

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 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 |
| Bob Newman | 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 6:39PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the October 10, 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 proposals from Medallion Landscaping for landscape upgrades on Huxley Ct, at a total cost of \$4,155.
3. The Board passed a motion approving a proposal from Medallion for landscape upgrades on Greenwich Ct as a result of the lighting installation project, at a cost of \$547.
4. The Board passed a motion approving a proposal from Lewis Tree Service remove 6 trees in decline, at a cost of \$2,725.
5. The Board passed a motion approving a proposal from Medallion Landscaping for landscape upgrades on Huxley Ct, at a cost of \$2,380.

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. Lights on Greenwich Ct have been installed and they are working on Ashmeade Ct at this time.
3. Window Replacement Guidelines – the committee is working on a draft of updated guidelines

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board passed a motion approving a proposal from Jay Johnson Construction for replacing the “popcorn” ceiling in the clubhouse with standard plastered ceiling, at a cost of \$11,200.

F. Website

No report.

ITEM V – President’s Report

Marcie Martin reported that she had not received the most recent water bills, but expected the usage to be high as a result of a recent break in the water line on Foxhall Loop.

ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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(\$) | 131,666.76 | 1,367,072.99 | 1,266,800 | 100,272.99 |
| Expense(\$)* | 129,740.50 | 1,275,840.62 | 1,266,800 | (9040.62) |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | | 3,401,384.28 | | |
| **Reserve Expenditures Year to Date(\$): | | 172,235.23 | | |
| Reserve Fund Balance(\$): | | 3,862,616.80 | (includes \$538,500.00 in EQ fund) | |

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

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 to a request to keep a new patio deck in place with the understanding that the owner and any future owners of the unit will be responsible to remove the deck during fencing maintenance.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the October 2017 security reports.

B. Welcome Letter

The Board continues to work on the language for a Welcome Letter to be given to new residents.

C. Comcast check'

The Board confirmed receipt of a \$29,800 check from Comcast for renewing the 5-year service agreement. The \$29,800 will go into the reserves general fund.

ITEM IX - New Business

A. New locks and keys for pool and tennis court gates

The Board reviewed proposals from Orchard City Locks to replace the locks on all pool and tennis court gates and provide copies of new keys for all residents, but took no action on these proposals at this time.

B. Entry Pad Repairs

The Board reviewed a proposal from Jay Johnson Construction for resurfacing entry pads at the top of the stairways but asked management to also get a proposal for replacing the coated pads with cement.

C. Emergency response and CERT program

The Board is considering a community wide emergency response program. More discussions will take place in the future.

D. Annual Voting and Board elections

The Board appointed Bill Hubbard to serve as the Election Inspector and Brian Finerty, Heath Birkendahl, and Maryalice Heim to the Nominating Committee for the annual voting and Board elections in March, 2017.

E. Newsletter

1. Board vacancy

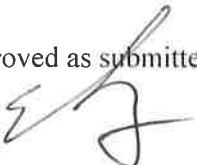
F. Assessment Aging Report

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 then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board took no further action noting that the owner had come into compliance with the rules. During the 2nd hearing, the Board and owner came to a consensus on the owner's responsibility to properly maintain the landscaping in the patios of her unit. During the 3rd hearing, the Board dealt with a barking dog complaint and came up with suggestions for both the defendant and the complainant on how to improve the situation. The next Board meeting will take place on December 12, 2017.

Approved as submitted

A handwritten signature in black ink, appearing to be a stylized 'J' or 'L' followed by a flourish.