

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 14, 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
Maryalice Heim	Landscape Committee
Bob Newman	Lighting project
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. No members were present.

**ITEM II – Call to Order**

- A. Scott Smithwick called the Board of Directors Meeting to order at 6:39PM.
- B. Board Vacancy

The vacancy on the Board remains open.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried (with Jeff Davis abstaining due to his absence from the meeting) to approve the minutes of the June 11, 2015 Board meeting as presented.

**ITEM IV – Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving proposals from Medallion for tree replacement and landscape upgrades totaling \$2,433.50, of which \$1,520.75 will be billed to an owner as a reimbursement assessment resulting from vandalism to a tree that had to be removed.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. Bob Newman brought a sample bollard fixture for the Board's inspection. The Board will test the fixture during the evening hours to confirm that the lighting will be sufficient.
- C. Parking

No report.

- D. Social  
No report.
- E. Clubhouse/Pool  
No report.
- F. Website  
No report.
- G. Safety/Security  
No report.

**ITEM V – President’s Report**

The Board agreed to postpone the electrical survey on detached garages until the fall or winter.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending June 30, 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(\$)	119,424.15	718,901.93	704,694.00	14,207.93
Expense(\$)*	120,035.40	725,114.65	704,694.00	(6,212.72)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,307,447.08		
**Reserve Expenditures Year to Date(\$):		177,697.30		
Reserve Fund Balance(\$):		3,290,884.66 (includes \$538,500.00 in EQ fund)		

- B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments and reported that there would be no new CD investments until after the conclusion of the Huxley Court wood repairs and painting projects.

**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.

**ITEM VIII - Old Business**

- A. Security Patrol Report  
The Board reviewed the June, 2015 security report.
- B. Bylaws Update

Management reported that the draft of the Restated Bylaws will be mailed out to each owner within the week.

C. Open Forum/Hearing Policy

The Board updated the Open Forum/Hearing Policy to include the power to impose fines and/or suspension of association privileges due to unacceptable behavior during an the open forum of a Board meeting or during a hearing.

**ITEM IX - New Business**

A. Mailbox Kiosk Gates

The Board passed a motion approving a proposal from Orchard City Locks to replace the locks on the gates protecting the mailbox kiosks to help improve security for the mailboxes, at a cost of \$4,164.37.

B. Newsletter

1. Vacancy on Board
2. Bylaws approval ballots

C. 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 7:30PM. The Board then went into Executive Session to discuss assessment collection issues and hold a reimbursement assessment hearing, during which the Board imposed a \$330 reimbursement assessment for repairs to a leaking air conditioner conduit running through the restricted common area attic of a unit.

Approved as submitted