

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 16, 2019**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services (CMS)
Marylalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
Mark Callow	Architectural 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 6:34PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the June 11, 2019 Board meeting, with the following correction: section IX,B should have read:

*A. 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.*

**ITEM IV – Committee Reports**

**A. Landscape**

1. The Board reviewed the minutes from the June 19, 2019 Landscape Committee meeting.
2. Maryalice Heim and Sheba Solomon updated the Board on Landscape Committee activity.
3. The Board approved a proposal from Medallion to remove the nandinas from the planter areas adjacent to the garages and replace with non-variegated society garlic, at a cost of \$11,268.

**B. Architectural**

1. Lighting – Heath reported that the lighting project is almost completed with a few minor adjustments needed at this time.
2. The Board reviewed architectural related correspondence for the past 30 days.
  - a. 1825 Ashmeade – approval for replacement windows and sliding door
  - b. 1365 Greenwich – request to install a sun shade in patio denied

c. 1961 Foxhall Loop - approval for replacement windows and sliding door

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board passed a motion approving a proposal from Steve's Painting to paint all the interior doors in the clubhouse, at a cost of \$465.

F. Website

No report.

**ITEM V – President's Report**

A. See Architectural and Website Committee reports.

**ITEM VI - Treasurer's Report – Financial Statement for period ending June 30, 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 June 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(\$)	145,240.13	862,069.76	810,450	51,619.76
Expense(\$)*	131,390.90	825,115.66	810,450	(14,665.66)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,530,114.10		
**Reserve Expenditures Year to Date(\$):		164,343.72		
Reserve Fund Balance(\$):		4,449,749.62	(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.

1. The Board denied a request from an owner to be reimbursed for expenses incurred during repairs to the wood trim around the windows noting that the owner's contractor reported the deterioration was due to the incorrect installation of replacement windows, which is an owner maintenance responsibility.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the June, 2019 security report.

B. Asphalt street maintenance

The Board reviewed the tentative schedule for asphalt street repairs, scheduled to begin in late July. The schedule will be posted at the mailbox kiosks and dumpster corrals.

C. 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.

**ITEM IX - New Business**

A. Newsletter articles

1. Security vacation checks

B. 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 7:22PM. The Board then went into executive session to review the assessment aging report. The next Board meeting will take place on August 13, 2019.

Approved as submitted

C. Frank