

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 9, 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
Robert Newman	Lighting
1 owner	

**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 6:34PM.
- 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 August 12, 2014 Board of Directors meeting as corrected. ITEM IV, Section A.1. should have read: *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....* ITEM VI Section B should have read: *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.*

A motion was made, seconded, and carried to approve the minutes for the August 28, 2014 special Board meeting as presented.

**ITEM IV – Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving Medallion Landscape proposals for landscape upgrades throughout the community, at a cost totaling \$2,403.75. The Board passed a motion approving a

Lewis Tree proposal to remove two declining sycamore trees on Greenwich Ct, at a cost of \$1500 plus removal permit fees of \$314.00.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Scott Smithwick and Robert Newman presented information regarding the replacement of existing pole lights with more energy efficient LED pole and bollard lighting. More discussions will follow.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. Scott Smithwick reported that the new clubhouse flooring would be installed this week.
2. The Board passed a motion approving a proposal from Genie Pool to replace the mastic around the Foxhall Loop pool, at a cost of \$1,400.00.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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(\$)	115,144.68	928,646.46	903,680.00	24,966.46
Expense(\$)*	117,529.42	894,099.68	903,680.00	9,580.32
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,090,602.98		
**Reserve Expenditures Year to Date(\$):		414,599.54		
Reserve Fund Balance(\$):		3,029,701.00(includes	\$534,500.00	in EQ fund)

B. Reserve Fund Investments

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

C. 2015 Budget

The Board reviewed drafts 2 and 2A 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, security, water conservation, and maintenance.
  - 1. At the suggestion of an owner to help address the drought, the Board agreed to prohibit the use of the car wash areas until further notice, effective September 25, 2014.
  - 2. In response to a complaint about high traffic and parking issues involving the private school located across from the Hamilton Place and Leigh Ave entrance, the Board suggests that owners should contact the school directly with their complaints.
  - 3. In response to a request to increase security, the Board responded that security cannot be increased because of budget constraints and that residents are responsible to take whatever steps are necessary to protect themselves and their property, include the installation of security systems and participating in the neighborhood watch program.

## **ITEM VIII - Old Business**

- A. Security Patrol Report  

The Board reviewed the August, 2014 security report.
- B. Painting Project  

Management reported that the painting project for Greenwich Ct is completed and Ashmeade Ct will be completed within next couple of weeks.
- C. Wood Repairs Project  

Management reported that the wood repairs project on Greenwich Ct and Ashmeade Ct has been completed and came in approximately \$18,000 under budget.

## **ITEM IX - New Business**

- A. Gutter cleaning proposal  

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the building and carport roofs, gutters and downspouts, in November and January, at a cost of \$11,914.00.
- B. Assessment 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
  - 2. car wash areas closed effective 9-25-14

## **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 and hold a rules violation hearing. During

the hearing, the Board agreed to retain a \$100 clubhouse usage deposit because the owners permitted their guests to use the pool deck during a clubhouse function. The next Board meeting will take place on October 14, 2014.

Approved as submitted