

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 10, 2019**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services (CMS)
Maryalice Heim	Landscape Committee
Mark Callow	Architectural Committee
Helen Conway	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 6:36PM.

ITEM III – Approval of Minutes

The Board approved the minutes from the August 13, 2019 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the August 20, 2019 Landscape Committee meeting.
2. Maryalice Heim updated the Board on Landscape Committee activity.
3. Charlotte Frank offered to investigate possible grants for updating irrigation meters through Santa Calra Valley Water.
4. The Board reviewed manager approved proposals for repairs to a leaking main irrigation line and replacement of an irrigation valve, at a total cost of \$2,616.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2043 Donovan Ct – approval for a replacement garage door

C. Parking

1. Management reported provided the total number of Open, unmarked parking spaces(45) and the total number of GUEST ONLY parking spaces (43) in the complex. The Board agreed to maintain the current configuration.
2. Charlotte Frank reported that she is in communication with Valley Christian School about parking issues.

D. Social

No report.

E. Clubhouse/Pool

The Board passed a motion to increase the clubhouse usage deposit fee to \$200. The usage fee will remain at \$50.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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 August 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(\$)	142,698.64	1,148,098.78	1,080,600	67,498.78
Expense(\$)*	136,708.55	1,105,868.51	1,080,600	(25,268.51)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,373,061.94		
**Reserve Expenditures Year to Date(\$):		515,183.32		
Reserve Fund Balance(\$):		4,215,576.14 (includes	\$538,500.00 in EQ fund)	

B. Reserve Fund Investments

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

C. 2020 Budget

There was no discussion regarding the 2020 budget. The final budget will be approved and mailed to each owner by the end of November, 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 August, 2019 security report.

B. Lighting Proposal

Deferred until October meeting.

C. EBAY security fence

No update at this time.

ITEM IX - New Business

A. Newsletter articles

1. dumping

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 and hold hearings. During the 1st hearing, the Board imposed a \$50 fine for dumping landscape waste into the common area. During the 2nd hearing, the Board retained the \$100 clubhouse usage deposit for leaving the clubhouse dirty after an event, as well as fined the owner \$50 for using the pool deck during the clubhouse event and \$50 for creating a nuisance to neighboring residents with excessive noise. The next Board meeting will take place on October 8, 2019.

Approved as submitted

C. Frank