

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 12, 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) |
| Marylalice Heim | Landscape Committee |
| Sheba Solomon | Landscape Committee |
| Lou Calvert | Owner |
| Mark Callow | Owner |
| Chris McConn | Owner |
| Charlotte Frank | 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 6:48PM.
- B. Vacancies

The Board appointed Charlotte Frank to take the Board position of Elizabeth Grey, with a term expiring in 2019 and appointed Bob Newman to take the Board position of Tony Sanchez, with a term expiring in 2020. The Board thanked both Tony and Elizabeth for their dedication will serving on the Board.

- C. Board Officers

The Board appointed Deborah Finkel to the position of Vice President.

ITEM III – Approval of Minutes

The Board approved the minutes from the May 8, 2018 Board meeting.

ITEM IV – Committee Reports

- A. Landscape
1. Maryalice Heim and Sheba Solomon 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 approved the removal of shrubs between garages near 1822 Ashmeade, at a cost of \$878.
 4. The Board approved the planting of a 24 inch box tree to replace a dead eucalyptus tree near 1881 Huxley, at a cost of \$350

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2029 Foxhall Loop – approved entry door
 - b. 1953 Huxley Ct – approved windows replacements
2. Heath Birkendahl updated the Board on the status of lighting project. The Board approved a proposal from Blue Arc Electric to install lighting in the planter areas of both Hamilton Place entry monuments, at a cost of \$4,464.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Management reported that a proposal from RE Cuddie to replace 6 clubhouse carpet tiles was approved, at a cost of \$410.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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(\$) | 136,352.92 | 679,456.01 | 652,935 | 26,521.01 |
| Expense(\$)* | 128,511.10 | 611,799.09 | 652,935 | 41,135.91 |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | | 4,137,315.01 | | |
| **Reserve Expenditures Year to Date(\$): | | 84,375.51 | | |
| Reserve Fund Balance(\$): | | 3,987,971.85 | (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 agreed that no action was needed on the maintenance of a tree in a front patio area at this time, but will revisit the issue in 3 months.
2. The Board reviewed the parking and violation tag history of a vehicle that was towed from a guest only space and agreed that the vehicle was properly towed.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the May, 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 report.

ITEM IX - New Business

A. Newsletter

1. Board vacancies filled
2. New Board officers

B. 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 took no action noting that the assessment account had been brought current. During the 2nd hearing, the Board took no action noting that the patio landscape guidelines had been met. The next Board meeting will take place on July 10, 2018.

Approved as submitted

