

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 8, 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
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, Annual Voting Results, Election of Officers

A. Scott Smithwick called the Board of Directors Meeting to order at 6:56PM.

B. Election Inspector Bill Hubbard reported the results of the annual member voting:

Total of 96 ballots submitted, out of which 90 were validated as properly submitted.

Tony Sanchez	79 votes, elected to a 2 year term
Scott Smithwick	79 votes, elected to a 2 year term

IRS Resolution for 2016 86 votes in favor, 3 votes against, IRS resolution passed

The minutes from the April 14, 2015 Annual meeting were approved with a vote of 77 approving the minutes, 1 vote not approving the minutes, with 11 members abstaining in the voting.

C. Election of Board officers

The Board passed a motion retaining the existing officers for the coming year.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the February 9, 2016 Board of Directors meeting as presented.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving landscape upgrade proposals from Medallion Landscaping totaling \$17,640.

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

Management will contact the volunteers for the committee so they can appoint a chairperson.

ITEM V – President’s Report

The Board approved a proposal from The Repair People to provide a report indicating the location of the circuit breaker boxes for each of the detached garages on a Time and Material basis, not to exceed \$1,000.00.

ITEM VI - Treasurer’s Report – Financial Statement for period ending February 28, 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(\$)	124,846.33	249,330.43	244,168.44	5,161.99
Expense(\$)*	111,282.47	220,581.36	244,168.44	23,587.08
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,485,055.85		
**Reserve Expenditures Year to Date(\$):		71,269.31		
Reserve Fund Balance(\$):		3,374,449.45 (includes	\$538,500.00	in EQ fund)

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments. The Board provided Mr. Finerty authority to invest any available cash funds not being earmarked to cover an insurance renewal premiums loan to the operating, as well as for the upcoming exteriors repairs/painting project on Donovan Court and Foxhall Loop.

C. Review of the 2015 financials

The Board passed a motion approving the Allen & Cook review of the 2015 financials. The review will be mailed to each owner by the end of 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 declined a request from an owner to obtain a replacement pool key at no charge noting that the notice for picking up the new mailbox kiosk gate key clearly stated that the pool gate key was to be retained.
2. At the request of an owner, the Board inspected the lighting in the vicinity of her unit and determined that the lighting in the common area was sufficient. It was recommended that the owner install an entry light with a motion sensor, timer, or photo cell to improve lighting in the patio area.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the February, 2016 security report.

ITEM IX - New Business

A. Insurance proposals

After reviewing proposals provided by several brokers, the Board passed a motion to renew its hazard blanket insurance program with Farmers Insurance with a total building coverage of \$71,500,000 at cost of \$71,416.00, plus \$15M liability coverage at cost of \$2,847 and a \$4M fidelity bond, at a cost of \$2,825. The Board passed a motion approving the earthquake coverage proposal from Brown & Riding for \$5M coverage at a cost of \$55,980.

B. Newsletter

1. voting results
2. keep balcony surface drains clear

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 7:50PM. 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 removing holiday lights by January 30, 2016, but held fine in abeyance unless violation occurs again, a \$50 fine for not removing an unauthorized security screen door, a \$250 reimbursement assessment for a plumbing invoice, and a \$45,376.42 reimbursement assessment for interior repairs to damage caused by a faulty shower pan installation.

Approved as submitted