

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 13, 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 |
| Lou Calvert | Social Committee |
| Deborah Finkel | Social Committee |
| Kari Kaplan | owner |
| Mark Callow | 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 6:33PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the April 11, 2017 and May 9, 2017 Board meetings, along with the minutes from the June 5, 2017 emergency executive session.

ITEM IV – Committee Reports

A. Landscape

1. Maryalice Heim updated the Board on Landscape Committee activity.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Heath Birkendahl and Elizabeth Grey updated the Board on status of the lighting project. Century Lighting has begun to install 10 test bollards in a specific area for Board inspection.
3. Window Replacement Guidelines – the committee agreed to review update the current guidelines for Board review.

C. Parking

No report.

D. Social

Deborah Finkel updated the Board on the status of the upcoming community event, which will take place in the clubhouse from 2-5PM on Sunday, August 5, 2017.

E. Clubhouse/Pool

No report.

F. Website

Heath Birkendahl reported that he is working with Rick Arellanes on updating the look of the website.

G. Safety/Security

No report.

H. Solar Committee

No report.

ITEM V – President’s Report

Marcie Martin reported that she is continuing to monitor the association water usage and costs. Ms Martin recommended continuing the ban on car washing within the community.

ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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(\$) | 129,177.12 | 662,106.32 | 633,400 | 28,706.32 |
| Expense(\$)* | 127,238.26 | 614,175.54 | 633,400 | 19,224.46 |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | | 3,730,035.68 | | |
| **Reserve Expenditures Year to Date(\$): | | 114,804.72 | | |
| Reserve Fund Balance(\$): | | 3,647,121.58 | | (includes \$538,500.00 in EQ fund) |

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments and reported that he would be arranging for an investment of an additional \$100,000 from the reserve funds into a CD.

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 agreed that propane patio heaters were acceptable as long as they were used properly and not directly underneath balconies.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the May, 2017 security report.

B. Welcome Letter

The Board will review several sections of the proposed letter over the next several Board meetings.

ITEM IX - New Business

A. Newsletter

No report.

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 8:16PM. The Board reviewed the assessment aging report and held a rules violation hearing and reimbursement assessment hearing. During the hearings, the Board imposed a \$50 fine for repeated violations of storing personal items in the common area. During the reimbursement hearing, the Board imposed a \$225 invoice charge for having mattresses left by a tenant removed and discarded. The next Board meeting will take place on July 11, 2017.

Approved as submitted

A handwritten signature in black ink, appearing to be 'HSA', with a long horizontal flourish extending to the right.