

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 8, 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, architectural issues, and Green Team.

ITEM II – Call to Order

Scott Smithwick called the Board of Directors Meeting to order at 6:51PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the September 10, 2013 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board reviewed the minutes from the September 18, 2013 committee meeting.
2. The Board passed a motion to approve a proposal from Lewis Tree to remove a eucalyptus tree, at a cost of \$3,412.
3. The Board passed a motion to approve a proposal from Lewis Tree to root prune two hackberry trees adjacent to the clubhouse pool area, at a cost of \$600.00.
4. The Board passed a motion approving a proposal from Medallion to upgrade the irrigation system in the Ashmeade Ct area, at a cost of \$2,162.75.
5. The Board passed a motion approving a plan submitted by Medallion for the planting locations of replacement trees required by the City of San Jose as part of the tree removal permit process.

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. Management was asked to send out revised scope of work for restroom remodeling for bids.

F. Website

No report.

ITEM V – President’s Report

NONE

ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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(\$)	109,320.78	991,281.94	967,185.00	24,096.94
Expense(\$)*	106,882.20	976,906.38	994,185.00	17,278.62
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,032,506.33		
**Reserve Expenditures Year to Date(\$):		296,653.85		
Reserve Fund Balance(\$):	2,967,015.27	(includes \$516,000 in EQ fund)		

B. Reserve Fund Investments

The Board gave Brian Finerty permission to reinvest a \$95,000 CD in the earthquake fund, maturing on November 15, 2013, for a term to be determined by Brian.

C. 2014 budget

The Board passed a motion approving the budget for 2014, which calls for an increase in assessments ranging from \$357.54 to \$409.62 per month to cover anticipated increases in the operating expenses and to increase the reserve fund contributions to address future capital expenses. The Board approved budget will be mailed to each owner by no later than the end of 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.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the September, 2013 security report.

B. Breaking Down Boxes

After the conclusion of a 30-day member review and comment period, the Board passed a motion, with Brian Finerty dissenting, approving the Association policy regarding the Trash Disposal Policy. The policy will be distributed to the members with the October, 2013 Newsletter.

ITEM IX - New Business

A. Gutter Cleaning

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts in November, 2013 and January, 2014, at a total cost of \$11,914.00.

B. Aging Report

The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report. 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 property, parcel #284-46-037, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.

C. Newsletter

1. Ken Swezey reviewed the October, 2013 Newsletter with the Board.
2. The Board reviewed a member request to include letters to the editor in the Newsletter, but decided that the Newsletter should be limited to general association information and any pertinent information received from a member can be included in the Newsletter at the Board's discretion.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:05PM. The Board then went into Executive Session to discuss assessment collection issues and hold a reimbursement assessment hearing and a rules violation hearing. During the reimbursement assessment hearing, the Board imposed a \$229.33 reimbursement assessment for a plumbing repair to a member's toilet. During the rules violation hearing, the Board imposed a \$50 fine for excessive noise, but held the fine in abeyance based on the resident's assurance that the noise problem had been addressed. The next Board meeting will take place on November 12, 2013.

Approved as submitted