

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

BOARD MEMBERS

Scott Smithwick	President (Absent)
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.

ITEM II – Call to Order

Jeff Davis called the Board of Directors Meeting to order at 6:50PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the November 10, 2015 Board meeting as amended. Item IV.D.2. should have read: *The holiday community get-together will take place in the clubhouse at 2PM on December 13, 2015.*

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving landscape upgrade proposals from Medallion Landscaping totaling \$2,120.50, which included the planting of 5 replacement trees mandated by the city tree removal permit.
2. Sheba Solomon and Maryalice Heim updated the Board on landscape issues.
3. The Board passed a motion for Medallion to spray various walkways in the complex for moss control from January through March, at a cost of \$1,050.00.

B. Architectural

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

C. Parking

The Board reviewed the parking spaces configuration on Donovan Ct and Foxhall Loop and agreed that no changes in the number of guest only and open parking spaces were needed at this time.

D. Social

1. Kathleen Hawker confirmed that the community holiday event 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 November 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(\$)	119,938.07	1,317,866.93	1,291,939.00	25,927.93
Expense(\$)*	115,844.79	1,287,611.53	1,291,939.00	4,327.47
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,391,843.84		
**Reserve Expenditures Year to Date(\$):		465,560.53		
Reserve Fund Balance(\$):		3,247,613.30 (includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

C. 2016 Reserve Study

Management shared a summary report of the reserve expenditures for 2013, 2014, and 2015 that will be used by Barerra & Co for the 2016 reserve study.

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 request for permission to run an electrical line to a detached garage. The Board agreed that they would consider such a request if an architectural request form was completed and submitted, along with an agreement indemnifying the association from any liability as a result of the installation, presence, and future maintenance of the new electrical line.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the November, 2015 security report.

B. Restated Bylaws Update

Election Inspector Bill Hubbard, with the assistance of the Board, counted the ballots for approving the Restated Bylaws. The results were as follows;

Total ballots received:	163
Total ballots validated as properly submitted:	154
Votes approving the Restated Bylaws:	137
Votes not approving the Restated Bylaws:	13
Blank ballots:	4

The Restated Bylaws were approved. Once the Restated Bylaws are signed and notarized, they will be officially included with the governing documents.

C. March Elections

The association is still seeking candidates to run for the two positions up for election.

ITEM IX - New Business

A. CMS Management Agreement Amendment

The Board approved the amendment to the current CMS management agreement, which called for a 3% increase in the current management fee in 2016.

B. Newsletter

1. March elections
2. Restated Bylaws passed

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 8:20PM. The Board went into Executive Session to review the assessment aging report, hold 2 rules violations hearings and 2 reimbursement assessment hearings. During the rules violations hearings, the Board took no action as a result of an owner reporting that the violation had been addressed and imposed a \$50 fine to an owner whose tenants had left cardboard boxes in the trash corral without breaking them down and placing them inside the recycling dumpster. During the reimbursement assessment hearings, the Board imposed a \$1,796.55 reimbursement assessment for plumbing invoices and tentatively imposed a \$32,432 reimbursement assessment for a water leak investigation and repairs invoice, pending clarification on some items on the invoice.

Approved as submitted