

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 9, 2016**

**BOARD MEMBERS**

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

**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 6:33PM.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the January 12, 2016 Board of Directors meeting as presented.

**ITEM IV – Committee Reports**

A. Landscape

1. Sheba Solomon and Maryalice Heim updated the Board on the recent activities of the committee, including weekly walkthroughs with Medallion.

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

No report.

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 January 31, 2016**

- 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(\$)	124,484.10	124,484.10	122,084.22	2,399.88
Expense(\$)*	109,298.89	109,298.10	122,084.22	15,185.21
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,365,477.24		
**Reserve Expenditures Year to Date(\$):		60,056.79		
Reserve Fund Balance(\$):	3,335,290.52	(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. 2015 financials as closed

The Board reviewed the 2015 financials as closed.

D. Loan for Insurance Renewal Premiums

The Board passed a resolution approving the borrowing of needed funds from the reserves to cover the annual premiums for insurance, which renews in March, 2016. Any money borrowed from the reserves will be paid back by the end of 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 approved an article regarding the EBAY Neighborhood Committee for the February, 2016 newsletter.
2. At the request of an owner, the Board approved adding a small downspout extension from an upper floor downspout to a lower floor gutter.

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

#### A. Security Patrol Report

The Board reviewed the January, 2016 security report. Management will request that security be present for the March 8, 2016 annual meeting.

#### B. March Elections

The ballots have been mailed for the annual member voting.

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

#### A. Painting Proposal

The Board passed a motion approving a proposal from Steve's Painting to paint the exterior building surfaces and fences on Donovan Court and Foxhall Loop, at a cost of \$164,750.00.

#### B. Newsletter

1. March elections
2. EBAY committee
3. smoking article

#### 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 7:30PM. The Board went into Executive Session to review the assessment aging report and hold 4 hearings. During the hearings, the Board imposed a \$50 fine for not breaking down cardboard boxes in the recycling bins, a \$50 fine for disrupting an open Board meeting, a \$50 fine for not correcting the wrong stain colors on the entry screen door and main door, to be held in abeyance and not billed to the owner's assessment account pending correction of stain colors within 45 days, and an invoice charge of \$345.00 for a plumbing service call for a clogged drain that was caused by the owner of the unit.

Approved as submitted