

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 11, 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
Maryalice Heim	Landscape Committee
8 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**

- A. Scott Smithwick called the Board of Directors Meeting to order at 7:04PM.
- B. Board Vacancy

The vacancy on the Board remains open.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried (with Kathleen Hawker abstaining due to her absence from the meeting) to approve the minutes of the July 14, 2015 Board meeting as presented.

**ITEM IV – Committee Reports**

- A. Landscape
  - 1. The Board passed a motion approving proposals from Medallion for a tree removal and replacement, at a cost of \$500, with the tree planting to take place later in the fall.
  - 2. The Board passed a motion approving a proposal from Medallion to correct the grading on a planter area so that rain does not flow into a patio, at a cost not to exceed \$400.
- B. Architectural
  - 1. The Board reviewed architectural related correspondence for the past 30 days.
  - 2. There were no updates on the lighting replacement project.
- C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Jeff Davis offered to contact the county health department for clarifications on some items noted on a pool area inspection report.

F. Website

No report.

G. Safety/Security

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending July 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(\$)	120,167.91	839,069.84	822,143.00	16,926.84
Expense(\$)*	109,336.34	834,450.99	822,143.00	(12,307.99)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,263,148.03		
**Reserve Expenditures Year to Date(\$):		305,644.75		
Reserve Fund Balance(\$):		3,212,337.27		(includes \$538,500.00in 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.

C. 2016 Budget

Management will present a draft of the 2016 budget for the Board’s review. The final budget will be approved and mailed to each member by no later than November, 2015.

**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 complaint about notification of periodic spraying herbicides on the lawns. The Board confirmed that notification were posted at each mailbox kiosk 72 hours in advance of the spraying and agreed that this notification was sufficient.
2. The Board reviewed an email complaint regarding the removal of a tree in the common area due to declining health following an act of vandalism. The Board confirmed that the party responsible for the vandalism will be reimbursing the association for all costs incurred for the removal and replacement of the tree and landscaping in the area. The owner also requested compensation for expenses to add shades to windows on his unit affected by removal of the tree. The Board agreed, with Jeff Davis dissenting, to forward the owner's request for compensation to the owner of the unit responsible for the tree vandalism.

### **ITEM VIII - Old Business**

#### A. Security Patrol Report

The Board reviewed the July, 2015 security report.

#### B. Bylaws Update

Management reported that 91 ballots had been received to date for the Bylaws update voting.

#### C. Mailbox Kiosk Gate Locks and Keys

The Board is currently distributing new keys for the mailbox kiosk gates. The new locks will be installed on August 17, 2015.

### **ITEM IX - New Business**

#### A. Cement Repairs

The Board passed a motion approving a proposal from M Pineda Construction to repair cement walkways in 77 locations throughout the community to eliminate potential trip hazards, at a cost of \$13,980.00.

#### B. Newsletter

1. Vacancy on Board
2. Bylaws approval ballots
3. Social Committee

#### 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 8:00PM. The Board then went into Executive Session to discuss assessment collection issues, hold a rules violation hearing, and discuss an email from an owner with concerns about a member of the Board. The Board took no further action on the rules violation noting that the violation had been corrected. The Board agreed that the issues presented by the owner regarding a Board member were unsubstantiated and unfounded and that no further action was necessary.

Approved as submitted