

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 8, 2013**

BOARD MEMBERS

Scott Smithwick	President
Jeff Davis	Vice President (Absent)
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
Lynn Smith	Nominating Committee
1 owner	

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 December 11, 2012 Board of Directors meeting as presented.

ITEM IV - Committee Reports

A. Landscape

1. The Board passed a motion, with Carl Middione abstaining, approving a proposal from Medallion Landscaping to replace hedges in selected locations on Ashmeade and Greenwich Cts, at a cost of \$5,035.00.
2. The Board reviewed the minutes from the December 19, 2012 committee meeting.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Board reviewed a summary of the status of architectural violations as of December, 2012

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board agreed to obtain a second proposal for the remodeling of the restrooms at both pool areas.

F. Website

No report.

G. Nominating

The members indicating an interest in running for the three Board positions up for election in March, 2013 are Jeff Davis, Brian Finerty, and Carl Middione. Ballots will be mailed to each owner in early February, 2013.

ITEM V - Treasurer's Report – Financial Statement for period ending December 31, 2012.

At the time of the Board meeting, the association had not received all of the monthly bank statements for December, 2012.

B. Reserve Fund Investments

The Board passed a motion to invest \$50,395.57 into a 36-month CD through Merrill Lynch.

C. Loan from Reserves

The Board passed a motion approving the borrowing of any needed funds from the reserve account to cover the costs for renewing the master blanket and earthquake insurance policies on March 24, 2013. The loan will be repaid by the end of 2013.

D. Reserve Study

Management reported that a reserve study was required to be done in 2013 and will obtain a proposal from Barrera and Company.

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.

The Board reviewed owner correspondence regarding landscaping issues, fencing, and a burglary.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the December, 2012 security report.

ITEM VIII - New Business

A. 2013 Association Calendar

The Board reviewed the association calendar for 2013.

B. Projects Tentatively Scheduled for 2013

The Board asked management to get proposals for resurfacing the clubhouse pool and spa, replacing the cement pool decks, and painting the exterior-facing sides of the wood patio fences on Ashmeade Ct and Greenwich Ct.

C. CPI Proposal

The Board approved a proposal from Consolidated Plumbing to make repairs to a leaking section of underground domestic water line, at a cost of \$4,462.00.

D. Aging Report

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

E. Newsletter

Ken Swezey reviewed the January, 2013 newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:05PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on February 12, 2013.

Approved as submitted