

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 14, 2017**

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
11 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. There was a discussion regarding security and crime prevention during the open forum. The Board agreed to offer residents the opportunity to serve on the Safety Committee during the upcoming Annual Meeting of the Members in March.

ITEM II – Call to Order

Marcie Martin called the Board of Directors Meeting to order at 7:14PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the January 10, 2017 Board meeting as presented.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving a proposal from Medallion to spray 43 plum trees for fruit suppression, at a cost of \$2,365.
2. The Board passed a motion approving a proposal from Lewis Tree Service to remove a declining sycamore tree, at a cost of \$914.
3. The Board passed a motion approving a proposal from Medallion plant a replacement tree for the sycamore, at a cost of \$345.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Elizabeth Grey updated the Board on status of the lighting project. The committee will arrange a walkthrough with the Landscape Committee to look at areas that may have to be altered to accommodate the bollard lighting fixtures.

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

Marcie Martin is meeting with San Jose Water Company on February 22, 2017 to conduct a walkthrough inspection to determine which water meters serve which buildings.

ITEM VI - Treasurer’s Report – Financial Statement for period ending January 31, 2017

- 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(\$)	130,530.87	130,530.87	126,680	3,850.87
Expense(\$)*	119,505.69	119,505.69	126,680	7,174.31

*includes monthly contribution to Reserves

Total Cash & Savings(\$): 3,629,630.51

**Reserve Expenditures Year to Date(\$): 31,441.64

Reserve Fund Balance(\$): 3,521,117.47 (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. 2016 financials as closed

The Board was presented copies of the 2016 financials as closed.

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 discussed a repair issue in a unit following a plumbing leak and agreed to make necessary repairs per the protocol recommended in a report provided by All Bay Environmental.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the January, 2017 security report.

B. Annual Meeting and Election

The Ballots have been mailed to each owner for the annual elections and voting. The annual meeting will take place on March 14, 2017.

C. Welcome packet/letter

Brian Finerty will provide a draft of a welcome informational letter for new owners, with more Board review and discussion to follow.

ITEM IX - New Business

A. Newsletter

1. annual meeting

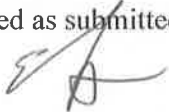
B. Assessment Aging Report

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 held three hearings. During the first hearing, the Board imposed a \$1,130.57 invoice charge to an assessment account to cover expenses incurred to repair damage to the common area following a shower leak. During the next hearing, the Board imposed a \$100 fine for not properly maintaining the landscaping and appearance of a restricted common area patio. During the final hearing, the Board imposed a \$75 invoice charge to cover the cost of an inspection by the roofing company that indicated the roof was in water-proof condition. The next Board meeting will take place on March 14, 2017, immediately following the conclusion of the annual meeting of the members.

Approved as submitted

A handwritten signature in black ink, appearing to be a stylized 'S' or 'A' with a horizontal line extending to the right.