

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 11, 2016**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
6 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 6:53PM.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving Committee recommended landscape upgrade proposals from Medallion, at a cost of \$9,997.05.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Elizabeth Grey updated the Board on the status of the walkway lighting replacement project, including interviewing prospective lighting contractors and requesting proposals. It is hoped that a complete mapping of the property and an assessment of each light post will be completed by the November Board meeting. This mapping will also support a review with the landscape committee to identify landscaping impacts.

C. Parking

There was a request to address the parking of multiple vehicles in open parking spaces by residents from the same unit. The Board will discuss during next Board meeting.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

No report.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report

Marcie Martin mentioned that she is reviewing the most recent water invoices to see why the water expense increased recently.

ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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(\$)	125,178.69	1,124,798.33	1,098,756	26,042.33
Expense(\$)*	119,021.88	1,052,541.15	1,098,756	46,214.85
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,631,219.43		
**Reserve Expenditures Year to Date(\$):		255,541.15		
Reserve Fund Balance(\$):		3,542,464.08		(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 passed a motion, with Elizabeth Grey abstaining, to approve the 2017 budget, which calls for an average monthly increase in assessments of 3.8%, to help cover anticipated increases in the operating expenses, plus continue to adequately fund the reserves for future capital improvements. The 2017 budget will be 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 reviewed a response from an owner to a letter requesting removal of a sign/banner from the patio area of his unit and agreed that the arguments presented by the owner were in agreement with current California legislature regarding signs and banners and agreed to permit the sign/banner to remain in the patio area.
2. In response to a request to install No Parking signs along Hamilton Place in the locations where resident discard landscape debris, the Board determined that the association did not have the authority to install signs along a public street.
3. In response to a request to install locks on the gates leading to the utility cabinet areas because of an incident during which a vagrant may have camped in one of the utility areas, the Board noted that security was now checking these areas during their security checks and would monitor the situation.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the September, 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 would be completed by the end of October.

C. Staircases

The Board reviewed the California Fire Code and will include in the next newsletter a reminder to keep a means of egress clear for all stairways in accordance with California Fire Code, Chapter 10.

ITEM IX - New Business

A. Financial Waste Consulting

The Board received a presentation for a service to manage Hamilton Place waste removal as an opportunity to cut monthly garbage expenses. The Board will discuss this opportunity at the next Board meeting.

B. Newsletter

Marcie Martin will provide an article about Means of Egress for the next newsletter.

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 8:52pm. The Board reviewed the assessment aging report and held a reimbursement assessment hearing. During the hearing, the Board imposed a \$125 reimbursement assessment to cover the cost of a plumbing invoice for inspecting a unit for reported plumbing noises that were not heard or found during the inspection.

Approved as submitted