

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 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
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
2 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, Board Vacancy**

- A. Scott Smithwick called the Board of Directors Meeting to order at 6:39PM.
- B. The vacancy on the Board remains open.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the July 8, 2014 Board of Directors meeting as provided.

**ITEM IV – Committee Reports**

- A. Landscape
  - 1. The committee updated the Board on current landscape issues and presented information regarding a three-year plan for landscape upgrades for the Board's review. The Board passed a motion approving a Medallion Landscape proposal for landscape upgrades around the Ashmeade ct mailbox area, at a cost of \$855.00. The Board passed a motion, with Brian Finerty abstaining, approving a Medallion proposal to replant area recently damaged by a gas line leak repair, at a cost of \$5,500.00. The Board passed a motion approving a Medallion proposal to landscape upgrades in an area where a liquid ambar tree failed, at a cost of \$2,200.00. The Board passed a motion approving a Medallion proposal for landscape upgrades near the Foxhall Loop carwash area, at a cost of \$695.00.
  - 2. The Board denied a request to replace compacted granite pathways with stepping stones, citing the safety of the granite pathways and their use throughout Stanford University.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. There was no discussion on the proposed upgrades to the light posts.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The Board passed a motion to install gate handle covers on the Foxhall Loop pool gates, at a cost of \$300 each.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending July 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(\$)	118,673.76	813,501.78	790,720.00	22,781.78
Expense(\$)*	122,365.68	776,570.26	790,720.00	14,149.74
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,165,737.34		
**Reserve Expenditures Year to Date(\$):		288,454.55		
Reserve Fund Balance(\$):		3,108,164.32(includes	\$533,500.00	in EQ fund)

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments. The Board agreed to close out a \$100,000 CD with Wells Fargo Bank and a \$250,000 CD with BBVA Compass, place \$200,000 into the cash reserves and \$150,000 into a 12-month CD through Merrill Lynch.

C. 2015 Budget

The Board reviewed the 1<sup>st</sup> draft of the 2015 budget, with more discussions to follow. The budget must be approved and mailed to each owner by the end of November, 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 approved a request to reimburse a resident \$150 to cover the cost of having a bird nest removed and the unit treated for bird mites by an independent vendor as management confirmed that Bugbusters does not address this problem.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the July, 2014 security report.

B. Painting Project

Management reported that the painting project is completed on Greenwich Ct and has now moved onto Ashmeade Ct.

C. Wood Repairs Project

Management reported that the wood repairs project on Ashmeade Ct is within 2 buildings of being completed.

**ITEM IX - New Business**

A. Assessment Aging Report

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

B. Newsletter

1. vacancy on Board
2. website sources for tips on conserving water

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:05PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on September 9, 2014.

Approved as submitted