

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

BOARD MEMBERS

| | |
|-----------------|----------------|
| Scott Smithwick | President |
| Jeff Davis | Vice President |
| Kathleen Hawker | Secretary |
| Brian Finerty | Treasurer |
| Vacant | Director |

OTHERS PRESENT

| | |
|----------------|-------------------------------|
| Bill Hubbard | Community Management Services |
| Sheba Solomon | Landscape Committee |
| Maryalice Heim | Landscape Committee |
| Rick Arellanes | Website 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.

ITEM II – Call to Order, Election Results, Election of Officers

A. Scott Smithwick called the Board of Directors Meeting to order at 7:20PM.

B. Election Inspector Bill Hubbard announced the results of the annual voting:

Total of 114 ballots submitted, out of which 107 were validated as properly submitted.

Scott Smithwick 103 votes, elected to a 2 year term

IRS Resolution for 2014 106 votes in favor 1 vote against, IRS resolution passed

The minutes from the March 12, 2013 Annual meeting were approved with a vote of 89 approving the minutes and 19 abstaining in the voting.

C. The Board then elected officers for the coming year:

| | |
|-----------------|----------------|
| Scott Smithwick | President |
| Jeff Davis | Vice President |
| Brian Finerty | Treasurer |
| Kathleen Hawker | Secretary |

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the February 11, 2014 Board of Directors meeting as presented.

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 for replacing plants removed during a gas line repair project on Greenwich Ct, at a cost not to exceed \$7,100.00.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Board passed a motion approving the installation of a chair lift system on an entry stairway with the stipulation that the system be removed and the stairway returned to its current condition when the lift system is no longer needed.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Jeff Davis updated the Board on the pool restrooms update project.

F. Website

The Board thanked Rick Arellanes for his work on maintaining the website.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending February 28, 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(\$) | 114,863.49 | 230,187.22 | 225,920.00 | 4,267.22 |
| Expense(\$)* | 101,840.10 | 213,747.99 | 225,920.00 | 16,439.23 |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | | 3,102,017.85 | | |
| **Reserve Expenditures Year to Date(\$): | | 46,333.30 | | |
| Reserve Fund Balance(\$): | 3,101,393.60 (includes \$528,500 in EQ fund) | | | |

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

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. In response to a request from an owner for the association to level out an air conditioning condenser pad located in the common area, the Board determined that the pad was installed by the unit owner and should be maintained by the unit owner.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the February, 2014 security report.

B. Painting Project

Management reported that the painting of the Greenwich Ct buildings would begin around mid April, weather permitting.

C. Wood Repairs Project

Management reported that the wood repairs project would be completed on Greenwich Ct by mid April, to be followed by repairs on Ashmeade Ct.

ITEM IX - New Business

A. Comcast Service Agreement

The Board passed a motion approving the renewal of the Comcast Service Agreement for another 5-year term, pending review of the agreement by Brian Finerty. Comcast will pay the association \$\$29,800.00 for renewal of the agreement.

B. Aging Report

The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report. During the executive session, 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 initiate foreclosure proceedings upon the lien for 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 property is scheduled to be sold.

C. Newsletter

1. annual voting results
2. ebilling information

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. During the hearing, the Board imposed a \$1,464.52 reimbursement assessment for a plumbing invoice that was deemed an owner responsibility. The next Board meeting will take place on April 8, 2014.

Approved as submitted