

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2013**

BOARD MEMBERS

Scott Smithwick	President (Absent)
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. Members present complimented Lewis Tree Service for the nice job done trimming trees throughout the complex.

ITEM II – Call to Order

Jeff Davis called the Board of Directors Meeting to order at 6:33PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried, with Jeff Davis abstaining, to approve the minutes of the October 8, 2013 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board reviewed the minutes from the October 16, 2013 committee meeting.
2. The Board passed a motion to approve a proposal from Lewis Tree to remove trim selected trees at a cost of \$490.00.
3. The Board passed a motion to approve a proposal from Medallion to plant replacement trees in selected areas, at a cost of \$3,233.00.
4. The Board passed a motion approving proposals from Medallion to for landscape upgrades in selected areas in the complex, at a cost of approximately \$7,000.00.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Board approved a proposal to install a security camera as long as it was mounted inside a window and was not directed into a neighboring restricted common area.

C. Parking

No report.

D. Social

Kathleen Hawker offered to organize a holiday event on a date to be determined.

E. Clubhouse/Pool

1. The Board reviewed an updated RFP for the restroom remodeling project. Bids will be reviewed during the December Board meeting.

F. Website

No report.

ITEM V – President’s Report

NONE

ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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(\$)	110,951.55	1,102,233.49	1,074,650.00	27,583.49
Expense(\$)*	110,896.52	1,087,802.90	1,104,650.00	16,847.10
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,044,899.54		
**Reserve Expenditures Year to Date(\$):		325,682.45		
Reserve Fund Balance(\$):	2,985,970.56	(includes \$519,500 in EQ fund)		

B. Reserve Fund Investments

The Board gave Brian Finerty permission to reinvest in CDs for the reserve account and earthquake fund as necessary.

C. 2014 budget disclosure

The Board agreed to disclose that some reserve funds were not spent on projects noted in the reserve study to be done in 2013 because the repairs were deemed unnecessary at the time and were deferred to future years.

D. 2013 Audit

The Board passed a motion approving a proposal from Allen & Cook to perform an audit of the 2013 financials, at a cost of \$2,900.00.

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 October, 2013 security report.

ITEM IX - New Business

A. Amend CC&Rs

The Board discussed a request to amend the CC&Rs to prohibit the installation of hard wood floors in second story units. The Board took no action on this request noting that the CC&Rs already have language that provides the Board the power to address excessive noise issues.

B. Gas line leaks

The Board discussed recent gas line leaks and agreed that the maintenance of the gas lines would be done on an as-needed basis.

C. Annual Board Elections

The Board appointed Brian Finerty, Kathleen Hawker, and Lou Calvert to the Nominating Committee for the March, 2014 Board elections. The Board appointed Bill Hubbard to be the Election Inspector.

D. Aging Report

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

E. Newsletter

1. Ken Swezey reviewed the November, 2013 Newsletter with the Board.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:27PM. The Board then went into Executive Session to discuss assessment collection issues and hold two rules violations hearing. During the hearings, the Board noted that both violations had been addressed and took no further disciplinary action. The next Board meeting will take place on December 10, 2013.

Approved as submitted