

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 13, 2013**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services
Marylalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
Nathan Lewis	Lewis Tree Service
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 dumpster divers, noise, sidewalk cleaning and vermin.

ITEM II – Call to Order

Scott Smithwick called the Board of Directors Meeting to order at 6:45PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the July 2, 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 \$3,236.85.
2. The Board passed a motion approving a proposal from Lewis Tree Service for annual maintenance of selected trees in the community, at a cost of \$27,995.00 and removal of 11 non-ordinance trees, at a cost of \$4,180.00.
3. The Board asked management to contact Lewis Tree to obtain a proposal for removing an ordinance eucalyptus tree on Greenwich that is causing damage to the asphalt street.

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 reviewed a proposal from Carter-Gough for the restroom remodel project, totaling \$111,972.00. The Board took no action of the proposal and agreed to amend the scope of work in order to reduce the project costs.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending July 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(\$)	113,289.73	771,488.44	752,255.00	19,233.44
Expense(\$)*	115,433.43	758,180.30	773,255.00	15,074.70
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,954,320.36		
**Reserve Expenditures Year to Date(\$):		259,802.10		
Reserve Fund Balance(\$):	2,910,404.36			(includes \$509,000 in EQ fund)

B. Reserve Fund Investments

Ken Swezey updated the Board on the status of Association investments. The Board agreed to have the Treasurer reinvest the \$200,000 coming due in August from two CDs through Merrill Lynch, split between 24 and 36 month terms.

C. Draft of 2014 budget

The Board reviewed the 1st draft of the 2014 budget, with comments to be submitted to the Treasurer prior to the next meeting so the next draft(s) can be discussed. The budget will be approved and mailed to each owner by no later than November, 2013.

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 declined a request from an owner to be reimbursed for expenses for termite treatment in the restricted patio area and to have a wood deck removed and replaced in the same area due to termites, as the Association is not responsible for pest control in a resident installed wood deck.

2. The Board reviewed a letter from an owner regarding the trimming of branches hanging over the patio fence from a fruit tree located inside the patio area. The Board confirmed with the landscape service that they did not trim tree and the Board has no further knowledge of the trimming incident.
3. At the request of an owner, the Board will get a proposal from Four Seasons Roofing to include cleaning the exterior surfaces of the skylights during the annual gutter/downspout and roof cleaning project.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the July, 2013 security report.

B. Breaking Down Boxes

Jeff Davis provided a draft of an Association policy regarding the proper breaking down and recycling of cardboard boxes. The Board passed a motion approving the draft for a 30-day review and comment period by the members before the Board officially adopts the policy.

C. Lighting proposal

The Board passed a motion approving the installation of walkway lights along a section of an Ashmeade Ct walkway, at a cost of \$3,800.00.

ITEM IX - New Business

A. Greenwich Ct curb and street repair proposal

The Board reviewed a proposal from Pacific Surfacing to replace 48 feet of lifted cement curb and asphalt along the Greenwich Ct entry, at a cost of \$6,300.00. The Board decided to get a proposal for removing the eucalyptus tree causing the problem before approving the repair proposal.

B. Aging Report

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

C. Newsletter

Ken Sweezey reviewed the August, 2013 Newsletter with the Board.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:25PM. The Board then went into Executive Session to discuss assessment collection issues and hold a reimbursement assessment hearing, during which time the Board imposed a \$165 reimbursement assessment for a plumbing invoice that determined that a water leak was caused by a clogged dryer vent, which is an owner maintenance responsibility. The next Board meeting will take place on September 10, 2013.

Approved as submitted