

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 14, 2016**

BOARD MEMBERS

Marcie Martin	President
Heath Birkendahl	Vice President
Elizabeth Grey	Secretary
Brian Finerty	Treasurer
Tony Sanchez	Asst Secretary/Director

OTHERS PRESENT

Bill Hubbard	Community Management Services
Sheba Solomon	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

Marcie Martin called the Board of Directors Meeting to order at 6:41PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the May 10, 2016 Board of Directors meeting as amended. ITEM VII. B. was amended to read:

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 IV – Committee Reports

A. Landscape

1. The Board passed a motion approving a proposal from Medallion Landscaping to plant a new tree on Huxley Court, at a cost of \$345.

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

1. The Board passed a motion approving a proposal from Santa Clara Coatings to refurbish 31 pieces of pool furniture, at a cost of \$5,785.20.
2. The Board reviewed a memo from Genie Pool regarding an increase in their monthly service fee to \$650. The Board had already budgeted for this increase in the 2016 budget.
3. The Board discussed costs for adding internet service to the existing phone line in the security office. Heath Birkendahl offered to look into options for the service.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report

Management updated the Board on the status of the survey on the electrical system for detached garages. The survey should begin soon.

ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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(\$)	135,077.25	625,054.68	610,420.00	14,634.68
Expense(\$)*	124,083.88	572,135.62	610,420.00	38,284.38
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,475,762.57		
**Reserve Expenditures Year to Date(\$):		128,962.68		
Reserve Fund Balance(\$):		3,468,017.91 (includes \$538,500.00 in EQ fund)		

- B. Reserve Fund Investments

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

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 discussed a request from an owner that the association get involved in an insurance claim action the owner is having with a contractor that he hired to repair and remodel a bathroom. The Board agreed that it was not the association's responsibility to get involved with the insurance claim.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the May, 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 during the week of June 27.

C. Winchester Pest Control

Following the retirement of Harold, from Bugbusters, the Board approved a proposal from Winchester Pest Control to provide monthly basic pest control service at a cost of \$250 per month.

ITEM IX - New Business

A. Skylight cleaning

The Board approved a proposal from Jay Johnson Construction to clean the exterior surface of individual skylights on an as needed basis at a cost of \$120 per skylight.

B. Newsletter

1. information on pear trees fire blight fungus
2. water conservation

C. 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 #284-43-039, 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.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:51PM. The Board reviewed the assessment aging report and held two hearings in executive session. During the 1st hearing, the Board imposed a \$160 reimbursement assessment to cover the cost of a requested roof inspection. During the 2nd hearing, the Board imposed a \$268.13 reimbursement assessment to cover the cost of a plumbing service call to clear a clogged kitchen drain.

Approved as submitted