

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 12, 2016**

**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
2 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 6:35PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the December 8, 2015 Board of Directors meeting as presented, with Scott Smithwick abstaining due to his absence from the meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board passed a motion approving a plum tree spray proposal from Medallion, at a cost of \$2,585.00.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. There was no update on the common area lighting upgrade project.

C. Parking

No report.

D. Social

1. Kathleen Hawker reported that approximately 40 residents attended the December 13 community event and is tentatively planning another event in June, 2016.

E. Clubhouse/Pool

No report.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

Several owners have indicated an interest in serving on a committee to explore solar powered electricity in the community. Management will include an article in the newsletter soliciting other interested parties.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending December 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(\$)	120,277.92	1,438,144.85	1,409,388.00	28,756.85
Expense(\$)*	124,550.13	1,412,161.66	1,409,388.00	25,983.19
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,428,416.42		
**Reserve Expenditures Year to Date(\$):		440,360.15		
Reserve Fund Balance(\$):		3,322,011.49 (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. Close-out of 2015 financials

The Board passed a motion approving the transfer of excess 2015 operating income of \$25,983.19 into the reserves, per the IRS Resolution approved by the membership during the March, 2015 annual voting.

**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. In response to a complaint from an owner that there were units being rented through AIRBNB, management will place an article in the newsletter reminding owners that short-term rentals are prohibited by the CC&Rs.

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

A. Security Patrol Report

The Board reviewed the December, 2015 security report.

B. March Elections

The Nominating Committee provided the following candidates for the March, 2016 Board elections:

Tony Sanchez and Scott Smithwick.

Management reported that no other members had indicated in interest in running so the above referenced candidates will appear on the ballot as candidates for the two Board positions up for election, each with a two-year term.

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

A. Smoking in the Common Area

Brian Finerty agreed to draft a policy regarding the association's enforcement of the city ban on smoking in the common areas of a common interest development.

B. 2016 Calendar

The Board reviewed the 2016 association calendar.

C. Exterior Wood Repairs Project on Donovan Court and Foxhall Loop

The Board reviewed a summary of expected expenses from Jay Johnson Construction for repairs to be done on Donovan Ct and Foxhall Loop in preparation for the painting of the buildings in late spring or early summer. Based on expenses incurred during the Huxley Court repairs project in 2015, it was recommended that the association plan on approximately \$105,000 in repair costs.

D. Newsletter

1. March elections
2. Restated Bylaws info

E. 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 7:30PM. The Board went into Executive Session to review the assessment aging report. While attempting to adjourn the meeting, a member became disruptive and refused to exit the meeting. The Board passed a motion to schedule a hearing with the intent to impose a \$50 rules violation fine for this disruption.

Approved as submitted