

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 10, 2016**

BOARD MEMBERS

Vacant	President
Jeff Davis	Vice President
Kathleen Hawker	Secretary
Brian Finerty	Treasurer
Tony Sanchez	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services
Maryalice Heim	Landscape Committee
Heath Birkendahl	Architectural Committee
Elizabeth Grey	Architectural Committee
Marcie Martin	Owner
Seth Kaplan	Owner
Lou Calvert	Owner

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, Resignations, Appointment to Vacancies, Selection of Officers

- A. Jeff Davis called the Board of Directors Meeting to order at 6:37PM.
- B. Jeff Davis and Kathleen Hawker announced their resignation from the Board, effective immediately prior to the election of officers to fill their existing vacancies.
- C. The Board will go into executive session following the Committee Reports to appoint the replacements for the current vacancy, as well as the two additional vacancies created by the above noted resignations.
- D. Immediately prior to the conclusion of the meeting, the new Board will determine select officers.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

- A. Landscape
 1. The Board passed a motion approving a proposal from Medallion Landscaping for installing mulch throughout the complex, at a cost of \$6,000.
- B. Architectural
 1. The Board reviewed architectural related correspondence for the past 30 days.

2. Heath Birkendahl updated the Board on the lighting replacement project. He is currently reviewing lighting style options and interviewing potential lighting contractors.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Management will provide information on refurbishing existing pool furniture.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report, Appointment to Board vacancies

A. No report

B. The Board went into executive session to review bios from members interested in being considered for the three Board vacancies. The Board then appointed Marcie Martin to a term on the Board expiring in March, 2018 and appointed Elizabeth Grey and Heath Birkendahl to terms expiring in March, 2017, effective on the resignation of Jeff Davis and Kathleen Hawker from the Board.

ITEM VI - Treasurer’s Report – Financial Statement for period ending April 30, 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(\$)	125,371.04	499,977.43	488,336.00	11,641.43
Expense(\$)*	108,005.77	448,051.74	488,336.00	40,284.26
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,465,168.92		
**Reserve Expenditures Year to Date(\$):		77,323.24		
Reserve Fund Balance(\$):		3,469,091.58		(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 passed a resolution authorizing all Board members to sign and execute documents in connection with the closing of CDs and/or other accounts with BBVA Compass Bank.

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 denied a request to reimburse an owner for a \$50 fine.
 - 2. The Board approved the reimbursement of a \$192.50 plumbing invoice for repairs to a leaking pipe.

ITEM VIII - Old Business

- A. Security Patrol Report
The Board reviewed the April 2016 security report.
- B. Donovan Court and Foxhall Loop repairs and painting projects
Management reported that the painting of the homes on Donovan Court and Foxhall Loop will begin in late June or early July.
- C. EBAY Group
MaryAlice Heim updated the Board on the progress made with EBAY regarding various issue affecting the neighborhood.

ITEM IX - New Business

- A. Bugbusters
Management reported that Harold, from Bugbusters, was retiring as of May 31, 2016. Management will obtain proposals from other pest control companies to replace the service.
- B. Carport Roof Replacement
The Board approved a proposal from Four Seasons Roofing to replace a flat carport roof in poor condition on Huxley Court, at a cost of \$3,927.
- C. Newsletter
 - 1. new Board info
 - 2. keep dogs leashed
- D. Assessment Aging Report
The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report. During the session, the Board passed the following resolution:

Resolved, pursuant to CA Civil Code section 5705 the Board for the Association authorizes and instructs Stonehenge Trustee Services to file a lien and foreclose upon the lien, if necessary, for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the property, parcel #284-46-130, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also

authorizes STS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.

E. Board officers

Jeff Davis and Kathleen Hawker exited the meeting and Heath Birkendahl, Elizabeth Grey, and Marcie Martin joined the Board as designees to fill the vacancies. The Board then selected the following officers:

President:	Marcie Martin
Vice President:	Heath Birkendahl
Secretary:	Elizabeth Grey
Treasurer:	Brian Finerty
Asst. Secretary:	Tony Sanchez

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:19PM.

Approved as submitted