

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 8, 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
2 members	

**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 6:45PM.

**ITEM III – Approval of Minutes**

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

**ITEM IV – Committee Reports**

A. Landscape

1. The committee updated the Board on landscape issues.
2. The Board passed a motion approving proposals from Medallion for landscape upgrades totaling \$1,880.50.
3. The Board passed a motion for mulching various planter bed locations, at a cost of \$4,960.00.
4. The Board reviewed the minutes from the March 18, 2014 committee meeting.

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

1. Jeff Davis updated the Board on the pool restrooms update project. The clubhouse pool restrooms have been completed and the clubhouse pool and spa are both open and operational. The Foxhall Loop restrooms are now undergoing renovations. The Board granted Jeff Davis permission to have additional repairs totaling approximately \$1,000 authorized.
2. Scott Smithwick is exploring clubhouse carpet replacement options, as well as replacements for the 3 clubhouse sofas.
3. The Board gave approval for Jeff and Scott to select and approve the pool gate security shields for the hardware at not to exceed \$1,200.

F. Website

No report.

**ITEM V – President’s Report**

See ITEM IV.E.2.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending March 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(\$)	120,432.16	350,619.38	338,880.00	11,739.38
Expense(\$)*	106,032.60	319,780.59	338,880.00	19,099.41
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,080,600.46		
**Reserve Expenditures Year to Date(\$):		110,369.38		
Reserve Fund Balance(\$):	3,087,209.03	(includes \$529,500 in EQ fund)		

- B. Reserve Fund Investments

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

- C. Audit of 2013 Financials

The Board approved the Allen & Cook audit of the 2013 financials. The audit will be mailed to each owner by the end of April, 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, and maintenance.

1. The Board confirmed its position with an owner that a large tree would have to be removed from the restricted common area patio because it was causing damage to the association fencing.

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

A. Security Patrol Report

The Board reviewed the March, 2014 security report.

B. Painting Project

Management reported that the painting of the Greenwich Ct and Ashmeade Ct buildings would begin in July.

C. Wood Repairs Project

Management reported that the wood repairs project have been completed on Greenwich Ct, with repairs on Ashmeade Ct commencing.

D. Comcast Service Agreement

The Board asked management to get a letter from the Comcast legal department confirming that there have been no changes in the language from the original service agreement to the renewal agreement.

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

A. Pest control proposal

The Board took no action on a proposal from Winchester Pest Control to install rat bait stations agreeing that there have been very few reported problems with this vermin.

B. Aging Report

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

C. Newsletter

1. vacancy on Board

### **ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 7:45PM. The Board then went into Executive Session to discuss assessment collection issues, hold a reimbursement assessment hearing and a rules violation hearing. During the reimbursement hearing, the Board imposed a \$137.50 reimbursement assessment for a plumbing invoice that was deemed an owner responsibility. During the rules violation hearing, the Board agreed to retain the \$100 clubhouse usage deposit, plus bill an additional \$25 to cover the cost of cleaning the clubhouse after an event. In addition, the Board determined that the clubhouse locks should be rekeyed, at the unit owner's expense, because the clubhouse keys were misplaced after the event. The next Board meeting will take place on May 13, 2014.

Approved as submitted