

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 12, 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)
Sheba Solomon	Landscape Committee
Deborah Finkel	Social Committee
Helen Shifrin	owner
Bob Newman	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 6:38PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the November 14, 2017 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. Sheba Solomon updated the Board on Landscape Committee activity.
2. The Board passed a motion approving proposals from Medallion Landscaping for landscape replacement and repairs necessitated by the lighting upgrade project totaling \$2,205.50.
3. The Board passed a motion approving a proposal from Medallion to plant 4 replacement trees, at a cost of \$2,250.
4. The Board passed a motion approving landscape upgrade proposals from Medallion in selected areas in the complex, totaling \$1,781.75.
5. The Board approved up to \$5,000 for the removal of 4 trees located near the two entry monuments at Leigh Ave and Hamilton Place.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Elizabeth Grey updated the Board on status of the lighting replacement project.
3. Window Replacement Guidelines – Elizabeth Grey presented and the Board approved (with Marcie Martin abstaining) updated language regarding mullions for the window replacement guidelines.

Management will provide the entire updated window replacement guidelines, including the language regarding mullions, for Board review during the next meeting.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

The Board is reviewing options for upgrading the association website.

G. Nominating Committee

The committee will present its candidates for the March elections in January.

**ITEM V – President’s Report**

Marcie Martin reported that water costs continue to run over budget for 2017 due to dry conditions and higher rates. Ms Martin also discussed tentative 2018 projects to include asphalt streets, upgrading irrigation clocks, and investigating vehicle charging stations.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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(\$)	160,786.00	1,527,858.99	1,393,480.	134,378.99
Expense(\$)*	161,727.17	1,437,567.79	1,393,480	(44,087.79
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,130,370.84		
**Reserve Expenditures Year to Date(\$):		185,093.69		
Reserve Fund Balance(\$):		3,934,578.04	(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.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the November 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. Cert Training/disaster plan

No action taken during this meeting.

**ITEM IX - New Business**

A. Postal boxes

The Board discussed adding additional postal boxes at various mailbox kiosks. Management agreed to inspect areas to make sure there is adequate space for additional boxes.

B. Newsletter

1. Board vacancy
2. Board elections

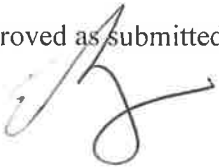
C. Assessment Aging Report

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 8:27PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1<sup>st</sup> hearing, the Board imposed a \$50 fine for exceeding the 5-minute open forum time limit and disrupting a Board meeting. During the 2<sup>nd</sup> hearing, the Board imposed a \$50 fine for not properly maintaining the landscaping inside the patio area. During the 3<sup>rd</sup> hearing, the Board imposed a \$50 fine for not removing a planter from a rail cap. The Board asked management to schedule suspension of association privileges hearings with three owners who have not paid previous fines imposed by the Board. The next Board meeting will take place on January 9, 2018.

Approved as submitted

A handwritten signature in dark ink, appearing to be a stylized 'A' or 'J' with a long horizontal stroke extending to the right.