

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 14, 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
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 6:48PM.
- 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 September 9, 2014 Board of Directors meeting as corrected. ITEM VII, Section B3. should have read: *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, including the installation of security systems and participating in the neighborhood watch program.*

**ITEM IV – Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving a Lewis Tree maintenance proposal, work to be done to be revised so that total cost will not exceed \$25,570.00.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. The Board and Robert Newman continue to review and discuss options for replacing light fixtures throughout the community.
- C. Parking

No report.

D. Social

Kathleen Hawker offered to help plan a holiday event in early December.

E. Clubhouse/Pool

It was noted that the new clubhouse flooring had been installed.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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(\$)	145,195.10	1,073,841.56	1,016,640.00	57,201.56
Expense(\$)*	140,265.90	1,034,365.58	1,016,640.00	(17,725.58)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,147,807.80		
**Reserve Expenditures Year to Date(\$):		456,795.61		
Reserve Fund Balance(\$):		3,065,056.24(includes	\$535,500.00	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 passed a motion approving the budget for 2015, which calls for increases in the assessments ranging from 3.9%-4.03% to cover anticipated increases in operating and capital repairs expenses. The approved budget will be mailed to each owner in November, 2014.

D. Audit/review of 2014 financials

The Board passed a motion approving a proposal from Allen & Cook to perform a review of the 2014 financials, at a cost of \$2,100.00. The review will be mailed to each owner in April, 2015.

**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.

1. At the suggestion of an owner, the Board will include an article recommending that owners have their electrical circuit breaker panels inspected by a licensed electrician to make sure they are up to current building and safety codes.

## **ITEM VIII - Old Business**

### A. Security Patrol Report

The Board reviewed the September, 2014 security report.

### B. Painting Project

The Board passed a motion approving a proposal from Steve's Painting to refinish 9 front doors on Ashmeade and Greenwich Ct, at a cost of \$3,835.00.

## **ITEM IX - New Business**

### A. Detached Garages

Brian Finerty offered to draft a rule for the Board's consideration regarding restrictions on the use of certain appliances inside detached garages because the electrical wiring for detached garages is hooked up to association electrical meters.

### B. Checks

The association recently received a reimbursement check from Allstate Insurance in the amount of \$677.56 following an adjustment on the 2014 master policy renewal premium (deposited into the operating funds) and a check from Comcast in the amount of \$29,800 as part of the service agreement renewal (deposited into the reserve funds).

### C. Asphalt Repairs

The Board passed a motion, with Brian Finerty dissenting, approving a proposal from Pacific Surfacing Inc to remove a section of asphalt in front of a garage and re-grade, at a cost of \$1,500, to help prevent rain water from flowing into a garage.

### D. Assessment 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 file a lien and foreclose upon the lien, if necessary, for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the property, parcel #284-46-061-00, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes STS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.*

### E. Newsletter

1. vacancy on Board
2. have circuit breaker panels inspected

## **ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:17PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on November 11, 2014.