

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 13, 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 (CMS)
Maryalice Heim	Landscape Committee
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 6:54PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the October 11, 2016 and November 8, 2016 Board meetings as presented.

ITEM IV – Committee Reports

A. Landscape

1. Maryalice Heim and Sheba Solomon reviewed proposals for updates to selected areas in 2017 with the emphasis on reducing irrigation usage. The Board will discuss in more detail in 2017.
2. Marcie Martin shared an award given to Medallion Landscape for landscaping excellence at 1600 Hamilton Place and thanked Maryalice and Sheba for all of their efforts.

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

The Board approved a draft of an additional parking rule that read:

No more than one vehicle from a household may be parked in "OPEN" parking at the same time.

A draft of the proposed change to the parking rules will be mailed to each owner for a 30-day review/comment period.

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 is working with San Jose Water Company on obtaining more information regarding location of specific water meters.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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(\$)	125,655.77	1,375,619.63	1,342,924.00	32,695.63
Expense(\$)*	112,220.96	1,292,811.17	1,342,924.00	50,112.83
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,585,183.99		
**Reserve Expenditures Year to Date(\$):		432,772.14		
Reserve Fund Balance(\$):		3,466,783.38	(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 has requested proposals for installing additional lighting along selected walkways on Greenwich Ct.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the November, 2016 security report.

B. Revised Green Team trash removal agreement

The Board reviewed a summary of the amended agreement with Green Team to empty the trash bins once per week rather than twice now that Financial Waste Consulting was assisting the association with sorting and redistributing trash and recycling with all of the bins in the community.

ITEM IX - New Business

A. Annual Voting

The Board appointed Bill Hubbard to serve as Election Inspector for the March, 2017 elections and voting. The Board also appointed Marcie Martin, Tony Sanchez, and Maryalice Heim to the Nominating Committee.

B. Newsletter

1. new parking rule
2. chimney cleaning

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 a rules violation hearing. During the hearing, the Board took no further disciplinary action after noting that the owner had come into compliance with the window coverings rule.

Approved as submitted