

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2015**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services
Sheba Solomon	Landscape Committee
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 6:31PM.
- 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 January 22, 2015 Board meeting as presented.

ITEM IV – Committee Reports

- A. Landscape
 - 1. The Board passed a motion approving a proposal from Medallion to replace 4 trees recently removed from the Greenwich Ct area with 4 new trees and landscaping upgrades, at a cost of \$4,588.75
 - 2. The Board passed a motion approving a proposal from Medallion for additional landscape enhancements on Greenwich and Donovan Ct, at a cost of \$1,481.50.
- B. Architectural
 - 1. The Board reviewed architectural related correspondence for the past 30 days.
 - 2. There was no discussion regarding the proposed light fixtures replacement project during this meeting.
- 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 January 31, 2015.

- 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(\$)	120,000.50	120,111.50	117,449.00	2,551.50
Expense(\$)*	103,509.61	103,509.61	117,449.00	13,509.39
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,334,803.13		
**Reserve Expenditures Year to Date(\$):		36,046.86		
Reserve Fund Balance(\$):	3,197,572.26		(includes \$538,500.00in EQ fund)	

B. Reserve Fund Investments

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

C. 2014 financials closed as is

Management presented the 2014 financials as closed for Board review.

D. Loan for insurance renewal

The Board passed a resolution confirming that the association may have to borrow funds from the reserves to cover the cost of insurance renewal premiums in March, 2015, but would repay the reserves prior to the end of the fiscal year.

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 reviewed a letter requesting that the association update the electrical wiring to accommodate vehicle charging stations, as well as consider solar conversions for power. The Board will look into the cost for having a blueprint of the existing electrical wiring produced for evaluation.

2. The Board revisited a request from an owner for additional lighting around her unit and again concluded that the existing lighting was sufficient under normal circumstances.
3. The Board reviewed a request from an owner to install a carport roof over a set of three reserved parking spaces and agreed that the Board may consider such request if the owners of the three units assigned to the parking spaces agreed to cover all costs associated with this addition.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the January, 2015 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

Management reported that the ballots have been mailed to each owner for the upcoming Board elections.

D. Bylaws

Management reported that attorney Sharon Pratt agreed to amend the bylaws at a reduced cost of \$2,000 since she was amending several sets of bylaws with the same language regarding the Board election process. The Board officially approved the retainer agreement with Sharon Pratt reflecting the adjusted price of \$2000.

ITEM IX - New Business

A. Newsletter

1. vacancy on Board
2. amended Landscape Guidelines

B. Assessment Aging Report

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

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:40PM. The Board then went into Executive Session to discuss assessment collection issues and hold two rules violations hearings and a reimbursement assessment hearings. During the 1st rules violation hearing, the Board imposed a \$50 fine for not breaking down cardboard boxes and discarding them into the recycling bin, but agreed to hold the fine in abeyance based on the owners claim that the problem had been addressed. During the reimbursement assessment hearing, the Board imposed a \$1,365 reimbursement assessment to cover the cost of a plumbing service call to locate a possible plumbing leak that was not found. During the 2nd rules violation hearing, the Board agreed to impose a \$50 rules violation fine, plus all costs that will be incurred for removal of a tree that was vandalized by a resident. The next Board meeting will take place on March 10, 2015

Approved as submitted