

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2018**

BOARD MEMBERS

Heath Birkendahl	President (Absent)
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
Howard Lyons	Owner
Lou Calvert	Owner
Helen Conway	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 6:38PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the October 9, 2018 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the October 17, 2018 Landscape Committee meeting.
2. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity. The city approved the pending permits for removal of the 5 declining trees in the community.
3. The Board reviewed manager approved proposal for tracing the wiring for an irrigation valve, at a cost of \$300.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 1939 Huxley Ct – approval for a security camera installation
 - b. 1869 Huxley Ct – approval of stamped concrete patio
2. Lighting Project – management reported that the exterior garage light fixtures project is in process.
3. Entry Monument – Management reported that the new signs for the two Hamilton Place entry monuments were in production and Fast Signs agreed to provide both signs at a total cost of \$12,657.08.
4. Solar panel guidelines – management reported that he is working with the association's attorney on guidelines for the owner installation of solar panels.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board completed and approved a draft of the pool and tennis court usage rules, which will be sent to each owner for a 30 day review/comment period.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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(\$)	137,682.97	1,362,590.71	1,305,870	56,720.71
Expense(\$)*	130,976.63	1,283,557.27	1,305,870	22,312.73
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,378,003.14		
**Reserve Expenditures Year to Date(\$):		201,557.40		
Reserve Fund Balance(\$):		4,152,525.83	(includes \$538,500.00 in EQ fund)	

B. Reserve Fund Investments

Brian Finerty updated the Board on reserve investments.

C. Audit/review of the 2018 financials

The Board passed a motion approving a proposal from Allen & Cook to provide a review of the 2018 financials, at a cost of \$2,200. The review will be mailed to each owner in April, 2019.

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.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the October, 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. Annual Voting in March, 2019

1. The Board appointed Bill Hubbard to serve as the election inspector for the annual member voting in March, 2019.
2. The Board appointed Deborah Finkel, Robert Newman, and Maryalice Heim to the Nominating Committee for the March, 2019 Board elections.

B. Newsletter

1. Drafts of pool and tennis court rules
2. Draft of welcome letter
3. Solar panel committee
4. Electrical panels in units should have main breaker

C. Assessment Aging Report

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

The Board passed the following resolution:

Resolved, pursuant to CA Civil Code section 5705, the Board for the Association authorizes and instructs Allied 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 7:40PM. The Board then went into executive session to review the assessment aging report, hold hearings. During the 1st hearing, the owner questioned the responsibility of reimbursing the association for a plumbing invoice. The Board determined that the invoice charge was appropriately billed to the owner. During the 2nd hearing, the Board imposed a \$50 fine for not properly maintaining the landscaping in a restricted common area patio. The next Board meeting will take place on December 12, 2018.

Approved as submitted

