

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 2, 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
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. Discussion topics included security issues relative to the recent detached garage break-ins.

**ITEM II – Call to Order**

Scott Smithwick called the Board of Directors Meeting to order at 6:52PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the June 11, 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 \$523.75.
2. Maryalice Heim will be meeting with Nathan Lewis on July 8 to inspect the trees in the community for the annual tree maintenance proposal.

B. Architectural

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 is waiting for a proposal from Interior Systems.
2. The Board passed a motion approving a proposal from Steve’s Painting to paint the wrought iron fence around the clubhouse pool area, at a cost of \$3,900.00.
3. The Board reviewed a request to add more lounge chairs to the pool deck areas but decided that there was enough pool furniture in the locations at this time.

F. Website

No report.

**ITEM V – President’s Report**

See Security Report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending June 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>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	108,719.31	658,198.71	644,790.00	13,408.71
Expense(\$)*	115,823.96	642,746.87	662,790.00	20,043.13
	*includes monthly contribution to Reserves			
Total Cash & Savings(\$):	2,894,931.02			
**Reserve Expenditures Year to Date(\$):	240,099.93			
Reserve Fund Balance(\$):	2,880,121.86	(includes \$505,500.0015 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.
1. The Board reviewed a request for permission to install an electric vehicle charging station inside a garage. The Board approved the request with specific requirements regarding liability insurance coverage, separate PG&E meter installation, and other architectural guidelines.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the June, 2013 security report. President Scott Smithwick summarized his discussions with Security regarding the recent break-ins into some detached garages. It was agreed that owners of the detached garages will need to take steps to secure the key locks for the emergency cable release and opener in order to help prevent the break-ins. Information regarding this recommendation has been included in several Association Newsletters, as well as posted on the mailbox kiosk bulletin boards.

B. Breaking Down Boxes

Jeff Davis reviewed a draft of an Association policy regarding the proper breaking down and recycling of cardboard boxes. The draft will be included in the August Board meeting packet for further discussion.

C. Carport Lighting

The Board passed a motion approving the installation of replacement light fixtures in the carports, at a cost not to exceed \$75 per fixture (plus labor).

**ITEM IX - New Business**

A. Fence Repairs Proposal

The Board passed a motion, with Jeff Davis dissenting, approving a proposal from Silicon Valley Builders Group to make repairs to a section of patio fence, at a cost of \$360.00.

B. Aging Report

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

C. Newsletter

Ken Sweezy reviewed the July, 2013 Newsletter with the Board.

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:12PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on August 13, 2013.

Approved as submitted