

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 9, 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
Maryalice Heim	Landscape Committee
Sheba Solomon	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

Marcie Martin called the Board of Directors Meeting to order at 6:43PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried to approve the minutes of the July 11, 2016 Board of Directors meeting as presented.

ITEM IV – Committee Reports

A. Landscape

Maryalice Heim and Sheba Solomon updated the Board on the upcoming annual Lewis Tree Service tree maintenance inspection and proposal, as well as general landscaping issues.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Heath Birkendahl updated the Board on the status of the walkway lighting replacement project, including interviewing prospective lighting contractors and requesting proposals.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. Management reported that Santa Clara Coatings should be delivering the 1st half of the newly powder-coated pool furniture within the next couple of weeks, with the other half to be picked up for refurbishing to follow.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending July 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(\$)	124,808.11	874,505.17	854,588.00	19,917.17
Expense(\$)*	110,757.33	808,343.51	854,588.00	46,244.49
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,590,332.65		
**Reserve Expenditures Year to Date(\$):		220,173.42		
Reserve Fund Balance(\$):		3,476,885.79 (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. 2017 budget

The Board reviewed the 1st draft of the 2017 budget, with more review/discussions to follow. The 2017 budget will be approved and mailed to each owner in November, 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 went into executive session at the conclusion of the meeting to discuss a request for Alternative Dispute Resolution for a reimbursement assessment.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the July, 2016 security report.

B. Donovan Court and Foxhall Loop repairs and painting projects

Management reported that the wood repairs and painting of structures on Donovan Court and Foxhall Loop are progressing.

C. Collection of unpaid assessment balances and fines

The Board reviewed language from the CC&Rs that provide them the power to suspend association privileges for any member with outstanding assessments and fines.

ITEM IX - New Business

A. Concrete Repairs

Management reported that an inspection of the concrete walkways located in the common areas has been completed and a proposal for needed repairs will be presented during the September 12 Board meeting.

B. Newsletter

1. Silver Spurs Hauling
2. Lewis Tree Service for patio trees

C. Assessment Aging Report

The Board will go 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 7:42PM. The Board reviewed the assessment aging report and held two hearings in executive session. During the 1st hearing, the Board imposed a \$50 fine for failure to break down boxes and not placing them inside the designated recycling bin. During the 2nd hearing, the Board suspended association privileges for an owner with an unpaid rules violation fine.

Approved as submitted