

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 14, 2020**

**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)
Sheba Solomon	Landscape Committee
Haris Volos	Owner
Lou Calvert	Owner
Marcie Martin	Owner
Helen Shifrin	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**

Deborah Finkel called the meeting to order at 6:39PM.

**ITEM III – Approval of Minutes**

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

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the minutes from the December 18, 2019 Landscape Committee meeting.
2. Sheba Solomon updated the Board on Landscape Committee activity. The Committee approved 2020 upgrade proposals from Medallion Landscaping totaling \$37,309.
3. The Board passed a motion approving landscape upgrade proposals from Medallion Landscaping totaling \$20,756.
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. 2055 Foxhall Loop – approval for replacement windows and sliding doors

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending December 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 December 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(\$)	143,411.40	1,719,497.23	1,620,900	98,597.23
Expense(\$)*	178,266.26	1,695,296.35	1,620,900	(74,396.35)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,356,591.18		
**Reserve Expenditures Year to Date(\$):		779,381.80		
Reserve Fund Balance(\$):		4,183,644.27	(includes \$538,500.00 in EQ fund)	

B. Reserve Fund Investments

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

C. Close out of 2019 financials

Per the IRS Resolution passed by the membership in March, 2019, the Board passed a motion to transfer any excess operating income from 2019 into the reserves.

D. Electronic Payments

The Board passed a resolution that all utilities invoices and insurance premiums, as well as all , reserve contributions are approved to be paid electronically for the 2020 calendar year for the purposes of CA civil code 5502.

**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 December, 2019 security report.

B. Lighting

No action taken.

C. EBAY security fence

Charlotte Frank reported that there was no update at this time.

D. Annual Meeting – Election procedures

1. The Board passed a motion approving a draft of updated Election Rules. The draft will be sent to owners for a 30-day review/comment period.

**ITEM IX - New Business**

A. Four Seasons Roofing

The Board reviewed a management approved proposal to replace some rubber roofing vent skirts that were leaking, at a cost of \$1,880.

B. 2020 Calendar

The Board reviewed the 2020 association manager's calendar.

C. Newsletter articles

1. Annual member voting

D. 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 7:30PM. 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 two \$200 fines for ongoing smoking issues. During the 2<sup>nd</sup> hearing, the Board imposed a \$227.50 reimbursement assessment for a plumbing invoice. During the 3<sup>rd</sup> hearing, the Board imposed a \$745.93 reimbursement assessment for costs incurred for repairs resulting from a leaking hot water heater. The next regularly scheduled Board meeting will take place on February 11, 2020..

Approved as submitted

