

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 11, 2017**

BOARD MEMBERS

Marcie Martin	President (Absent)
Heath Birkendahl	Vice President
Elizabeth Grey	Secretary (Absent)
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
Mark Callow	owner
Michael Matteucci	owner
Helen Shifrin	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

Heath Birkendahl called the Board of Directors Meeting to order at 6:52PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the June 7, 2017 emergency Board meeting and the June 13, 2017 scheduled Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. Maryalice Heim updated the Board on Landscape Committee activity.
2. The Board passed a motion approving a proposal from Lewis Tree Service to remove a liquid ambar tree damaging Ashmeade Ct, at a cost of \$775.00.

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 noted the feedback from members of the community on the new lights following the installation of test bollards in selected locations. Heath reported that, based on the feedback from residents, as well as inspections by the committee, installer, and supplier, the most effective bollard design and lighting fixture has now been determined and installation of that fixture will continue throughout the community. Any areas that may need additional lighting at the conclusion of the lighting replacement project will be addressed on an as-needed basis. The Board passed a motion approving the following proposals from Century Lighting and Electric:

\$18,436.20 for removal of 110 current flood light fixtures on the garage buildings and installation of 110 LED replacement fixtures.

\$55,536.60 for supply and deliver of 163 LED bollard lighting fixtures.

\$110,406.74 for removal and disposal of 163 wood lighting poles and fixtures and installation of 163 LED bollard lighting fixtures.

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. The Board agreed to permit a 2-piece band during the event.

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 June 30, 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(\$)	130,656.56	792,762.88	760,080	32,682.88
Expense(\$)*	137,672.33	751,847.87	760,000	40,915.01
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,775,725.56		
**Reserve Expenditures Year to Date(\$):		122,866.21		
Reserve Fund Balance(\$):		3,693,219.33	(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.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the June, 2017 security report.

- B. Welcome Letter

No action was taken on this item during this meeting.

ITEM IX - New Business

- A. Jay Johnson Proposal

No action was taken on a proposal to alter the metal lip between the top step and entry pads on stairways to upper units to help prevent rain water from leaking into the stairway framing pending a discussion by Heath Birkendahl with JJC for more information.

- B. Four Seasons Roofing Proposal

The Board approved a proposal from Four Seasons Roofing to replace a leaking skylight at 1847 Ashmeade Ct, at a cost of \$1,490.00.

- C. Newsletter

No report.

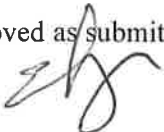
- D. Assessment Aging Report

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 7:35PM. The Board reviewed the assessment aging report and held rules violations hearings. During the first hearing, the Board imposed a \$50 invoice fee for removing rotten fruit from the common area. During the second hearing, the Board imposed fines totaling \$150 for not removing vines growing onto and through a wrought iron entry gate. During the 3rd hearing, the Board retained the \$100 clubhouse usage deposit for using the pool deck during a clubhouse event. During the 4th hearing, the Board imposed a \$50 fine for repeatedly allowing dogs to run unleashed in the common area. The next Board meeting will take place on August 8 2017.

Approved as submitted

A handwritten signature in black ink, appearing to be 'JH' or similar, written over the text 'Approved as submitted'.