

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 2019**

BOARD MEMBERS

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Secretary/Treasurer(Absent)
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
Lou Calvert	Owner
Suzanne Selby	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 January 8, 2019 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the January 21, 2019 Landscape Committee meeting.
2. Sheba Solomon and Maryalice Heim updated the Board on Landscape Committee activity.
3. The Board reviewed committee approved landscape upgrade proposals for 2019 totaling \$40,252.50.
4. The Board approved a proposal from Medallion for landscape upgrades near 1893 Huxley, at a cost of \$1,203.
5. The Board reviewed a manager approved proposal from Medallion to repair a leaking 2 inch irrigation mainline near the clubhouse at \$600.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2041 Donovan Ct – approval for security camera
 - b. 2032 Donovan Ct – approval for air conditioning condenser and conduit
 - c. 2080 Foxhall Loop –approval for replacement windows
 - d. 1865 Huxley Ct – approval for replacement window
 - e. 2077 Foxhall Loop – approval for replacement windows
2. Lighting Project – Heath Birkendahl reported that the garage flood light fixtures have been ordered and should be installed within the next 30 days, weather permitting.

3. Satellite dish installation guidelines

The Board approved adding the following language:

9. If an existing tree located in the common area needs future trimming in order to provide an unobstructed sight line for the dish, the trimming will be done in accordance to acceptable tree maintenance practices by the association's arborist at the unit owner's expense.

A draft of the revised guidelines will be mailed to each owner for a 30-day review/comment period.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Following completion of the 30-day member review/comment period, the Board approved amended versions of the pool/spa rules and the tennis court rules (included with minutes). The approved rules will be sent to all owners.

F. Website

Heath Birkendahl reported that Rick Arellanes updated the look of the website.

ITEM V – President's Report

- A. See Architectural Committee report on lighting.

ITEM VI - Treasurer's Report – Financial Statement for period ending January 31, 2019

- 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 January 31, 2019 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	142,733.35	142,733.35	135,0757,658.35	
Expense(\$)*	125,443.40	125,443.40	135,0759,631.60	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,472,652.72		
**Reserve Expenditures Year to Date(\$):		17,881.69		
Reserve Fund Balance(\$):		4,306,834.48(includes	\$538.500.00 in EQ fund)	

B. Reserve Fund Investments

In Brian Finerty's absence, the Board reviewed the investment portfolio for the association.

C. 2018 financials as closed

The Board reviewed the 2018 financials as closed.

D. Loan for insurance premiums

The Board passed a resolution that approved the borrowing of funds from the reserves to cover the annual master blanket insurance policy and earthquake insurance policy renewal premiums. The loan will be repaid to the reserves by the operating fund by the end of 2019.

ITEM VII - Association Manager's Report

A. Action Item List – The Board reviewed the action item list since the previous meeting.

A. Correspondence – The Board reviewed correspondence since the previous meeting.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the January, 2019 security report. The security patrol hours increased to 4 hours per day, effective February 1, 2019.

B. Car washing

On hold for now.

C. Annual Meeting

The annual meeting of the members will take place on March 12, 2019.

E. Asphalt street maintenance

Heath Birkendahl reported that he and Bill Hubbard inspected the asphalt streets and will obtain a proposal for needed maintenance.

F. Detached Garage usage rule

The Board will include a copy of the detached garage usage rules with the March newsletter so that owners are reminded that the electrical wiring in these garages are not suited for appliances/vehicles that could result in high electrical usage.

G. Welcome Letter

Following completion of the 30-day member review/comment period, the Board approved a Welcome Letter that outlines the major rules and guidelines of the association for new residents. The approved Welcome Letter will be sent to all owners and residents.

ITEM IX - New Business

A. Newsletter articles

1. Annual voting results
2. Pool/spa and tennis court rules
3. Welcome Letter
4. Detached garage guidelines

B. Assessment Aging Report

The Board will go into Executive Session at the conclusion of the meeting to discuss the assessment aging report. During the Executive Session, 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 #284-53-074, 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 7:28PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board imposed fines totaling \$600 for three reported incidents of smoking being a nuisance to a neighboring unit. During the 2nd hearing, the Board imposed a \$50 fine for not properly maintaining the patio landscaping. During the 3rd hearing, the Board imposed a \$50 fine for a not properly maintaining the patio landscaping. The next Board meeting will take place on March 12, 2019.

Approved as submitted

C. Frank