

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 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)
Sheba Solomon	Landscape Committee
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 6:35PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the November 13, 2018 Board meeting, with Heath Birkendahl abstaining due to his absence from the meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the November 14, 2018 Landscape Committee meeting.
2. Sheba Solomon updated the Board on Landscape Committee activity.
3. The Board reviewed manager approved proposals from Medallion for tracing the wiring for an irrigation valve on a T&M basis, to repair an irrigation valve at a cost of \$153, and to replace a faulty irrigation valve at a cost of \$440.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 1816 Ashmeade Ct – approval for a replacement front door
2. Lighting Project – The Board approved a proposal from Century Lighting for the installation of 120 replacement garage building flood lights, at a cost of \$22,100.
3. Entry Monument – Management reported that the new signs for the two Hamilton Place entry monuments should be installed within the next couple of days.
4. Solar panel guidelines – management recommended that no action be taken at this time as the guidelines will be costly to have done by an attorney and no interested has been shown by members to date.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

No report.

ITEM V – President’s Report

See Architectural Committee report on lighting.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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(\$)	137,577.68	1,500,168.39	1,436,457	63,711.39
Expense(\$)*	137,668.16	1,421,225.43	1,436,457	15,231.57
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,409,007.19		
**Reserve Expenditures Year to Date(\$):		225,061.37		
Reserve Fund Balance(\$):		4,186,408.27(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.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the November, 2018 security report.

B. Car washing

The Board agreed to open the 2 car wash areas sometime in 2019 for a trial basis to see how much water will be used. Management agreed to look into a system that would require payment for using the car wash areas.

C. Annual Meeting and voting

The ballots for the annual member voting will be mailed to each owner in February, 2019.

ITEM IX - New Business

A. EBAY

Charlotte Frank presented information regarding meetings she has had with a security representative from EBAY concerning improvement of security in the area. More discussions will take place with EBAY on this subject.

B. Consolidated Plumbing

The Board reviewed a management approved a proposal from Consolidated Plumbing for an emergency repair of a broken sewer line inside a restricted common area patio, at a cost of \$3,750.

C. Winchester Pest Control

The Board approved a proposal from Winchester Pest Control to install 40 rat abatement stations throughout the community at an initial cost of \$1500 for the stations and \$825 per month.

D. Newsletter articles

No additions at this time.

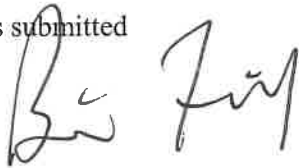
E. Assessment Aging Report

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 7:55PM. 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 fine for not properly maintaining a fountain in the patio area of a unit that was causing a nuisance for a neighboring resident. During the 2nd hearing, the Board imposed a \$50 fine for not breaking down cardboard boxes, but agreed to hold the fine in abeyance based on the resident's assurance that the violation would not occur again. During the 3rd hearing, the Board imposed fines of \$100 and \$200 for a continuing problem with cigarette smoking from a unit causing a nuisance for a neighboring resident. The next Board meeting will take place on January 8, 2019.

Approved as submitted

A handwritten signature in black ink, appearing to be "B. Fry", is written over the text "Approved as submitted".