

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 8, 2019**

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
Maryalice Heim	Landscape Committee
Haris Volos	Owner
Gregory Griffey	Owner
Marcie Martin	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 6:41PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the December 11, 2018 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the December 12, 2018 Landscape Committee meeting.
2. Sheba Solomon and Maryalice Heim updated the Board on Landscape Committee activity.
3. The Board reviewed manager approved proposals from Medallion for irrigation related repairs totaling \$1,150.
4. The Board approved a proposal from Medallion to plant 8 replacement trees as part of a city removal permit requirement, at a cost of \$3,318.
5. At the recommendation of the Committee, the Board approved upgrade proposals from Medallion for 2019 totaling \$28,259.50

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 1306 Greenwich Ct – approval for fire place gas insert
2. Lighting Project – Heath Birkendahl reported that the garage flood light fixtures have been ordered.
3. Entry Monument – The new Hamilton Place entry monument signs have been installed

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

No report.

ITEM V – President’s Report

A. See Architectural Committee report on lighting.

B. As part of the President’s Report, past Board president Marcie Martin presented a report on 2018 water usage and expenditures. Total usage increased by 2%. The residential and landscape water expenditures for 2018 totaled \$242,618.18.

ITEM VI - Treasurer’s Report – Financial Statement for period ending December 31, 2018

A. The Board of Directors received and reviewed the current reconciliations and account statements 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, the income and expense statement of the Association’s operating and reserve accounts, as well as related bank statements and other financial information for the period ending December 31, 2018 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	138,229.99	1,638,398.38	1,567,044	71,354.38
Expense(\$)*	162,818.17	1,584,043.60	1,567,044	(16,999.60)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,415,968.27		
**Reserve Expenditures Year to Date(\$):		253,922.64		
Reserve Fund Balance(\$):		4,215,106.29	(includes \$538,500.00 in EQ fund)	

A. Reserve Fund Investments

Brian Finerty updated the Board on reserve investments. Charlotte Frank motioned to limit the term for CDs invested for the earthquake reserve fund to no longer than 12 months. There was no 2nd to the motion and it was agreed to take up this topic again during the February Board meeting.

B. Monthly financials

Per Civil Code 5500/5502, the Board appointed Brian Finerty and Heath Birkendahl to a Board subcommittee whose responsibility will be to review the nine financial documents required to be reviewed monthly by the civil code. The subcommittee reviewed the documents for the January 8, 2019 meeting.

C. Close out of 2018 financials

The Board passed a motion to move \$54,354.78(before any other year-end adjustments/accruals) in excess operating income over expenses for 2018 into the reserves per the IRS Resolution passed by the members in March, 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.

The Board denied a request from an owner to be reimbursed for hotel expenses during a gas leak repair citing ARTICLE VI, section 6.01 of the CC&Rs which stipulate that the association shall not be responsible for paying for temporary dislocation of residents which may result from any maintenance or repair work.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the December, 2018 security report.

- B. Car washing

Not discussed

- C. Annual Meeting and voting

The Nominating Committee submitted the following names for the Board elections in March, 2019:

Heath Birkendahl, Brian Finerty, and Charlotte Frank. No other members expressed interest in seeking election to the Board at this time.

ITEM IX - New Business

- A. 2019 Association Calendar

The Board reviewed the association manager's calendar for 2019.

- B. Asphalt Street Repairs

Asphalt street repairs are slated to be done sometime in 2019. Bids for the work will be obtained.

- C. Newsletter articles

- 1. Annual meeting and elections in March

- 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 7:45PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, met with the owner regarding an outstanding maintenance issue and agreed to take no further action upon confirmation that the maintenance

was completed. During the 2nd hearing, the Board imposed a \$311.44 reimbursement assessment to cover the cost of a plumbing invoice. During the 3rd hearing, the Board imposed a \$200 fine 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 February 12, 2019.

Approved as submitted

A handwritten signature in black ink, appearing to be 'J. M. J.', is written over the 'Approved as submitted' text.