

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

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
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.

ITEM II – Call to Order

Scott Smithwick called the Board of Directors Meeting to order at 6:45PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the October 13, 2015 Board meeting as presented.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion , with Jeff Davis dissenting, to allow Medallion to begin planting previously approved landscape upgrades following the recent rains.
2. Sheba Solomon and Maryalice Heim updated the Board on landscape issues.
- 3, The Board agreed to allow the committee to resume using their dedicated operating funds for the remainder of this year.

B. Architectural

The Board reviewed architectural related correspondence for the past 30 days.

C. Parking

The Board asked management to have the GUEST ONLY and RESERVED parking spaces re-painted.

D. Social

1. Kathleen Hawker reported that the community meeting with SJWC on Oct 28, 2015 had 14 resident attendees.

2. The holiday community get-together will take place in the clubhouse at 2PM on December 13, 2015.

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 October 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(\$)	120,018.52	1,197,928.86	1,174,490.00	23,438.86
Expense(\$)*	108,784.26	1,171,766.74	1,174,490.00	2,723.26
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,360,881.40		
**Reserve Expenditures Year to Date(\$):		412,627.34		
Reserve Fund Balance(\$):	3,251,423.71	(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

No report at this time.

C. Heritage Bank

The Board reviewed information on rates provided by Heritage Bank on its association accounts.

D. Reserve Study proposal

The Board passed a motion approving a proposal from Barrera & Co to perform a 3-year reserve study update, at a cost of \$2,275.

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 approved the forming of a committee to work with EBAY on neighborhood issues such as parking and noise.

2. At the request of an owner, the association had an arborist inspect a tree and reported that the tree presented no safety hazard at this time.
3. The Board reviewed a letter regarding the installation of electrical charging stations and solar panels. The Board will seek interested individuals from the community who may want to form a committee to explore options for both items.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the October, 2015 security report.

B. Bylaws Update

The Board is attempting to get more ballots submitted prior to the December 8, 2015 deadline.

ITEM IX - New Business

A. Enforcement Policy

The Board reviewed the current rules enforcement policy, which summarizes the association's procedures for enforcing the rules and provides the power to suspend association privileges for unpaid fines. The enforcement policy will be included with the 2016 budget mail-out to each owner this month.

B. March 2016 Elections

1. The Board appointed Bill Hubbard to serve as the Election Inspector.
2. The Board appointed Lou Calvert, Kathleen Hawker, and Maryalice Heim to the Nominating Committee.

C. Newsletter

1. March elections
2. social event on 12-13-15

D. 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 7:35PM. The Board then went into Executive Session to discuss assessment collection issues, review a plumbing leak repair issue, hold a reimbursement assessment hearing, and a hearing to discuss an architectural committee decision. During the hearings, the Board imposed a \$1,796.55 invoice charge for reimbursement of a plumbing bill and granted permission to an owner to have a gate installed in the back patio fence so that there was access to the main water line valve for installation and maintenance of a soft water tank.

Approved as submitted