

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 10, 2017**

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
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 6:32PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the December 13, 2016 Board meeting as presented.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving proposals from Medallion for landscape upgrades throughout the community, at a cost of \$11,930.00. Medallion will reduce this cost by a \$145 credit.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Heath Birkendahl updated the Board on status of the lighting project and agreed to forward copies of proposals from three lighting contractors to the Board for their review.

C. Parking

Amended parking rules are going through a 30-day member 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

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending December 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(\$)	125,543.83	1,501,163.46	1,465,010.00	36,153.46
Expense(\$)*	249,012.54	1,541,823.71	1,465,010.00	(76,813.71)
	*includes monthly contribution to Reserves			
Total Cash & Savings(\$):		3,637,508.65		
**Reserve Expenditures Year to Date(\$):		447,392.42		
Reserve Fund Balance(\$):		3,502,964.38 (includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

C. Close out of 2016 financials

The Board approved closing out the 2016 financials, pending any final year-end adjustments, with an operating fund balance of \$42,152.27 and a reserve fund balance of \$3,502,964.38.

D. Insurance renewal resolution

The Board passed a motion approving a resolution to borrow any necessary funds to cover the master insurance policy renewal in March, 2017 from the reserves and have operating reimburse reserves by the end of 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. The Board reviewed a request for continued arbitration regarding landscaping and disciplinary issues. The Board agreed that the association has done everything within their legal ability to address the issues and the owner will need to pursue other remedies.

2. The Board reviewed correspondence from two neighboring units regarding a barking dog issue and determined that, at this time, the unit owner with the dog was addressing the issue responsibly.
3. The Board reviewed correspondence from two neighboring units regarding noise complaints and determined that, based on the conflicting information presented by the two neighbors, the best course of action would be for the neighbors to arrange mediation through the county mediation service.
4. In response to a complaint about parents of children attending Valley Christian School parking in common area parking spaces, management said that he and security would monitor the situation.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the December, 2016 security report.

B. Annual Meeting and Election

The Nominating Committee has received confirmation from the following members that they plan on running for one of the three positions available on the Board in March, 2017: Heath Birkendahl, Mark Callow, Elizabeth Grey, and Brian Finerty.

C. Lighting proposal

The Board approved a proposal from The Repair People to add three pagoda light fixtures along the walkway adjacent to the Greenwich Ct tennis court, at a cost of \$1,640.47.

D. Welcome packet/letter

Brian Finerty is working on an information letter/packet that could be provided to new owners.

ITEM IX - New Business

A. 2017 Calendar

The Board reviewed the manager's 2017 association calendar.

B. Newsletter

1. insurance premium resolution

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 8:23PM. The Board reviewed the assessment aging report and discussed the status of arbitration with an owner over invoice charges.

Approved as submitted