

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 9, 2013**

**BOARD MEMBERS**

Scott Smithwick	President
Jeff Davis	Vice President (Absent)
Ken Swezey	Secretary
Brian Finerty	Treasurer
Vacant	Director

**OTHERS PRESENT**

Bill Hubbard	Community Management Services
Sheba Solomon	Landscape Committee
MaryAlice Heim	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.

**ITEM II – Call to Order, Board Vacancy**

- A. Scott Smithwick called the Board of Directors Meeting to order at 7:42PM.
- B. Board Vacancy

To date, no members have contacted the Board regarding the vacant position.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the Minutes of the March 12, 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 \$2,611.00.
  - 2. The Board passed a motion approving a proposal from Medallion Landscaping to mulch throughout the community, at a cost of \$6,800.00.
  - 3. The Board passed a motion approving Medallion Landscape to perform landscape upgrades in the pool area, under the guidance of the Landscape Committee, at a cost not to exceed \$1,500, subject to review and approval by Scott Smithwick.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
- C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. Restroom remodel project – management reported that Carter-Gough Construction should have the remodel proposal for the May Board meeting.
2. Pool/spa resurfacing project and deck renovations– the Board noted that the underground electrical conduit repairs had been completed and the deck replacement project and pool/spa resurfacing project continue, with a projected completion date of early May.
3. The Board passed a motion approving up to \$250 to cover costs for cleaning the surrounding areas of pool and clubhouse following the conclusion of the deck replacement and pool/spa resurfacing projects.

F. Website

No report.

**ITEM V - Treasurer's Report – Financial Statement for period ending March 31, 2013.**

- 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>Mar Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	108,502.53	329,537.78	322,395.00	7,142.78
Expense(\$)*	108,041.18	315,606.97	331,395.00	15,788.03
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,851,138.65		
**Reserve Expenditures Year to Date(\$):		126,082.79		
Reserve Fund Balance(\$):	2,843,329.75			(includes \$495,000.00 in EQ fund)

B. Reserve Fund Investments

The Board gave Brian Finerty permission to reinvest a \$97,579.06 CD, maturing on April 6, 2013, at the best rate available for a term not to exceed 36 months.

C. Review of the 2012 Financials

The Board approved the Allen & Cook review of the 2012 financials. The review will be mailed to each owner by no later than April 31, 2013.

**ITEM VI - Association Manager's Report**

- A. Action Item List – The Board reviewed the action item list since the previous meeting.
- B. Correspondence – The Board reviewed correspondence since the previous meeting covering issues regarding noise complaints, invoice reimbursement assessment info, maintenance requests.

**ITEM VII - Old Business**

A. Security Patrol Report

The Board reviewed the March 2013 security report.

B. Carport Lighting

1. The Board passed a motion approving a proposal from Bright Outlook to clean the exterior of all of the carport lighting, at a cost of \$60.
2. The Board passed a motion approving a proposal from The Repair People to replace two carport light fixtures, at an approximate cost of \$150.00.

C. Postal Boxes

The Board passed a motion approving the purchase of 6 new pedestal postal boxes, at a cost of \$5,500. The Board then passed a motion approving the removal of the old postal boxes and installation of the new boxes by The Repair People, at a cost of \$1,500.

**ITEM VIII - New Business**

A. Amended Open Forum/Hearings Policy

The Board passed a motion approving an amended version of the Board's open forum/hearings policy presented at the beginning of each Board meeting.

B. Flat Deck inspections

The Board elected to postpone the inspection of all flat decks until 2014.

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 Swezey reviewed the April, 2013 Newsletter with the Board.

**ITEM IX - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:15PM. The Board then went into Executive Session to discuss assessment collection issues and hold a rules violation hearing (the Board did not impose a fine because the violation had been corrected) and a reimbursement assessment hearing (the Board imposed an assessment of 2,046.25 as reimbursement for costs incurred responding to a reported water leak under a patio that could not be located). The next Board meeting will take place on May 14, 2013.

Approved as submitted