

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

BOARD MEMBERS

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Treasure
Charlotte Frank	Secretary
Robert Newman	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	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, Annual Voting Results, Election of officers

A. The meeting was called to order at 7:03PM.

B. Annual Member Voting Results

Election inspector Bill Hubbard announced the results of the annual member voting. There were a total of 92 ballots submitted, out of which 91 were validated as properly submitted.

Heath Birkendahl	82 votes, elected to a 2-year term
Brian Finerty	82 votes elected to a 2-year term
Charlotte Frank	83 votes elected to a 2-year term

IRS Resolution for 2019	89 votes in favor, 2 votes against, IRS resolution passed
-------------------------	---

The minutes from the March 13, 2018 Annual meeting were approved with a vote of 85 approving the minutes, with 5 members abstaining in the voting.

C. Election of officers

The Board passed a motion to elect the following officers for the coming year:

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Treasurer
Charlotte Frank	Secretary

ITEM III -- Approval of Minutes

The Board approved the minutes from the February 12, 2019 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the February 20, 2019 Landscape Committee meeting.
2. Maryalice Heim updated the Board on Landscape Committee activity.
3. The Board reviewed committee approved landscape upgrade proposals for 2019 totaling \$448.75.
4. The Board reviewed manager approved proposals from Medallion to repair leaking irrigation lines totaling \$440, as well as proposals for spraying plum trees for fruit suppression at a cost of \$2,535.00 and spraying the hackberry trees for aphid control, at a cost of \$1,675.
5. The Board reviewed manager approved proposals from Lewis Tree Service to remove a large eucalyptus branch from the common area and reduce the failed branch, at a cost of \$675.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2032 Donovan Ct – patio upgrades approval
 - b. 1961 Foxhall Loop – exterior lighting approval
2. Lighting Project – Heath Birkendahl reported that the garage and trash/recycling enclosure flood light fixtures will be installed within the next several weeks.

C. Parking

No report.

D. Social

The Board reviewed an email from Comcast offering to host a social event. Management will request more details.

E. Clubhouse/Pool

The clubhouse pool will open on April 1, 2019 and the Foxhall Loop pool will open on May 1, 2019.

F. Website

No report.

ITEM V – President's Report

- A. See Architectural Committee report on lighting.

ITEM VI - Treasurer's Report – Financial Statement for period ending February 28, 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 February 28, 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(\$)	142,671.24	285,404.59	270,150	15,254.50
Expense(\$)*	120,254.57	245,697.97	270,150	24,452.03

*includes monthly contribution to Reserves

Total Cash & Savings(\$): 4,523,908.21
**Reserve Expenditures Year to Date(\$): 28,060.83
Reserve Fund Balance(\$): 4,353,789.03 (includes \$538,500.00 in EQ fund)

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of its investments.

C. Allen & Cook Review of the 2018 financials

The Board approved the Allen & Cook Review of the 2018 financials. The review will be mailed to each owner in April, 2019.

D. Barrera & Company Reserve Study Proposal

The Board passed a a motion approving a proposal from Barrera & Co to provide a 2019 reserve study at a cost of \$2,600.

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 February, 2019 security report.

B. Car washing

On hold for now.

C. Asphalt street maintenance

Management reported that he conducted an walkthrough inspection of the asphalt streets and cement curbs with a representative from Pacific Surfacing Inc to discuss a proposal for asphalt street and cement curb maintenance.

ITEM IX - New Business

A. Insurance Renewal Proposals

The Board passed a motion approving a proposal from Farmers Insurance for renewal of the blanket master insurance coverage, at a cost of \$73,558.00 and a proposal from O'Connor Insurance agency for renewal of the \$5,000,000 earthquake coverage at a cost of \$58,764.00.

B. Perimeter fence

Charlotte Frank reported that the cost for installing a 7 foot high wrought iron fence along the Los Gatos Creek Trail and selected access locations on Greenwich Ct and Ashmeade Ct would be approximately \$86,000. Ms Frank is negotiating with Ebay to cover a portion of the cost. The Board agreed, in principle, with the project, but will not give final approval until the actual costs to the association are determined and management reviews the CC&Rs to see if the Board has the authority to approve the expenditure. There will also be a general member meeting on April 6, 2019 to discuss the proposed project with the members.

Newsletter articles

1. Annual voting results

C. 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, the Board imposed a reimbursement assessment in the amount of \$184.90 to cover the cost of repairs to a hot water heater in a unit. During the 2nd hearing, the Board imposed fines totaling \$600 for three reported incidents of smoking being a nuisance to a neighboring unit. The next Board meeting will take place on April 9, 2019.

Approved as submitted

A handwritten signature in black ink, appearing to read "C. Frank". The signature is written in a cursive, flowing style with a large initial "C" and a long, sweeping underline.