

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 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 |
| Lou Calvert | Social Committee |
| Deborah Finkel | Social Committee |
| Helen Shifrin | owner |
| E. Stamberg | 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, Resignation

- A. Marcie Martin called the Board of Directors Meeting to order at 6:41PM.
- B. Due to schedule constraints, Elizabeth Grey submitted her resignation effective whenever the Board finds a replacement.

ITEM III – Approval of Minutes

The Board approved the minutes from the August 8, 2017 Board meeting. There was no Board meeting held on September 12, 2017 due to a lack of quorum.

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 deep root fertilize 3 redwood trees, at a cost of \$450.
 3. The Board passed a motion approving a proposal from Lewis Tree to remove a dead pear tree and grind the stump, at a cost of \$450.
 4. The Board passed a motion approving a proposal from Lewis Tree Service to perform recommended annual complex wide tree maintenance, at a cost of \$35,315.
 5. The committee provided a long-range plan for possible removal of declining trees to the Board for budgetary considerations.
- 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 replacement project, which is hoped will resume sometime in November.
3. Window Replacement Guidelines – the committee is working on a draft of updated guidelines
4. Interior air conditioning units – the Board approved the seasonal installation of standard interior air conditioning units window vents with the stipulation that a standard white insert be used in the window.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board asked management to arrange for a venting microwave to be installed in the kitchen.

F. Website

Heath updated the Board on improvements that could be made to the website, with more discussions to take place on implementation.

G. Safety/Security

The Board asked that this committee be removed from the agenda due to lack of participation.

H. Solar Committee

The Board asked that this committee be removed from the agenda due to lack of participation.

ITEM V – President's Report

Marcie Martin reported that it is expected to spend more money on water usage than budgeted in 2017 due to increasing costs of water.

ITEM VI - Treasurer's Report – Financial Statement for period ending September 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(\$) | 130,501.12 | 1,235,406.23 | 1,140,120 | 95,286.23 |
| Expense(\$)* | 129,562.62 | 1,146,100.12 | 1,140,120 | (5,980.12) |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | | 3,991,551.57 | | |
| **Reserve Expenditures Year to Date(\$): | | 153,041.24 | | |
| Reserve Fund Balance(\$): | | 3,826,933.14 | (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. Review/audit of 2017 financials proposals

The Board approved a proposal from Allen & Cook to review the 2017 financials, at a cost of \$2,200. The review will be mailed to each owner in April, 2018.

D. 2018 budget

The Board approved the budget to 2018 with increases in the assessments ranging from 2.72% to 3.38% to help cover anticipated increases in the operating expenses.

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 declined a request to be reimbursed for a tow fee as the vehicle was determined to be in violation of the parking rules and received ample notification of the impending towing if the rules were violated again.
2. The Board agreed to have a hearing with an owner that is contesting fines for lack of maintenance of landscaping in the patio area.
3. The Board declined a request to revisit a landscape issue from 8 years ago citing that the Board has no interest in continuing the discussions regarding this issue.
4. In response to a request to have the gutters and downspouts cleaned, the Board arranged to have the work done community wide during the week of November 6.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the August and September, 2017 security reports.

B. Welcome Letter

No action was taken on this item during this meeting.

ITEM IX - New Business

A. Gutter cleaning proposal

The Board approved a proposal from Four Seasons Roofing to clean the sloped roofs, gutters, downspouts, flat carport roofs, and exterior drain pipes leading from the back of balconies during the week of Nov 6 and again in January, 2018, at a cost of \$14,006.

B. Newsletter

1. Board vacancy

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 8:00PM. The Board reviewed the assessment aging report, held rules violations and reimbursement assessment hearings. During the 1st hearing, the Board imposed a \$50 fine for dumping landscape debris into the common area, but agreed to hold the fine in abeyance based on the resident removing the debris. During the 2nd hearing, the Board imposed a \$62.50 reimbursement assessment to cover a portion of a plumbing invoice that was deemed the maintenance responsibility of the owner. During the 3rd hearing, the Board retained a \$100 clubhouse use deposit check for violations of the clubhouse usage agreement. During the 4th hearing, the Board imposed a \$281.25 reimbursement assessment to cover a plumbing invoice that deemed the maintenance responsibility of the owner. Management noted that the owner had already reimbursed the \$281.25 to the association. During the 5th hearing, the Board agreed to take no action on a reimbursement assessment based on information provided by the owner that supported the need to contact a plumber for a plumbing leak. The next Board meeting will take place on November 14, 2017.

Approved as submitted

Hanna Harte
11/14/17