

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 22, 2015**

BOARD MEMBERS

Scott Smithwick	President
Jeff Davis	Vice President
Kathleen Hawker	Secretary
Brian Finerty	Treasurer
Vacant	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services
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 6:34PM.
- 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 December 9, 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

No report.

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 December 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(\$)	115,667.55	1,420,102.31	1,355,520.00	64,582.31
Expense(\$)*	108,808.92	1,377,839.64	1,355,520.00	(22,319.64)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,291,547.56		
**Reserve Expenditures Year to Date(\$):		480,695.24		
Reserve Fund Balance(\$):		3,184,686.47(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

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

C. Close out of 2014 financials

The Board passed a motion to close out the financials for 2014 with an operating fund balance of \$77,308.78 and a reserve fund balance of \$2,646,186.47 and an earthquake reserve fund balance of \$538,500, pending receipt of interest earned info from Bank of the West CD and BBVA Compass CD.

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 will inspect two locations in the community in response to complaints of lack of lighting.
2. The Board will discuss a request to build a carport over three parking spaces on Huxley Ct during the February Board meeting.
3. The Board responded to an owner complaining that a paver walkway was replaced with crushed rock with the explanation that the crushed rock walkway was safer.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the December, 2014 security report.

B. Detached Garage Electrical Usage Rule

The rule is currently going through a 30-day member review and comment period.

C. Annual Meeting and Election in March, 2015

Incumbents Jeff Davis, Brian Finerty, and Kathleen Hawker all confirmed that they would be running for re-election. The Nominating Committee reported that there were no other members that indicated interest in running for the Board.

ITEM IX - New Business

A. Bylaws

The Board passed a motion approving a proposal from Sharon Pratt to update the Bylaws to more reflect the intent of the secret ballot measure passed by the state legislature so that the Board elections more closely resembled state political elections, at a cost not to exceed \$3,500.00.

B. Painting Proposal

The Board passed a motion approving a proposal from Steve's Painting to paint the units on Huxley Ct, along with the clubhouse and clubhouse pool area, at a cost of \$155,900.00. The project will begin in mid-April, 2015.

C. Association Calendar

The Board reviewed the manager's 2015 association calendar.

D. Allstate Insurance

The Board reviewed correspondence from Allstate indicating that they would not renew the master insurance coverage in March, 2015. Management reported that Bay Area Insurance was seeking alternatives.

E. Tennis Court Rules

Management was asked to draft some simple tennis court usage rules regarding proper usage of the courts that could be posted at the courts

F. Newsletter

1. vacancy on Board
2. amended Landscape Guidelines

G. Assessment Aging Report

The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report. 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 #284-43-035, 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.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:47PM. The Board then went into Executive Session to discuss assessment collection issues and hold a rules violation hearing. During the hearing, the Board imposed a \$50 fine for not breaking down cardboard boxes and discarding them into the recycling bin. The next Board meeting will take place on February 10, 2015

Approved as submitted