

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 10, 2013**

**BOARD MEMBERS**

Scott Smithwick	President
Jeff Davis	Vice President (Absent)
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 landscape issues and architectural issues.

**ITEM II – Call to Order**

Scott Smithwick called the Board of Directors Meeting to order at 6:37PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the August 13, 2013 Board of Directors meeting and the August 28, 2013 Special Board of Directors meeting as presented.

**ITEM IV - Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the August 21, 2013 committee meeting.
2. The Board reviewed a proposal from Lewis Tree to remove a eucalyptus tree, at a cost of \$3,412, but agreed to postpone a decision on this proposal until the October Board meeting.
3. The Board passed a motion approving a proposal from Medallion to adjust the heights of various sprinklers throughout the complex, at a cost of \$1,293.75.

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 revised scope of work proposed by Ken Swezey and Jeff Davis. More discussions will take place during the October Board meeting.

F. Website

No report.

**ITEM V – President’s Report**

Scott Smithwick requested development of a plan to upgrade the walkway light poles throughout the community. More discussions will follow.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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(\$)	110,472.72	881,961.16	859,720.00	22,241.16
Expense(\$)*	111,843.88	870,024.18	883,720.00	13,695.82
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		2,981,442.63		
**Reserve Expenditures Year to Date(\$):		280,509.17		
Reserve Fund Balance(\$):	2,937,252.42	(includes \$512,500 in EQ fund)		

B. Reserve Fund Investments

The Board gave Brian Finerty permission to reinvest a \$99,397.15 CD, maturing on October 24, 2013, for a term to be determined by Brian.

C. Draft of 2014 budget

The Board reviewed the 3rd draft of the 2014 budget. More discussions will take place during the October Board meeting. 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 association will send a letter to an owner in response to a noise complaint from neighboring units.
2. The Board agreed to post a memo on the mailbox kiosks with information regarding Friends of Los Gatos Creek.
3. The Board took no action on a complaint regarding the removal and disposal of debris by a resident of the community.
4. The Board reviewed an email regarding questions about security and agreed that management had sufficiently addressed the concerns.

5. The Board reviewed a letter requesting that the association install an electrical vehicle charging station in the common area. The Board agreed that individual vehicle owners should be responsible for installing the charging station inside their garage, under specific installation guidelines.

#### **ITEM VIII - Old Business**

- A. Security Patrol Report

The Board reviewed the Aug, 2013 security report.

- B. Breaking Down Boxes

Management will bring posters provided by Green Team that provide recycling information to the next Board meeting.

#### **ITEM IX - New Business**

- A. Aging Report

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

- B. Newsletter

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

#### **ITEM X - 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 reimbursement assessment hearing and two rules violations hearings. During the reimbursement assessment hearing, the Board imposed a \$391.81 reimbursement assessment for a plumbing repair to an irrigation system located inside a front patio area. During the rules violation hearings, the Board imposed a \$50 fine for dumping a piece of furniture into a trash corral and took no further disciplinary action regarding improper window coverings in response to the owner of the unit correcting the violation. The next Board meeting will take place on October 8, 2013.

Approved as submitted