive Session to discuss assessment collection issues. The Board also held rules violation hearings, during which time the Board took no action as an architectural violation that was corrected, extended the deadline for coming into compliance for another architectural violation in response to an owner's request, and took no action on another violation regarding growth in a patio area because the growth had been removed. The next Board meeting will take place on December 11, 2012.

Approved as submitted