

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 8, 2019**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Bill Hubbard	Community Management Services (CMS)
Sheba Solomon	Landscape Committee
Haris Volos	Owner
Marcelle Loveday	Owner
Lou Calvert	Owner
Nogol Adelmanesh	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 6:40PM.

**ITEM III – Approval of Minutes**

The Board approved the minutes from the September 10, 2019 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the September 18, 2019 Landscape Committee meeting.
2. Sheba Solomon updated the Board on Landscape Committee activity.
3. The Board passed a motion approving tree maintenance proposals from Lewis Trees, at a cost not to exceed \$39,000.
4. Marcelle Loveday offered to explore alternatives to using Roundup for weed control.
5. The Board reviewed management approved proposals from Medallion to address irrigation issues throughout the community, at a total cost of \$3,972.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
  - a. 1890 Huxley Ct – approval for replacement exterior lights

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The pools will close for the season at the end of October. The spa will remain heated.

F. Website

The Board reviewed an activity report provided by Rick Arellanes that indicated usage for the association website has increased by 37% since 2017.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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 September 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(\$)	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

Management was asked to contact the reserve company for additional information on the recommended painting cycle. Once this information is received, the Board will hold a special open Board meeting to approve the 202 budget.

D. Audit of the 2019 Financials

The Board passed a motion approving a proposal from Allen & Cook to perform an audit of the 2019 financials, at a cost of \$3,050.

**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 September, 2019 security report.

B. Lighting

The Board passed a motion approving up to \$4,500 to apply a water proof caulking around the bottom of the bollard lights to help prevent decay from sitting water.

C. EBAY security fence

No update at this time.

**ITEM IX - New Business**

A. Gutter Cleaning

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts in November, 2019 and January, 2020 at a cost of 15,086.

B. Flat roofs maintenance proposal

The Board approved a proposal from Jay Johnson Construction to perform maintenance on the 33 flat roofs in the community, at a cost of 27,720.

C. Newsletter articles

None

D. 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 Allied 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 #284-45-021, 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 8:12PM. 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 dumping boxes into a trash corral. During the 2<sup>nd</sup> hearing, the Board imposed a \$200 fine for creating a nuisance with cigarette smoke. During the 3<sup>rd</sup> hearing, the Board imposed a \$250 reimbursement assessment for a plumbing invoice. The next regularly scheduled Board meeting will take place on November 12, 2019.

Approved as submitted

