

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 8, 2016**

**BOARD MEMBERS**

Marcie Martin	President
Heath Birkendahl	Vice President
Elizabeth Grey	Secretary
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
1 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**

Marcie Martin called the Board of Directors Meeting to order at 6:45PM.

**ITEM III – Approval of Minutes**

The Board requested amendments to the October 11, 2016 minutes and will review again during the December 13, 2016 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board passed a motion approving a proposal from Medallion to plant 7 replacement trees in selected areas, at a cost of \$2,567.00.
2. The Board passed a motion approving a proposal from Medallion to reseed selected areas, at a cost of \$450.00. The Board also passed a motion allocating up to an additional \$500 for reseeding other areas deemed necessary by the committee.
3. The Board passed a motion approving a proposal from Medallion to replace hedges with small river rock and cap sprinklers in selected areas adjacent to garages in order to reduce irrigation water usage, at a cost of \$1,590.00.
4. The Board passed a motion allocating up to \$1,500 to cap sprinklers in shrub beds in areas where appropriate in order to reduce irrigation water usage, to be determined by the committee.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. The Committee continues to discuss the proposed lighting project with various contractors in order to solicit installation bids.

C. Parking

There was a request to address the parking of multiple vehicles in open parking spaces by residents from the same unit. Management will draft a rule addressing this issue for Board review.

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**

Marcia Martin reported that she will provide a report to the Board regarding her review of recent water invoices.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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(\$)	126,165.53	1,249,963.86	1,220,840.00	29,123.86
Expense(\$)*	128,049.06	1,180,590.21	1,220,840.00	40,249.79
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,548,543.53		
**Reserve Expenditures Year to Date(\$):		410,931.58		
Reserve Fund Balance(\$):		3,437,627.65 (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. Audit/review of 2016 financials

The Board passed a motion approving a proposal from Allen & Cook to perform an audit of the 2016 financials, at a cost of \$2,950.00. The audit will be mailed to each owner in April, 2017.

**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. At the request of an owner, the Board agreed to place a couple of chairs and lounge chairs out in the pool deck areas over the winter months.

#### **ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the October, 2016 security report.

B. Landscape Debris Locations

The Board agreed to relocate one of the current landscape debris locations from in front of the clubhouse to across the street along the red curb next to Ashmeade Court for easier accessibility.

C. Financial Waste Consulting

The Board passed a motion approving a proposal from Financial Waste Consulting to monitor the trash/recycling bins throughout the community and sort trash and recycling so that the bins are properly used. There is no cost to the association for this service, which should result in reducing the weekly pick-ups from twice per week to once per week, a potential cost savings of approximately \$3,548.22 per month on the current Green Team pick-up charges. The association will retain half of these savings and pay the other half to Financial Waste Consulting for their service.

#### **ITEM IX - New Business**

A. Cement Repairs

The Board passed a motion approving a proposal from M Pineda Construction to address additional trip hazards and install a walkway near the Greenwich Court entry, at a cost of \$3,144.00.

B. Newsletter

1. new landscape debris location
2. vermin prevention

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 8:27PM. The Board reviewed the assessment aging report and held a reimbursement assessment hearing. During the hearing, the Board imposed a \$1,943.75 invoice charge to an owner to cover repair costs following a leak from the shower area into the unit below.

Approved as submitted