

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 6, 2018**

**BOARD MEMBERS**

Marcie Martin	President
Heath Birkendahl	Vice President (Absent)
Elizabeth Grey	Secretary
Brian Finerty	Treasurer
Tony Sanchez	Asst Secretary/Director (Absent)

**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
Mark Callow	owner
Helen Conway	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 6:54PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the January 9, 2018 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. Sheba Solomon and Maryalice Heim updated the Board on Landscape Committee activity.
2. The Board passed a motion approving a proposal from Medallion Landscape to replace the outdated irrigation controllers with controllers compatible with the current weather-tracking satellite system, at a cost of \$27,150.
3. The Board passed a motion approving a proposal from Medallion Landscape for tree replacements to comply with the city removal permit approval process totaling \$2,029.00 for 5 replacement trees.
4. The Board reviewed a management approved proposal from Lewis Trees for removal of a dead eucalyptus tree that posed a potential safety threat, at a cost of \$1,600.

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. Elizabeth and Heath Birkendahl have scheduled a walkthrough with Century Lighting later this week to look at lighting issues.

3. Window Replacement Guidelines – The amended guidelines are currently going through a 30 day member review/comment period.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Management updated the Board on current CA law regarding the use of the clubhouse for political and other related events.

F. Website

No report.

G. Nominating Committee

The committee reported that they had only one candidate indicate interest in running for one of the two positions up for election in March, 2018 – Tony Sanchez.

**ITEM V – President’s Report**

Marcie Martin updated the Board on water conservation efforts. After reviewing the 2017 financials as closed, the efforts resulted in the water expense for 2017 being only 3% over budget even with all of the increases in water rates throughout 2017.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending January 31, 2018**

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(\$)	135,723.08	135,723.08	130,5875,136.08	
Expense(\$)*	119,966.16	119,966.16	130,58710.620.84	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,032,733.37		
**Reserve Expenditures Year to Date(\$):		5,065.00		
Reserve Fund Balance(\$):	3,845,421.46	(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. 2017 financials as closed

The Board reviewed the 2017 financials as closed with an operating fund balance of 103,471.08 and a reserve fund balance of \$3,795,025.20.

D. Loan for renewal of master insurance coverage

The Board passed a resolution stating that any funds needed to cover the annual insurance renewal premiums in March, 2018 may be borrowed from the reserves and paid back out of the operating fund by the end of 2018.

**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. In response to a complaint regarding excess crows, the Board agreed that the issue did not merit action at this time due to its rare occurrence.
2. In response to a request for additional landscaping in the common area adjacent to a unit, the Board determined that the landscaping in that area was newly planted and needed to be given a chance to mature.
3. In response to an offer to investigate programs for painting murals on Comcast and PG&E utility cabinets, the Board agreed to allow an owner to obtain additional information.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the January, 2018 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. Annual member meeting and voting

The annual meeting will take place on March 13, 2018. The ballots for the annual voting will be mailed to each owner on February 7, 2018.

**ITEM IX - New Business**

A. Legal

The Board reviewed a letter from the association's attorney disclosing new hourly rates for legal service.

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 8:23PM. The Board then went into executive session to review the assessment aging report and discuss a request for reimbursement of fines. The Board declined the request for reimbursement of fines citing that they had been imposed under the proper protocol. The next Board meeting will take place on March 13, 2018, immediately following the conclusion of the annual meeting.

Approved as submitted