

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 14, 2018**

BOARD MEMBERS

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Secretary/Treasurer
Charlotte Frank	Director
Robert Newman	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
Helen Shifrin	Owner
Brian Hubbs	Owner
Lou Calvert	Owner
Ann Seckinger	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. The Board asked management to send a rules violation hearing notice to an owner for disrupting the open forum segment of the meeting, as well as the formal Board meeting.

ITEM II – Call to Order

The meeting was called to order at 6:47PM.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the July 18, 2018 Landscape Committee meeting.
2. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity.
2. The Board reviewed a management approved irrigation repairs proposal at \$500..
3. The Board approved proposals from Medallion for adding landscape upgrades on Greenwich Ct and Huxley Ct, at a total cost of \$865.
4. The Board approved a proposal from Medallion to make repairs to the landscaping following a domestic water line leak repair, at a cost of \$248.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2032 Donovan Ct – denied request for installation of kitchen exhaust fan and vent

2. Heath Birkendahl updated the Board on the status of lighting project. The Board passed a motion approving up to \$22,500 for installation of the remaining garage buildings flood lights and replacement of photo cells, pending receipt of official proposal from Century Commercial Service.
3. Entry Monument – management will contact Fast Signs for status of replacement lettering.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board denied a request from an owner to use the clubhouse on a weekly basis for a meditation class.

F. Website

No report.

ITEM V – President's Report

See lighting under Architectural Committee.

ITEM VI - Treasurer's Report – Financial Statement for period ending July 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(\$)	136,683.97	951,854.89	914,10937,745.89	
Expense(\$)*	145,486.82	895,479.42	914,10918,629.58	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,229,641.42		
**Reserve Expenditures Year to Date(\$):		149,612.33		
Reserve Fund Balance(\$):		4,034,357.13	(includes \$538,500.00 in EQ fund)	

B. Reserve Fund Investments

Brian Finerty updated the Board on reserve investments.

C. 2019 Budget

The Board reviewed the 1st draft of the 2019 budget. The budget will need to be approved and mailed to each owner by the end of November, 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 approved a request from an owner to install an elliptical machine in his detached garage.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the July, 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. Reserve parking spaces

The Board passed a motion approving up to \$700 for repainting the asphalt reserved parking spaces.

B. Newsletter

Articles already submitted for the August newsletter.

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 7:57PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board retained the \$100 clubhouse usage deposit because the guests used the pool during the event. During the 2nd hearing, the Board imposed a \$50 fine for a smoking nuisance violation. During the 3rd hearing, the Board imposed a \$212.50 reimbursement assessment to cover a plumbing invoice for clearing a clogged drain. The next Board meeting will take place on September 11, 2018.

Approved as submitted

A handwritten signature in black ink, appearing to read "L. Fay", is written over the "Approved as submitted" text.