

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 2013**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
Rick Arellanes	Webmaster
5 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. One item raised was the recent detached garage burglaries. It was suggested to post the information provided in the February Newsletter on the mail kiosk bulletin boards to alert residents.

ITEM II – Call to Order

Jeff Davis 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 January 8, 2013 Board of Directors Meeting as presented.

ITEM IV - Committee Reports

A. Landscape

1. The Board passed a motion approving landscaping upgrade proposals from Medallion Landscaping in various locations in the Community at a cost totaling \$5,003.00.
2. The Board passed a motion approving a proposal from Medallion Landscaping to spray 46 plum trees for fruit prevention at a cost of \$2,530.00.
3. The Board passed a motion approving a proposal from Medallion to install rocks on 16 drainage grates in the Greenwich Court area at a cost of \$455, pending verification that that rocks will be river rock rather than large cobble stones and that there are 16 proposed locations instead of the 15 shown on the proposal map.
4. The Board passed a motion approving a proposal from Medallion for landscape upgrades in the Greenwich Court and Huxley Court garage planting areas totaling \$4,691, with Ken Swezey dissenting.
5. The Board reviewed the Minutes from the January 16, 2013 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 February 3, 2013.
3. The Board went into Executive Session to hold two architectural rules violations hearings. No fines were imposed at this time with both parties informing the Board that the violations would be rectified.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. Restroom remodel project - Jeff Davis reported that no contractors contacted by the Board had submitted proposals so Management was asked to seek a contractor interested in doing the work.
2. Pool/spa resurfacing project – the Board passed a motion approving a proposal from Genie Pool Service to resurface the Clubhouse pool and spa, including replacement of all pool and spa tile, at a cost not to exceed \$26,000. Management will coordinate the work between Genie Pool Service and M.Pineda Construction, who will be replacing the cement pool deck and coping with interlocking pavers (see ITEM VII B).

F. Website

Rick Arellanes updated the Board on the status of the website.

ITEM V - Treasurer’s Report – Financial Statement for period ending December 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>Dec Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	111,484.01	1,316,891.66	1,276,056.00	40,835.66
Expense(\$)*	109,754.33	1,375,893.12	1,348,056.00	(27,837.12)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,891,699.53		
**Reserve Expenditures Year to Date(\$):		190,199.58		
Reserve Fund Balance(\$):	2,832,707.55		(includes \$484,500.00 in EQ fund)	

B. Reserve Fund Investments

No action taken.

C. Close out of 2012 financials

The Board passed a motion to close the 2012 financials “as is”, with an operating fund balance of \$48,174.20 and a reserve fund balance of \$2,348,207.55 (does not include additional earthquake reserves of \$484,500).

D. Reserve Study

The Board passed a motion approving a proposal from Barrera & Company to perform a reserve study and on-site inspection for 2013, at a cost of \$2,175.00.

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, including landscaping issues, smoking, maintenance, and real estate disclosure requirements.

ITEM VII - Old Business

- A. Security Patrol Report

The Board reviewed the January, 2013 security report.

- B. Pool decks replacement proposals

The Board passed a motion approving a proposal from M.Pineda Construction to replace the cement pool deck for the Clubhouse pool/spa with interlocking pavers, at a cost not to exceed \$60,000.

- C. Painting Proposals

The Board passed a motion approving a proposal from Steve's Painting to paint the exterior facing sides of the patio fences on Greenwich and Ashmeade Courts, at a cost of \$16,500.

ITEM VIII - New Business

- A. Rules – breaking down cardboard boxes

Not discussed.

- B. Aging Report

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

- C. USPS Parcel Box Security

The Board discussed options to improve security of the USPS parcel boxes.

- D. Newsletter

Ken Swezey reviewed the February, 2013 Newsletter with the Board.

ITEM IX - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:32PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on March 12, 2013, immediately following the conclusion of the Annual Meeting.

Approved as submitted