

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 14, 2013**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services
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. Items raised included possible security discussions with eBay, water pipe insurance solicitation (not applicable for HOA), sidewalk power washing on Ashmeade and sidewalk lighting on Ashmeade.

ITEM II – Call to Order, Board Vacancy

- A. Scott Smithwick called the Board of Directors Meeting to order at 6:42PM.
- 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 (with Jeff Davis abstaining) to approve the minutes of the April 9, 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 \$4,148.75.
 - 2. Maryalice Heim updated the Board on landscaping issues.
- 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 – the Board agreed to continue to solicit bids for the remodel project but postpone any work to be done until the conclusion of the swim season.
2. Pool/spa resurfacing project and deck renovations have been completed, with a projected opening of the pool area by Memorial Day Weekend.
3. The Board passed a motion approving the Genie Pool monthly service fee increase to \$625.00.
4. The Board reviewed a notice from the San Jose Fire Department that indicated that a recent inspection of the clubhouse found no violations of the fire safety code.
5. The Board passed a motion approving a proposal from Bright Outlook to clean the pool area and exterior of the clubhouse at a cost of \$310.00.
6. The Board passed a motion approving a proposal from M Pineda Construction to put two coats of sealant on the new clubhouse pool pavers at a cost of \$6,860.00, pending verification that there will be no problem with effervescence from the pavers leeching through the sealant.

F. Website

No report.

ITEM V - Treasurer's Report – Financial Statement for period ending April 30, 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>Apr Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	110,966.67	440,504.45	429,860.00	10,644.45
Expense(\$)*	109,388.37	424,995.34	441,860.00	16,864.66
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,824,651.91		
**Reserve Expenditures Year to Date(\$):		203,123.31		
Reserve Fund Balance(\$):		2,825,092.63	(includes \$498,500.00 in EQ fund)	

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of Association investments.

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 landscaping, power washing on sidewalks, patio repairs following replacement of gas lines, and lighting.

ITEM VII - Old Business

A. Security Patrol Report

The Board reviewed the April, 2013 security report.

B. Repairs Proposal

The Board passed a motion approving a proposal from Jay Johnson Construction for installing new metal flashing and wood trim over a window, at a cost of \$375.00.

ITEM VIII - New Business

A. Janitorial Contract

The Board reviewed the current contract with Bright Outlook and requested some changes to the contract. Management will discuss proposed changes with Bright Outlook.

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.

During the Executive Session, the Board passed the following resolution:

Resolved, pursuant to CA Civil Code section 1367.4 the Board for the Association authorizes and instructs Stonehenge Trustee Services to file a lien and foreclose upon the lien, if necessary, for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the properties, parcel #s284-43-027 and 284-46-037, if such accounts have not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the properties to be sold if such accounts have not been reinstated on or before the date that the properties are scheduled to be sold.

C. Newsletter

Ken Sweezey reviewed the May, 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. The next Board meeting will take place on June 11, 2013. Due to a scheduling conflict, the Board changed the date of the July Board meeting to July 2, 2013.

Approved as submitted