

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 11, 2014**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
Steve Carter	Carter-Gough Construction
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.

**ITEM II – Call to Order**

Scott Smithwick called the Board of Directors Meeting to order at 6:31PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried, with Jeff Davis abstaining, to approve the minutes of the January 14, 2014 Board of Directors meeting with the following correction: ITEM X should have read “There being no further business before the Board of Directors, the meeting was adjourned at 8:04PM. The Board then went into Executive Session to discuss assessment collection issues and hold a reimbursement assessment hearing. During the hearing, the Board imposed a \$210.44 reimbursement assessment for a plumbing invoice that was deemed an owner responsibility. The next Board meeting will take place on February 11, 2014.”

**ITEM IV - Committee Reports**

A. Landscape

1. The committee updated the Board on landscape issues, including tree maintenance and irrigation water conservation.
2. The Board passed a motion approving a proposal from Medallion to spray 46 plum trees for fruit suppression, at a cost of \$2,530.00.
3. The Board passed a motion approving proposals from Medallion for landscape upgrades throughout the community totaling \$5,038.25.
4. The Board passed a motion, with Brian Finerty dissenting, approving the relocation of a newly planted birch tree in response to a request from an owner based on an allergy, confirmed by an accompanying physician’s statement.
5. The Board passed a motion approving the proposed locations for the planting of 4 replacement trees, 3 to go on Greenwich Ct and 1 to go on Foxhall Loop.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Steve Carter met with the Board to review some issues with the restrooms remodel project. The Board passed a motion approving a change order to add a contrasting lower course of tile in the clubhouse pool area restrooms, at a cost of \$4,068.00 and add marble thresholds in the Foxhall Loop pool area restrooms, at a cost of \$1,262.00.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending January 31, 2014.**

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(\$)	115,323.73	115,323.73	112,960.00	2,363.73
Expense(\$)*	111,907.89	111,907.89	112,960.00	1,052.11
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,132,949.63		
**Reserve Expenditures Year to Date(\$):		40,008.30		
Reserve Fund Balance(\$):	3,059,244.74	(includes \$526,500 in EQ fund)		

B. Reserve Fund Investments

No discussions took place regarding investments.

C. Loan from Reserves

The Board passed a resolution approving the borrowing of necessary funds from the reserves to cover the cost of insurance renewal premiums in March, 2014. The borrowed funds will be repaid from the operating account into the reserves by the end of 2014.

**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, an insurance claim, and maintenance.
1. The Board passed a motion to reimburse an owner \$141.36 for the purchase of a space heater that was used while the gas was shut off to her unit during a gas line leak repair, with the condition that the heater be turned over to the association.
  2. An owner requested removal of three late fee charges from her assessment account. The Board passed a motion permitting the removal of one late fee.

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

A. Security Patrol Report

The Board reviewed the January, 2014 security report.

B. Annual Meeting

The annual meeting of the membership is scheduled for Tuesday, March 11, 2014.

C. Painting Project

After reviewing proposals from Steve's Painting, Varsity Painting, and Flores Painting, the Board passed a motion approving the proposal from Steve's Painting to paint the units and fences on Ashmeade Ct and Greenwich Ct, at a cost of \$159,500.00.

D. Wood Repairs Project

The Board passed a motion approving an estimate for needed wood repairs on Ashmeade Ct and Greenwich Ct, to be done prior to the start of the painting project, at a cost not to exceed \$96,460.00.

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

A. Insurance Renewal Proposals

The Board passed a motion approving the proposal from Bay Area Insurance to renew the master blanket insurance coverage at a cost of \$69,036.00, as well as the proposal from Monterey Insurance for renewing the earthquake coverage at a cost of \$69,806.30, both policies renewing on March 24, 2014.

B. Water Conservation Ideas

The Board reviewed a suggestion from a resident for encouraging water conservation. Some additional ideas were shared in the February newsletter.

C. Aging Report

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

D. Newsletter

Ken Sweezey reviewed the February, 2014 Newsletter with the Board. Since Mr. Sweezey's term on the Board is expiring in March and he is not seeking re-election, this was the last newsletter that he will produce for the association at this time. The Board thanked Mr. Sweezey for his contributions while serving on the Board and producing the monthly association newsletter.

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:35PM. The Board then went into Executive Session to discuss assessment collection issues and hold a reimbursement assessment hearing. During the hearing, the Board imposed a \$275 reimbursement assessment for a plumbing invoice that was deemed an owner responsibility. The next Board meeting will take place on March 12, 2014, immediately following the conclusion of the annual meeting of the members.

Approved as submitted