

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 9, 2018**

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
Maryalice Heim	Landscape Committee
Deborah Finkel	Social Committee
Bob Newman	owner
Lou Calvert	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 6:48PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the December 12, 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 a proposal from Lewis Trees to remove the 4 loquat trees at the Leigh Ave entry, at a cost of \$1,950.

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. He has scheduled a punch list walkthrough with contractor later this week.
3. Window Replacement Guidelines – The Board passed a motion (with Marcie Martin abstaining) approving the following language added to window replacement guidelines regarding mullions(grid):

Mullions are optional when replacing all your windows at the same time. If mullions are chosen, the mullion pattern shall be similar to the colonial style originally installed by the builder. Mullions must be approximately 11.5" x 11.5" square pattern with a grid width between 1/2-5/8" and shall be the same color as the exterior window frame (bronze).

If a window breaks or if the owner wants to replace (only) one window, the new window must match the current window theme on the same wall of the unit (all mullions or none, same glass, etc.).

Should the owner want to remove the mullions from a window, the owner will need to remove the mullions from all windows on the same wall of the unit. If the mullions fall off, the owner will need to put them back up or remove the mullions from all windows on the same wall of the unit.

The amended guidelines will be mailed to all owners for a 30 day review/comment period.

C. Parking

Security will be asked to monitor fire lane parking more closely.

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 during the February 6, 2018 Board meeting.

ITEM V – President’s Report

Marcie Martin reported that water costs will end up being about 5% over budget for 2017 due to dry conditions and higher rates. Ms Martin asked the Board to finalize their list for any tentative projects for 2018.

ITEM VI - Treasurer’s Report – Financial Statement for period ending December 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(\$)	131,146.50	1,659,005.49	1,520,150	138,845.49
Expense(\$)*	154,673.10	1,592,240.89	1,520,150	(72,080.89)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,113,005.41		
**Reserve Expenditures Year to Date(\$):		219,667.84		
Reserve Fund Balance(\$):		3,954,894.29	(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. Close out of 2017 financials

The Board passed a motion to close out the 2017 financials with a projected operating fund balance of \$99,626.15 and reserve fund balance of \$3,416,394.29 before any year-end closing adjustments/accruals.

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 December, 2017 security report.

- 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.

- D. Postal boxes

After several postal boxes were repaired, the Board agreed to postpone the addition of any boxes at this time.

ITEM IX - New Business

- A. Clubhouse trellis

After inspecting the front of the clubhouse following removal of a trellis that was in poor condition, the Board agreed that no replacement was necessary.

- B. 2018 Calendar

The Board reviewed the 2018 association calendar and added power washing of walkways covered with moss in January.

- C. Newsletter

- 1. Board vacancy
- 2. Board elections
- 3. updated window replacement guidelines

- 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 then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board took no action with suspension of privileges noting that a delinquent fine had been paid. During the 2nd hearing, the Board imposed

a \$250 invoice charge for removing debris left in the common area. During the 3rd hearing, the Board took no action with suspension of privileges noting that a delinquent fine had been paid. During the 4th hearing, the Board took no action with suspension of privileges noting that a delinquent fine had been paid. During the 5th hearing, the Board imposed a \$125 invoice charge for a plumbing service call. During the 6th hearing, the Board imposed a \$250 invoice charge for a plumbing service call. The next Board meeting will take place on February 6, 2018.

Approved as submitted

A handwritten signature in dark ink, consisting of a stylized 'E' followed by a large, loopy 'O' and a small 'J' or 'L' at the end.