

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 10, 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)
Sheba Solomon	Landscape Committee
Haris Volos	Owner
Lou Calvert	Owner
Jason Brown	Owner
Mark Callow	Architectural Committee

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

Heath Birkendahl called the meeting to order at 6:42PM.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the November 20, 2019 Landscape Committee meeting.
2. Sheba Solomon updated the Board on Landscape Committee activity. Lewis Trees is currently trimming trees throughout the community.
3. The Board reviewed management approved proposals from Medallion to address irrigation issues throughout the community, at a total cost of \$685.
4. Heath Birkendahl and Brian Finerty agreed to meet with Medallion to discuss some service issues.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
 - a. 2092 Foxhall Loop – approval for replacement windows

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The Board updated the clubhouse usage agreement by adding language for retaining the deposit if residents failed to pick up clubhouse keys prior to an event.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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 November 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(\$)	142,189.88	1,576,085.83	1,485,825	90,260.83
Expense(\$)*	133,001.69	1,517,030.09	1,485,825	(31,205.09)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,351,318.71		
**Reserve Expenditures Year to Date(\$):		745,759.40		
Reserve Fund Balance(\$):		4,158,839.25	(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 November, 2019 security report.

B. Lighting

Heath Birckendahl will meet with Jay Johnson Construction to discuss possible issues with the installation of the bollard light fixtures.

C. EBAY security fence

No update at this time.

D. Annual Meeting – Election procedures

1. The Board passed a motion approving a proposal from White and MacDonald, LLP to provide updated election procedure rules per Assembly Bill 323, at a cost of \$800.
2. The Board appointed Lou Calvert to serve as the Election Inspector for the March annual member voting.

ITEM IX - New Business

A. Greenwich Ct behavior

This legal issue was discussed during executive session after adjournment.

B. Vehicle Charging in Detached Garages

Management reported that the association is addressing violations of the rule that prohibits excessive use of power in detached garages.

C. Annual Meeting and Member Voting

The Board appointed Brian Finerty, Charlotte Frank, and Sheba Solomon to the Nominating Committee for the Board elections in March, 2020. An Election Inspector will be appointed prior to the mail-out of ballots.

D. Newsletter articles

1. Board elections in March, 2020
2. Detached garage usage rules

E. 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 7:26PM. The Board then went into executive session to review the assessment aging report and hold a hearing. During the hearing, the Board imposed a \$200 fine for ongoing smoking issues. The next regularly scheduled Board meeting will take place on January 14, 2020..

Approved as submitted

A handwritten signature in cursive script, appearing to read "C. Frank", is written in dark ink at the bottom left of the page.