

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2015**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services
Sheba Solomon	Landscape Committee
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. Helen Conway requested that her complaint about the landscapers using gas powered equipment during a Spare the Air Alert be noted in the minutes. The Board has previously explained that the equipment is used on scheduled days as 1600 Hamilton is not the only Medallion Landscape account and the Board believes the liability for not removing debris from the complex that could cause result in a safety hazard outweighs the Spare the Air request to not use gasoline powered equipment.

ITEM II – Call to Order

- A. Scott Smithwick called the Board of Directors Meeting to order at 6:41PM.
- B. Board Vacancy

The Board passed a motion appointing Tony Sanchez to the vacant Board position, for a term running until March, 2016.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the August 11, 2015 Board meeting as presented.

ITEM IV – Committee Reports

A. Landscape

- 1. The Board passed a motion approving a tree maintenance proposal from Lewis Trees totaling \$10,495 for trimming and \$900 for removal of 4 dead plum trees.

B. Architectural

- 1. The Board reviewed architectural related correspondence for the past 30 days.
- 2. Jeff Davis offered to contact lighting distribution companies to obtain a proposal for new bollard light fixtures.

C. Parking

No report.

D. Social

Kathleen Hawker announced that San Jose Water Company will provide a seminar on water saving ideas in the clubhouse at 7PM on October 28, 2015.

E. Clubhouse/Pool

Jeff Davis sent a letter to 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 August 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(\$)	119,522.17	958,592.01	939,592.00	19,000.01
Expense(\$)*	116,148.37	950,599.36	939,592.00	(11,007.36)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,254,497.45		
**Reserve Expenditures Year to Date(\$):		374,052.95		
Reserve Fund Balance(\$):		3,192,636.12 (includes \$538,500 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments and reported that he would be investing an additional \$200,000 from the reserve fund into CDs as soon as the Huxley Court painting project invoices were paid.

C. 2016 Budget

The Board will review the 1st draft of the 2016 budget and submit questions/suggestions for Treasurer Brian Finerty to review with management and accountant Bill Ricotti. 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 agreed to reimburse an owner \$930 for a plumbing expense to address a leaking water pipe located in the common area floor slab.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the August, 2015 security report.
- B. Bylaws Update

Management reported that 104 ballots had been received to date for the Bylaws update voting.
- C. Mailbox Kiosk Gate Locks and Keys

Management reported that all but about 10 residents have picked up the new mailbox gate keys. Management was asked to see if outgoing mail slots could be installed in some of the mailbox kiosks.

ITEM IX - New Business

- A. Gutter cleaning

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts on each building and carport, in November, 2015 and January, 2016, at a cost of \$14,006.00.
- B. Access hole repairs

The Board passed a motion approving a proposal from Jay Johnson Construction for securing all of the access holes located in the stucco siding under the 1st set of stairs leading up to second story units, at a cost of \$210 per access hole, for a total expense of \$15,330.00.
- C. Newsletter
 - 1. Tony Sanchez appointed to vacancy
 - 2. Bylaws approval ballots
 - 3. Social Committee
 - 4. SJWC seminar on Oct 28
- 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 7:55PM. The Board then went into Executive Session to discuss assessment collection issues, hold two reimbursement assessment

hearings. During the hearings, the Board imposed a \$155.77 invoice charge for reimbursement of a plumbing bill and imposed a \$229.21 invoice charge to another owner for reimbursement of a plumbing bill.

Approved as submitted