

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 11, 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
Mark Callow	Architectural Committee
Helen Shifrin	Owner
Chris McConn	Owner
Haris Volos	Owner
Gregory Griffey	Owner
Jason Brown	Owner
Marcie Martin	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 August 14, 2018 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the August 22, 2018 Landscape Committee meeting.
2. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity.
3. The Board reviewed a management approved irrigation repairs proposals that totaled \$4,149.50.
4. The Board reviewed correspondence regarding Round up herbicide and, although there are apparently conflicting reports on the possible risks associated with Round-up, the Board agreed to ask Medallion for information on alternative weed controls.
5. The Board agreed that the Landscape Committee meetings would be more productive if they were restricted to committee members, invitees, and Medallion personnel only and will no longer permit resident participation during the meeting. All landscape related requests will need to go through the Board.

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
 - b. 1310 Greenwich Ct – approval for replacement windows and patio doors
2. Heath Birkendahl updated the Board on the status of lighting project.
3. Entry Monument – management reported that the entry signs are completed and awaiting scheduling with the installation department at Fastsigns.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board reviewed the current pool and tennis court rules and made the following revisions:

Eliminated the “Please replace the spa cover when done” from the pool rules noting that the health department no longer permits soft spa covers.

Changed the hours of operation in the tennis court rules from 7AM-10PM to 8AM-Dusk.

F. Website

No report.

ITEM V – President’s Report

See lighting under Architectural Committee.

ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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(\$)	136,199.33	1,088,054.22	1,044,696	43,358.22
Expense(\$)*	127,324.13	1,022,803.55	1,044,696	21,892.45
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,271,696.16		
**Reserve Expenditures Year to Date(\$):		156,167.42		
Reserve Fund Balance(\$):		4,084,022.89	(includes \$538,500.00 in EQ fund)	

B. Reserve Fund Investments

Brian Finerty updated the Board on reserve investments.

C. 2019 Budget

The Board continued reviewing the 1st draft of the 2019 budget. There was a discussion regarding an increase in the hours for security. Management will run various scenarios for budget drafts to present to the Board during the October meeting. 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 denied a request from an owner to be reimbursed \$150 for removing water stains from a vehicle.
 - 2. The Board reviewed an email from an owner regarding a possible faulty circuit breaker box in the main utility cabinet of a building. Management will request a copy of the PG&E service report from the owner in order to obtain more information.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the August, 2018 security reports.
- B. Welcome Letter

The Board completed amendments to the Welcome Letter. Brian Finerty will provide a final draft for Board approval during the October meeting.

ITEM IX - New Business

- A. Four Seasons Roofing

The Board passed a motion approving the proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts in November and January, at a total cost of \$15,086.
- B. Bright Outlook

The Board passed a motion approving an increase in the monthly service fee for janitorial service to \$995, commencing in January, 2019.
- C. A-Pro Pest Control

The Board reviewed a management approved proposal from A-Pro Pest Control to remove a yellow jacket nest from a common area wall on Foxhall Loop, at a cost of \$425.
- D. Newsletter

Articles were already submitted for the September newsletter.
- E. Assessment Aging Report

The Board will go into Executive Session at the conclusion of the meeting to discuss the assessment aging report.

 - 1. The Board passed the following resolution:

Resolved, pursuant to CA Civil Code section 5705, the Board for the Association authorizes and instructs Allies Trustee Services(ATS) to file a lien and foreclose upon the lien, if necessary, for the full amount of unpaid assessments, late charges, interest, and collection fees and costs against the property, parcel #284-43-019, if such account has not been reinstated on or before the date that the Notice of Default expires. The Board also authorizes ATS to cause the property to be sold if such account has not been reinstated on or before the date that the property is scheduled to be sold.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board imposed a \$50 parking rules violation fine, but agreed to hold the fine in abeyance based on the owner's assurance that the violation would not be repeated. During the 2nd hearing, the Board imposed a \$100 fine for an ongoing smoking nuisance violation. During the 3rd hearing, the Board imposed a \$100 fine for disrupting the open forum segment prior to a Board meeting and a \$200 fine for disrupting a formal Board meeting. During the 4th hearing, the Board imposed a \$125 reimbursement assessment to cover a plumbing invoice for a leak that was determined to be on the air conditioning condenser line. The next Board meeting will take place on October 9, 2018.

Approved as submitted

A handwritten signature in black ink, appearing to read "B. Font". The signature is written in a cursive, flowing style with a large initial "B" and a stylized "Font".