

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 12, 2016**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
2 owners, 1 tenant for open forum	

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 6:55PM.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving a proposal from Lewis Tree Service for tree maintenance on selected trees throughout the community, at a cost of \$34,990.00.
2. The Board passed a motion approving a proposal from Lewis Tree Service to remove 7 plum trees in declining health, at a cost of \$1,575.00, plus an additional plum tree in declining health at an additional cost of \$225.00.
3. The Board passed a motion approving the deep root watering of 5 redwood trees, at a cost of \$500.00, plus up to an additional \$2,000.00 for the same treatment on any additional redwood trees that the tree service and the Landscape Committee deemed in need of the treatment.
4. The Board approved proposals from Medallion Landscaping for irrigation and landscape upgrades on Foxhall Loop, at a cost of \$740.00.

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. It is hoped that competitive bids will be presented to the Board during the October Board meeting.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. Management reported that Santa Clara Coatings delivered the 1st half of the newly powder-coated pool furniture and removed the remaining furniture selected for re-coating, to be completed within the next few weeks.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report

Marcia Martin reported that the Board is drafting a summary of important rules and regulations to be included in the escrow packet provided all new owners by their title company.

ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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(\$)	125,114.47	999,619.64	976,672.00	22,947.64
Expense(\$)*	125,175.76	933,519.27	976,672.00	43,152.73
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,572,164.87		
**Reserve Expenditures Year to Date(\$):		249,498.63		
Reserve Fund Balance(\$):		3,498,037.72	(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 will send any questions or suggestions regarding the 2017 budget to treasurer Brian Finerty so that he can work with CMS on additional drafts of the budget.

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 to postpone the trimming a tree in the patio area for building clearance citing the need to protect the exterior surfaces of the building.
 - 2. The Board will do a visual inspection of a patio fence on which the owner is requesting maintenance.
 - 3. The Board will do a site visit to the area near a unit at which the owner is requesting additional lighting.
 - 4. In response to a complaint from an owner regarding bugs around a trash dumpster corral, the Board asked management to arrange to have the cement pads inside all of the dumpster corrals power washed.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the August, 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 almost completed. The Board approved a proposal from Jay Johnsons Construction to re-surface the balcony decks on 9 units on Foxhall Loop and Donovan Court, at a cost estimated to be between \$900-\$1500 each.

- C. Concrete walkway trip hazard proposal

The Board approved a proposal from M Pineda Construction to eliminate potential trip hazards throughout the community, at a cost of \$11,880.00.

ITEM IX - New Business

- A. Address signs

The Board passed a motion approving a proposal from Fast Signs to produce 11 address signs for attached garages in the community that do not currently have address signs, at a cost of \$3,139.95.

- B. Gutter cleaning proposal

The Board approved a proposal from Four Seasons Roofing to clean the buildings and carport roofs, gutters, downspouts, and drain pipes from rear balconies in November and January, at a cost of \$14,306.00.

- C. Newsletter

- 1. Do not place any items in the common area without prior Board approval.

- D. 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 8:31PM. The Board reviewed the assessment aging report, held two hearings in executive session, and discussed a pending alternative dispute resolution

hearing. 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 took no action on a rules violation that had been addressed.

Approved as submitted