

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 11, 2013**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
2 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 6:34PM.
- B. Board Vacancy

The Board passed a motion approving the appointment of Kathleen Hawker to the vacant Board of Directors position, with a term expiring in March, 2015.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried (with Kathleen Hawker abstaining) to approve the minutes of the May 14, 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 \$1,516.51.
  - 2. The Board passed a motion approving a proposal from Medallion Landscaping to replace sections of turf infested with kikuyu grass in the Fall, at a cost of \$11,616.00.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. The Board held an architectural hearing in Executive Session, during which time they agreed to send a letter to a new owner of a unit regarding window film in violation of the guidelines that were left by the previous owner.
- 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. The Board reviewed May 28, 2013 pool inspection reports submitted by the Department of Environmental Health and confirmed that Genie Pool had addressed items on report.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	108,974.95	549,479.40	537,325.00	12,154.40
Expense(\$)*	101,927.57	526,922.01	552,325.00	25,402.09
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,852,539.46		
**Reserve Expenditures Year to Date(\$):		231,874.38		
Reserve Fund Balance(\$):		2,842,184.23	(includes \$502,000 in EQ fund)	

B. Reserve Fund Investments

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

**ITEM VII - 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, rules violations, and maintenance.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the May, 2013 security report.

B. Janitorial Agreement and Proposal

The Board passed a motion approving the revised janitorial services agreement with Bright Outlook, at a monthly fee of \$810, as well as a proposal to power wash the 15 trash enclosures, at a cost of \$660.

C. Proposal for Power Washing Walkways

The Board passed a motion approving a proposal from J. Johnson Construction to power wash selected locations of walkways to remove paint markings from previous plumbing repairs in the area, to be billed on a time and materials basis, not to exceed \$2,865.00.

**ITEM IX - New Business**

A. Cement Repairs Proposal

The Board took no action on a proposal to replace a section of cement walkway near the pool pending a discussion with arborist Nathan Lewis about possible removal of nearby trees.

B. Signs in Dumpster Areas

Jeff Davis will be drafting a policy for the Board's review regarding the failure of residents to breakdown cardboard boxes discarded into the trash corrals.

C. Aging Report

The Board will go into Executive Session at the conclusion of the meeting to discuss the assessment aging report.

D. Newsletter

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

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:13PM. The Board then went into Executive Session to discuss assessment collection issues and hold a rules violation hearing, during which time the Board imposed fines of \$50 for an inappropriate window covering and \$50 for leaving an inappropriate item out in the common area. The next Board meeting will take place on July 2, 2013.

Approved as submitted