

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 11, 2019**

**BOARD MEMBERS**

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Treasurer
Charlotte Frank	Secretary
Robert Newman	Director (absent)

**OTHERS PRESENT**

Bill Hubbard (by phone)	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
Ryan Rimmel	Resident
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 6:31PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the May 14, 2019 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the May 22, 2019 Landscape Committee meeting.
2. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity.
3. The Committee requested that the Board budget \$12,000 for annual mulching throughout the community.
4. The Board reviewed manager approved proposals from Medallion for irrigation repairs totaling \$900 and a proposal for replacing a defective irrigation backflow device, at a cost of \$1,970.
5. The Board approved a proposal from Medallion to add an irrigation valve on Foxhall Loop, at a cost of \$283.75, replace plant material damaged during a plumbing repair, at a cost of \$257.50, and replace nandinas in three garage planter areas, at a total cost of \$141.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
  - a. 1312 Greenwich Ct approval for replacement windows
2. Lighting Project – Heath Birkendahl updated the Board on progress of adding additional lighting in selected areas.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. In response to recent late night noise complaints from clubhouse events, the Board amended the clubhouse usage agreement to indicate the clubhouse events hours would be from 8AM-11PM daily.

F. Website

Heath Birkendahl reported that he and Rick Arellanes will be updating the website soon.

**ITEM V – President’s Report**

- A. See Architectural and Website Committee reports.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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 April 30, 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(\$)	145,116.23	716,829.63	675,375	41,454.63
Expense(\$)*	134,497.65	693,724.76	675,375	(18,349.76)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,519,014.29		
**Reserve Expenditures Year to Date(\$):		129,035.24		
Reserve Fund Balance(\$):		4,427,302.91	(includes \$538,500.00 in EQ fund)	

- B. Reserve Fund Investments

Brian Finerty updated the Board on the status of its 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 May, 2019 security report.

- B. Car washing

The Board passed a motion to reopen the Greenwich Ct carwash area.

C. Asphalt street maintenance

The Board reviewed the tentative schedule for asphalt street repairs, scheduled to begin in late July.

D. EBAY security fence

Charlotte Frank updated the Board on the status of the discussions with EBAY for participating in the installation of a perimeter security fence.

E. Dumpster Corral Gates

The Board passed a motion approving a proposal from Jay Johnson Construction to replace the gate latches, tune up the hinges, and repaint the gates at the 15 dumpster corrals, at a cost of \$7,750.

**ITEM IX - New Business**

A. Insurance

The Board reviewed information of deductible options for the D&O coverage, but agreed to maintain the current deductible.

B. Balconies and flat roofs

The Board approved a proposal from Jay Johnson Construction to inspect, clean, and resurface, where needed, the 2<sup>nd</sup> story balconies and flat roofs throughout the community, at a cost of \$180,630.

C. Four Seasons Roofing proposal

The Board passed a motion approving a proposal from Four Seasons Roofing to replace the leaking skylight at 1305 Greenwich Ct, at a cost of \$1,051.

D. The Board passed a motion approving a proposal from Jay Johnson Construction to perform a tune-up on selected 2<sup>nd</sup> story master bedroom balcony railing caps, at a cost of \$8,250.

E. Newsletter articles

1. Asphalt street repairs schedule

F. 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 7:52PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1<sup>st</sup> hearing, the Board imposed a \$50 fine for advertising a unit on Airbnb. During the 2<sup>nd</sup> hearing, the Board took no action after clubhouse usage violations were corrected. During the 3<sup>rd</sup> hearing, the Board retained the \$100 clubhouse usage deposit in response to guests using the pool and spa area during a clubhouse event. During the 4<sup>th</sup> hearing, the Board imposed a \$50 fine for a clubhouse usage agreement violation and an additional \$50 usage fee for accessing the clubhouse on days other than the scheduled event day. The next Board meeting will take place on July 16, 2019.

Approved as submitted

