

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 11, 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
3 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 6:57PM.
- 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 October 14, 2014 Board meeting as presented.

ITEM IV – Committee Reports

- A. Landscape
 - 1. The Board passed a motion approving a revised Lewis Tree maintenance proposal, at a cost of \$25,570.00 plus \$3,000 for removal of 4 sycamore trees in declining health.
 - 2. The Board passed a motion approving a proposal from Medallion for landscape enhancements on Donovan Ct, at a cost of \$449.25.
- B. Architectural
 - 1. The Board reviewed architectural related correspondence for the past 30 days.
 - 2. The Board continues to review and discuss options for replacing light fixtures throughout the community.
- C. Parking

No report.
- D. Social

Kathleen Hawker reported that there will be a holiday event on December 7, 2014.

E. Clubhouse/Pool

Scott Smithwick pointed out the three new couches recently delivered to the clubhouse.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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(\$)	115,390.45	1,189,232.01	1,129,600.00	59,632.01
Expense(\$)*	113,942.76	1,148,308.34	1,129,600.00	(18,708.34)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,186,244.30		
**Reserve Expenditures Year to Date(\$):		468,427.24		
Reserve Fund Balance(\$):		3,101,156.29(includes	\$536,500.00	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.
1. An owner reported a recent car break-in and theft and requested additional security measures by the association. The Board will ask the owner if she would like to head up a neighborhood watch program, but stressed that the association is not required to provide additional security in order to protect the personal property of the residents of the community, both from a budgetary or legal standpoint.
 2. At the request of an owner, the Board agreed to prorate responsibility for the \$10,000 deductible on the master policy by the percentage of claim proceeds provided to each unit when multiple units are involved in an insurance claim on the master policy.
 3. The Board declined a request to use the car wash spaces for parking during the drought.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the October, 2014 security report.

ITEM IX - New Business

A. Huxley Court Wood Repairs Project

The Board reviewed a \$95,000.00 estimate from JM Johnson Construction for wood repairs on all Huxley Ct units to be done in 2015 prior to the painting project for the same area.

B. Landscape Guidelines

The Board agreed to draft new language to address debris left in restricted common area patios and balconies for further discussion.

C. Annual Elections

The Board appointed Bill Hubbard as the Election Inspector and Scott Smithwick, Lou Calvert, and Sharon Lio to the Nominating Committee for the March, 2015 Board elections.

D. Assessment Aging Report

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

E. Newsletter

1. vacancy on Board

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 December 9, 2014.

Approved as submitted