

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 13, 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
5 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

Scott Smithwick called the Board of Directors Meeting to order at 6:55PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the September 8, 2015 Board meeting as amended. ITEM IV.A.1. should have read: *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.* ITEM X should have read: *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.*

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving an irrigation upgrade proposal from Medallion, at a cost of \$1,315.00.
2. The Board reviewed information on water meters and water usage presented by Sheba Solomon.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Board passed a motion, with Jeff Davis dissenting, denying a request to install a metal security screen door.
3. The Board passed a motion, with Brian Finerty dissenting, approving a request to install a storm door, pending verification that similar door had been previously approved by the architectural committee.

C. Parking

No report.

D. Social

1. Kathleen Hawker confirmed San Jose Water Company will provide a seminar on water saving ideas in the clubhouse at 7PM on October 28, 2015.
2. Helen Conway and Lou Calvert volunteered to serve on the social committee. The committee is planning on having a community social event on either December 6 or 13, depending on clubhouse availability.

E. Clubhouse/Pool

No 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 September 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(\$)	119,318.33	1,077,910.34	1,057,041.00	20,869.34
Expense(\$)*	112,383.12	1,062,982.48	1,057,041.00	(5,941.48)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,299,549.76		
**Reserve Expenditures Year to Date(\$):		407,662.56		
Reserve Fund Balance(\$):		3,207,613.41		(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 he would be investing an additional \$600,000 from the reserve fund into three \$200,000 CDs, for terms of 12, 24, and 36 months.

C. 2016 Budget

The Board passed a motion approving the 2016 budget, which calls for an increase of approximately 4% on assessments to cover projected increases in operating expenses and reserve component costs. The budget will be mailed to each owner in November, 2015.

D. Heritage Bank

The Board reviewed a letter informing them of the takeover of Focus Business Bank by Heritage Bank.

E. Review of 2015 financials

The Board passed a motion approving a proposal from Allen & Cook to review the 2015 financials, at a cost of \$2,100. The review will be mailed to each owner in April, 2016.

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 took no action on a complaint from a resident regarding issues with vendors used by residents noting that such incidents should be addressed between neighbors.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the September, 2015 security report.

B. Bylaws Update

Management reported that 121 ballots had been received to date for the Bylaws update voting. The Board passed a motion extending the voting period to December 8, 2015

C. Mailbox Kiosk Gate Locks and Keys

The Board agreed to have a section of the mailbox gate cut away so that residents could access the outgoing mail slot without having to open the gate.

ITEM IX - New Business

A. Plumbing invoices

The Board asked management to schedule a reimbursement assessment hearing with an owner to recover costs for several plumbing service calls that could not locate a reported leak.

B. Newsletter

1. Bylaws voting deadline extended until Dec 8
2. Social Committee
3. 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 8:07PM. The Board then went into Executive Session to discuss assessment collection issues and hold two reimbursement assessment hearings. During the hearings, the Board imposed a \$288.75 invoice charge for reimbursement of a plumbing bill and imposed a total of \$3,320.75 to another owner for reimbursement of tree removal and landscape replacement costs.

Approved as submitted