

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 13, 2014**

BOARD MEMBERS

Scott Smithwick	President
Jeff Davis	Vice President (Absent)
Kathleen Hawker	Secretary
Brian Finerty	Treasurer
Vacant	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services
Maryalice Heim	Landscape 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

Scott Smithwick called the Board of Directors Meeting to order at 6:38PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the April 8, 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 a proposal from Medallion for landscape upgrades, at a cost of \$1,985.00.
3. The Board reviewed the minutes from the April 16, 2014 committee meeting.
4. Management reported that he had approved a proposal from Lewis Trees to fertilize 3 redwood trees in the Hamilton Place entry island, at a cost of \$325.

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

No report.

F. Website

No report.

ITEM V – President’s Report

Scott Smithwick presented samples of floor covering options for the clubhouse. The Board requested that Scott obtain proposals for installation of the floor coverings for review.

ITEM VI - Treasurer’s Report – Financial Statement for period ending April 30, 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(\$)	113,428.17	464,047.55	451,840.00	12,207.55
Expense(\$)*	107,312.18	427,092.77	451,840.00	36,954.78
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,098,987.15		
**Reserve Expenditures Year to Date(\$):		175,456.12		
Reserve Fund Balance(\$):		3,074,837.56(includes	\$530,500.00	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, and maintenance.

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 has commenced on Ashmeade Ct.

- D. Comcast Service Agreement

The Board passed a motion, with Brian Finerty dissenting, to approve the renewal of the Comcast Service Agreement. In return for the approval, Comcast will pay the association \$29,800.00, which will be placed in the general reserve fund.

ITEM IX - New Business

A. Cement repairs

The Board passed a motion approving a proposal from M Pineda Construction to address cement repairs and potential trip hazards along cement walkways throughout the community, at a cost of \$19,264.00.

B. Credit Card payments

The Board passed a motion approving the option of allowing owners to pay assessments by credit card, pending more information on exactly how the process works and the fees involved.

C. Aging Report

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

D. Newsletter

1. vacancy on Board

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:53PM. The Board then went into Executive Session to discuss assessment collection issues, and hold 2 rules violation hearings. During the 1st hearing, the Board imposed a \$50 fine for violation of the clubhouse usage agreement. During the 2nd hearing, the Board imposed a \$50 fine for excessive noise issues. The next Board meeting will take place on June 10, 2014.

Approved as submitted