

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 10, 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
Sheba Solomon	Landscape Committee
Lou Calvert	Nominating Committee

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 discussed information included in the 2014 budget.

ITEM II – Call to Order

Jeff Davis called the Board of Directors Meeting to order at 6:40PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the November 12, 2013 Board of Directors meeting.

ITEM IV - Committee Reports

A. Landscape

1. The Board reviewed the minutes from the November 20, 2013 committee meeting.
2. The Board passed a motion to approve a proposal from Medallion for landscape upgrades in selected areas in 2014, totaling \$4,965.00.
3. The Architectural Committee agreed to inspect the community and report locations of any trees in restricted common area patios that may be growing too close to the Association patio fencing and/or buildings.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Board took no action on a draft of guidelines for the installation of vents, citing that the CC&Rs already require owners to get permission from the Board on all changes to the exterior of their unit.

C. Parking

No report.

D. Social

The holiday event was a big success with about 40 residents attending.

E. Clubhouse/Pool

The Board reviewed proposals from Jay Johnson Construction and Carter-Gough Construction for remodeling the pool area restrooms. The Board requested a more detailed bid from Jay Johnson Construction and will take this matter up again during the January 14, 2014 Board meeting.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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(\$)	109,638.12	1,211,871.61	1,182,115.00	29,756.61
Expense(\$)*	134,879.80	1,222,682.70	1,215,115.00	(7,567.70)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,011,839.70		
**Reserve Expenditures Year to Date(\$):		347,684.62		
Reserve Fund Balance(\$):	3,011,061.31	(includes \$523,000 in EQ fund)		

B. Reserve Fund Investments

The Board passed a motion to establish a sub account with Merrill Lynch through which CDs may be obtained for the earthquake reserve fund.

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 November, 2013 security report.

B. Annual Board Elections

Lou Calvert presented the Board with a draft of a flyer that will be posted at the mailbox kiosks seeking candidates for the March, 2014 Board elections.

ITEM IX - New Business

A. Four Seasons Roofing Proposal

The Board passed a motion, with Brian Finerty dissenting, to approve a proposal from Four Seasons Roofing to replace a rusted chimney shroud and cap on a unit, at a cost of \$1790.

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 December, 2013 Newsletter with the Board.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:07PM. The Board then went into Executive Session to discuss assessment collection issues and hold a rules violations hearing. During the hearings, the Board imposed a \$50 fine for discarding personal property into a dumpster corral. Management reported that the owner of the unit had already paid the \$50 fine rather than attend the hearing. The next Board meeting will take place on January 14, 2014.

Approved as submitted