

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 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
4 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 6:58PM.
- 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 November 11, 2014 Board meeting as presented.

ITEM IV – Committee Reports

- A. Landscape
 - 1. The Board passed a motion approving a proposal from Medallion to install 30 feet of bio barrier on Ashmeade Ct, at a cost of \$521.25.
 - 2. The Board passed a motion approving a proposal from Medallion for landscape enhancements on Donovan Ct and Greenwich Ct, at a cost of \$5,176.00, to be done in 2015.
 - 3. The Board is discussing amendments to the Landscape Guidelines that would include language prohibiting the storing of boxes and debris inside the restricted common area patios and balconies, as well as a rule regarding the installation of patio/balcony lights.
- 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 the holiday event held on December 7, 2014 was a success with a total of approximately 40-50 residents attending.

E. Clubhouse/Pool

No report.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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(\$)	115,202.75	1,304,434.76	1,242,560.00	61,874.76
Expense(\$)*	120,722.38	1,269,030.72	1,242,560.00	(26,470.72)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,231,273.16		
**Reserve Expenditures Year to Date(\$):		474,805.29		
Reserve Fund Balance(\$):		3,142,586.96(includes	\$537,500.00	in EQ fund)

B. Reserve Fund Investments

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

C. BBVA Bank

The Board passed a motion to remove former Board members Ken Swezey and Carl Malone from BBVA Bank signature cards for a CD maturing on 7-20-16 and add current Board members Kathleen Kawker, Scott Smithwick, James (Jeff) Davis, and Brian Finerty to the signature card.

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. The Board responded to two owners that expressed concern about a recent auto theft and solicitation incident and was requesting that the association provide protection against such activities. The Board informed the owners that the association is responsible for providing a safe environment for residents by making sure common area facilities such as lighting, walkways, and landscaping are properly maintained, but are not responsible for providing services for preventing possible criminal activity. The part-time security patrol’s main responsibility is to help the Board

enforce the rules for the association, as well as hopefully provide a visual deterrent to possible vandalism and crime. The Board emphasized, however, that the security patrol is not equipped to get directly involved in preventing unlawful behavior and should behavior should be directed to the San Jose Police Department.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the November, 2014 security report.

ITEM IX - New Business

A. Willow Glen Newspaper

The Board discussed requests from some owners to prohibit the delivery of the weekly Willow Glen News to the community, but agreed that the Board did not have the authority to speak for all members of the community in discontinuing the delivery.

B. CPI Proposal

The Board passed a motion approving a proposal from Consolidated Plumbing to make repairs to a section of the sewer line on Greenwich Ct, at a cost of \$4,820.00.

C. Detached Garage Rule

The Board approved the following draft of a rule to control the usage of appliances and similar devices in detached garages:

Because the Association (and thus all owners collectively) and not individual owners are responsible for the cost of electricity use in detached garages and, due to the Board's belief that the detached garages were not wired for use of equipment with high energy requirements, the Board is proposing to adopt limits on the use of equipment with high electrical needs in the detached garages. The proposed rule prohibits the use in the detached garages of large appliances such as refrigerators, freezers, washers and dryers, and other heavy electrical devices as may be determined by the Board of Directors of the Association from time to time. As an alternative to relocating such equipment a homeowner could elect, after obtaining the Board's written approval and at the homeowner's sole expense, to have the detached garage in question rewired in such a way that the homeowner would be solely responsible for the metered electricity used and would be solely responsible for any damages resulting from such rewiring and usage, The homeowner would be responsible for indemnifying the Association from any damages suffered as a result of such rewiring and/or usage.

The Board will send this draft to all owners for a 30-day review and comment period prior to officially adopting the rule or some form of the rule.

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
2. proposed detached garage rule

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:43PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on January 13, 2015

Approved as submitted