

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 11, 2012**

**BOARD MEMBERS**

Scott Smithwick	President
Jeff Davis	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
3 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. Items raised included issues regarding neighbor relations and landscaping.

**ITEM II – Call to Order**

Scott Smithwick called the Board of Directors meeting to order at 6:33PM.

**ITEM III – Approval of Minutes**

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

**ITEM IV - Committee Reports**

A. Landscape

1. The Board passed a motion approving a proposal from Medallion Landscaping to plant required replacement trees following the city approved removal of selected trees in the common area, at a cost of \$3,952.00. Management was asked to delay the removal of trees until after the 1<sup>st</sup> of the year.

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. The Board passed a motion, with Brian Finerty abstaining, to take no further action in regards to a satellite dish installation.
3. The Board will go into Executive Session at the conclusion of the meeting to hold an architectural guidelines violation hearing.

C. Parking

No report.

D. Social

Ken Swezey reported that the Community Holiday Party held on December 9, 2012 was a big success. Photos from the party will be included in the December Newsletter.

E. Clubhouse/Pool

1. Restroom remodel project - Jeff Davis agreed to contact Anne Cefalu to request a formal contract by the next Board meeting for the Board's review. The contract will include scope of work, contractor insurance and license information, and warranty information.

F. Website

No report.

**ITEM V - Treasurer's Report – Financial Statement for period ending November 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>Nov Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	107,591.35	1,205,407.65	1,169,718.00	35,689.65
Expense(\$)*	129,454.46	1,266,138.79	1,235,718.00	(30,420.79)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,855,605.77		
**Reserve Expenditures Year to Date(\$):		183,782.59		
Reserve Fund Balance(\$):	2,784,961.41	(includes \$476,000.00 in EQ fund)		

B. Reserve Fund Investments

Carl Middione updated the Board on the status of the current reserve account investments. Management was asked to obtain current CD rates available through Focus Business Bank.

**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. The Board reviewed a subrogation letter submitted by Geico Insurance and agreed that the Association should not be responsible for the damage to the insured's vehicle caused by a broken tree branch.

**ITEM VII - Old Business**

A. Security Patrol Report

1. The Board reviewed the November, 2012 security report.

B. PG&E Gas Meters Inspections

PG&E has scheduled an inspection of the gas meters on each building beginning on March 6, 2013.

C. Board Elections

The Board has received no further nominations for the Board elections that will be held in March, 2013. To date, incumbents Jeff Davis, Brian Finerty, and Carl Middione have expressed an interest in running for one of the three positions up for election in March.

**ITEM VIII - New Business**

A. Aging Report

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

B. Newsletter

Ken Swezey reviewed the December, 2012 newsletter with the Board.

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 7:45PM. The Board then went into Executive Session to discuss assessment collection issues and hold a rules violation hearing. During the rules violation hearing, the Board took no further action on an exterior light architectural violation as it was corrected. The next Board meeting will take place on January 8, 2013.

Approved as submitted