

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 8, 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
Lou Calvert	Social Committee
Deborah Finkel	Social Committee
Marli Diniz	owner
Lynn Smith	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 6:42PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the July 11, 2017 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity.
2. The Board passed a motion approving a proposal from Lewis Tree Service to remove 3 declining trees, at a cost of \$2,700.
3. The Board passed a motion approving a proposal from Medallion Landscape to plant 4 replacement trees for those trees that are going to be removed as part of the tree removal permit process, at a cost of \$1,500.
4. The Board passed a motion approving a proposal from Medallion Landscape for landscape upgrades in the common area near 1913 Huxley Ct, at a cost of \$4,365.
5. The Board passed a motion approving a proposal from Medallion Landscape for landscape upgrades in the common area along the back of garages near 1893 Huxley Ct, at a cost of \$2,975.
6. The Board passed a motion approving a proposal from Medallion Landscape for landscape upgrades in the common area near 1897 Huxley Ct. at a cost of \$480.

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.

3. Window Replacement Guidelines – the committee will send out a draft of updated guidelines to the Board for their review.

C. Parking

No report.

D. Social

Deborah Finkel reported that approximately 50 residents attended the Aug 5 community event in the clubhouse. The Board thanked Deborah for all of her hard work in planning the event.

E. Clubhouse/Pool

1. The Board confirmed that the current pool rules and pool rules signs all indicate that the maximum guests permitted per household is 4.
2. The Board is reviewing proposals for replacing/repairing the ceiling inside the clubhouse.
3. The Board approved a proposal from The Repair People to include a monthly cleaning of the bollard light fixtures as part of their current monthly light run service.

F. Website

The Board discussed updating the website content and appearance.

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 July 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(\$)	132,820.75	925,583.63	886,760	38,823.63
Expense(\$)*	147,935.51	899,783.38	886,760	(13,023.38)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,381,848.77		
**Reserve Expenditures Year to Date(\$):		137,736.03		
Reserve Fund Balance(\$):		3,732,982.29	(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. 2018 Budget

The Board reviewed the 1st draft of the 2018 budget. The final budget will be approved and mailed to each owner by November, 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.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the July, 2017 security report. Management will remind security to check pool areas for non-residents and underage kids.

B. Welcome Letter

No action was taken on this item during this meeting.

C. Pacific Surfacing Proposals

Management will include the costs for recommended maintenance of the asphalt streets into the 2018 budget. The Board passed a motion approving a proposal from Pacific Surfacing to repaint the GUEST only spaces, at a cost of \$900.

D. Jay Johnson Construction Proposal

The Board passed a motion approving a proposal to cut back a section of the metal nosing at the top of the stairways leading to the second story units to help prevent rain water from draining towards the stucco outer wall of the entry deck causing damage to the stairway framing, at a cost of \$280 per location.

ITEM IX - New Business

A. Yellow jackets

There was a discussion about the annual problem of yellow jackets and wasps in the turf areas and it was agreed that the locations of the nests are needed prior to the association being able to take action.

B. Comcast Service Agreement

The Board passed a motion approving the renewal of the 5-year service agreement with Comcast. Comcast will pay the association \$29,800 for the 5-year agreement, which will be deposited into the association's general reserve fund.

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 8:00PM. The Board reviewed the assessment aging report, held two hearings, and discussed pending mediation regarding an outstanding reimbursement assessment. During the first hearing, the Board imposed a \$156.25 invoice fee for a plumbing repair that was determined to be an owner responsibility. During the second hearing, the Board imposed a fine of \$25 for not returning the clubhouse to its original condition following an event. During the mediation discussion, the Board provided authorization to those Board members attending the mediation to negotiate a settlement on behalf of the association. The next Board meeting will take place on September 12, 2017.

Approved as submitted

A handwritten signature in dark ink, appearing to be a stylized 'E' or 'S' followed by a flourish.