

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 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
Helen Shifrin	Owner
Haris Volos	Owner
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**

The meeting was called to order at 6:37PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the September 11, 2018 Board meeting, with the following changes:

ITEM IV.A. should have read:

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.

ITEM VII.B.1. should have read:

1. The Board denied a request from an owner to be reimbursed \$150 for removing water stains from a vehicle.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the September 12, 2018 Landscape Committee meeting.

2. Maryalice Heim updated the Board on Landscape Committee activity.
3. The Board approved a proposal from Medallion to convert spray irrigation nozzles to bubblers along a parking strip on Ashmeade Ct, at a cost of \$1,164.00 pending the results of a discussion between the Landscape Committee and Medallion regarding the possibility of converting the area to hardscape as an alternative.
4. The Board approved a proposal from Lewis Trees to trim selected trees throughout the community and remove 6 plum trees with declining health, at a total cost of \$35.580.

**B. Architectural**

1. The Board reviewed architectural related correspondence for the past 30 days.
  - a. 2032 Donovan Ct – approved replacement exterior lighting fixture.
2. Heath Birkendahl updated the Board on the status of lighting project.
3. Entry Monument – Heath Birkendahl reported that management is working with Fastsigns on issues involving the ordering and installation of the entry monument signs. The Board passed a motion approving the expenditure of \$8,943.54 for a 2<sup>nd</sup> monument sign as the original approved proposal for new signs only indicated one sign.

**C. Parking**

No report.

**D. Social**

No report.

**E. Clubhouse/Pool**

1. The Board continues to review the current pool and tennis court rules.
2. The Board passed a motion approving a proposal from The Repair People to install a timer on the spa jets so that they will not operate between the hours of 11PM and 8AM daily, at a cost of \$400.

**F. Website**

No report.

**ITEM V – President’s Report**

See Architectural Committee report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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(\$)	136,853.52	1,224,907.74	1,175,283	49,624.74
Expense(\$)*	129,777.09	1,152,580.64	1,175,283	22,702.36
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,300,580.99		
**Reserve Expenditures Year to Date(\$):		182,061.40		
Reserve Fund Balance(\$):	4,114,395.95	(includes \$538,500.00 in EQ fund)		

**B. Reserve Fund Investments**

Brian Finerty updated the Board on reserve investments.

C. 2019 Budget

The Board passed a motion, with Charlotte Frank dissenting, approving the budget for 2019, which calls for an increase in the monthly assessments ranging from 3.19% to 3.64% to help cover anticipated increases in the operating expenses in 2019. The budget will also allow a daily increase of one hour in security patrol coverage.

**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.

The Board denied a request from an owner to eliminate a guest parking space or prohibit commercial vehicles from using a guest parking space near her unit.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the September, 2018 security report.

B. Welcome Letter

The Board approved a final version of the Welcome Letter, which will be distributed all new owners with their escrow packet as well as to the current members periodically.

C. Car Wash

Discussion postponed until the December Board meeting.

**ITEM IX - New Business**

A. Electrical Panels

After reviewing a legal opinion by association attorney Sharon Pratt regarding the maintenance of the main electrical panels for each building, the Board passed a motion to have Sector Security inspect a panel in a building on Greenwich Ct to verify whether it needs replaced. The Board approved up to \$15,000 for a replacement panel, if needed.

B. Cement walkways

The Board passed a motion approving a proposal from M Pineda Construction to address potential trip hazards along the cement walkways in the complex, at a cost of \$15,840.

C. Newsletter

Articles were already submitted for the September newsletter.

D. 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 8PM. The Board then went into executive session to review the assessment aging report, hold a rules violation hearing, and discuss the formula in the CC&Rs used to determine assessment amounts for each of the 6 unit plans. During the hearing, the Board took no action following review of a response from the owner that the violation was corrected. The next Board meeting will take place on November 13, 2018.

Approved as submitted

A handwritten signature in black ink, appearing to read "Li Feng", is positioned to the right of the "Approved as submitted" text.