

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 8, 2018**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
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, Board vacancy

- A. The meeting was called to order at 6:31PM.
- B. Vacancy

Elizabeth Grey and Tony Sanchez continue to serve on the Board until replacements can be found.

ITEM III – Approval of Minutes

The Board approved the minutes from the April 10, 2018 Board meeting.

ITEM IV – Committee Reports

- A. Landscape
 - 1. Maryalice Heim updated the Board on Landscape Committee activity.
 - 2. The Board passed a motion approving proposals from Lewis Tree Service for the removal of 4 trees in declining health, at a cost of \$2,550.
 - 3. The Board reviewed manager approved irrigation repairs proposals from Medallion totaling \$10,843.25.
 - 4. The Board reviewed Landscape Committee approved landscape upgrade proposals from Medallion totaling \$6,922.47.
 - 5. The Board approved landscape upgrade proposals from Medallion totaling \$30,886.15.
- B. Architectural
 - 1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2022 Foxhall Loop – approved garage door
 - b. 2066 Foxhall Loop – approved exterior light fixtures
 - c. 1822 Ashmeade Ct – approved exterior light fixtures
 - d. 1943 Huxley Ct – approved entry screen door.

2. Heath Birkendahl updated the Board on the status of lighting project. Heath is working with several contractors to obtain proposals for replacing the flood lights on the garage buildings.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The clubhouse carpets were cleaned by Premier Maintenance Service at \$500.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending April 30, 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(\$)	136,461.60	543,103.09	522,34820,755.09	
Expense(\$)*	109,337.87	483,287.99	522,34839,060.01	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,064,772.26		
**Reserve Expenditures Year to Date(\$):		76,708.36		
Reserve Fund Balance(\$):		3,939,886.43	(includes \$538,500.00 in EQ fund)	

B. Reserve Fund Investments

Brian Finerty updated the Board on reserve 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 passed a motion approving a request from an owner to be reimbursed \$1,967.56 for an invoice incurred for clearing a clogged sewer line in the common area. Management will remind the owner to contact management for any future plumbing issues involving the common areas.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the April, 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

Management will include an article in the May newsletter.

D. Fire Extinguishers

Management could find no language in either the city or state fire codes that required multiple dwelling communities to provide fire extinguishers. However, the Board agreed that the association would continue to maintain the fire extinguishers located in cabinets throughout the common areas.

ITEM IX - New Business

A. Genie Pool

The Board reviewed and approved a rate increase for the pool maintenance service to \$675 per month.

B. Newsletter

1. Board vacancies
2. CERT training

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 7:40PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board imposed a \$575.00 reimbursement assessment for a plumbing invoice. During the 2nd hearing, the Board imposed a \$50 fine for a resident repeatedly parking in a guest space. During the 3rd 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 June 12, 2018.

Approved as submitted

