

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 10, 2018**

**BOARD MEMBERS**

Heath Birkendahl	President
Tony Sanchez	Vice President
Brian Finerty	Secretary/Treasurer
Deborah Finkel	Director
Elizabeth Grey	Director (Absent)

**OTHERS PRESENT**

Bill Hubbard	Community Management Services (CMS)
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
Marcie Martin	Owner
Greg Smith	Owner
Helen Shifrin	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, Announcement of Annual Voting Results, Election of officers, Vacancy**

A, The meeting was called to order at 6:41PM

B. Election Inspector Bill Hubbard announced the results of the annual member voting:

There were a total of 98 ballots submitted, out of which 95 were validated as properly submitted.

Tony Sanchez	91 votes, elected to a 2-year term
Deborah Finkel	3 write-in votes, elected to a 2-year term
Helene Parella	1 write-in vote
Bozo	1 write-in vote

IRS Resolution for 2018      93 votes in favor, 2 votes against, IRS resolution passed

The minutes from the March 14, 2017 Annual meeting were approved with a vote of 85 approving the minutes, with 9 members abstaining in the voting.

C. Election of Board officers

The Board elected officers for the coming year. See BOARD MEMBERS above for results.

D. Vacancy

Elizabeth Grey continues to serve on the Board until a replacement can be found.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the February 6, 2018 Board meeting. There was no Board meeting in March due to a lack of quorum.

#### **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 MPineda Construction to install sections of cement in the entry area planters, at a cost of \$3,272.
3. The Board passed a motion approving a proposal from Lewis Trees to remove 8 problematic trees, at a cost of \$7,025.
4. The Board passed a motion approving a proposal from Medallion Landscape to plant 8 replacement trees as part of the city tree removal permit process, at a cost of 3,177.
5. The Board reviewed a Landscape Committee approved proposal for installation of 80 yards of mulch, at a cost of \$6,000.

##### **B. Architectural**

1. The Board reviewed architectural related correspondence for the past 30 days.
2. Heath Birkendahl updated the Board on the status of lighting project.
3. The Board approved an updated version of the window replacement guidelines (see attached).

##### **C. Parking**

No report.

##### **D. Social**

No report.

##### **E. Clubhouse/Pool**

The main pool opened 4-1-18. The Foxhall Loop pool will open May 1, 2018.

##### **F. Website**

No report.

#### **ITEM V – President's Report**

No report.

#### **ITEM VI - Treasurer's Report – Financial Statement for period ending March 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(\$)	135,640.86	406,641.49	391,761	14,880.49
Expense(\$)*	134,160.16	373,950.12	391,761	17,810.88
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,068,393.33		

\*\*Reserve Expenditures Year to Date(\$): 59,992.39  
Reserve Fund Balance(\$): 3,900,719.77 (includes \$538,500.00 in EQ fund)

B. Reserve Fund Investments

No report.

C. Review of the 2017 financials

The Board approved the draft of the Allen & Cook review of the 2017 financials. The review will be mailed to each owner in April, 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. The Board declined a request from an owner to pay for adding plants to the common area adjacent to his unit citing that the existing plants will grow and fill in area.
2. The Board declined a suggestion to allow a tennis court to be used for a dog park.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the February and March, 2018 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.

D. Detached Garage Electrical Resolution

Management will include the resolution forbidding the usage of electrical appliances and vehicle battery charging in detached garages adopted in July, 2015 in the April, 2018 newsletter

**ITEM IX - New Business**

A. Insurance Renewal

The Board reviewed and approved the renewal information for both the master and earthquake insurance coverages.

B. Fire Extinguishers

Management reported that fire extinguishers were being stolen from the cabinets located in the common area and will look into whether the association is required to retain the cabinets.

C. Utility company cabinets

The Board asked management to arrange to have the AT&T cabinets painted as needed.

D. Rules Discussion

The Board discussed whether the association had the power to fine owners for violation of city or state codes. Brian Finerty agreed to review the CC&Rs to see if they contained such language.

E. Newsletter

1. Board vacancy
2. annual voting results
3. detached garage resolution

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 8:19PM. 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 \$319.33 reimbursement assessment for a plumbing repair. During the 2<sup>nd</sup> hearing, the Board imposed a \$200 fine plus a \$40 reimbursement assessment for having to remove lemons that dropped from a private tree into the common area. During the 3<sup>rd</sup> hearing, the Board retained a \$100 clubhouse usage deposit for not properly cleaning the clubhouse following an event. The next Board meeting will take place on May 8, 2018.

Approved as submitted

A handwritten signature in dark ink, appearing to be "L. Ry", is written over the "Approved as submitted" text.