

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 11, 2020**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
Helen Shifrin	Owner
Gregg Griffey	Owner
Haris Volos	Owner
Marcie Martin	Owner
Jason Brown	Owner
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, Vacancy

- A. Heath Birkendahl called the meeting to order at 6:32PM.
- B. During the executive session following the meeting, the Board appointed Haris Volos to the vacant Board position, with a term expiring in March, 2021.

ITEM III – Approval of Minutes

The Board approved the minutes from July 14, 2020 Board meeting.

ITEM IV – Committee Reports

- A. Landscape
1. The Board passed a motion approving upgrade proposals from Medallion Landscape totaling \$2,619.75.
 2. The Board passed a motion approving a proposal from Medallion Landscape to plant a replacement tree near 1913 Huxley Ct, at a cost of \$650.
- B. Architectural
- No report.
- C. Parking
- Manager Bill Hubbard reported that parking rules will be strictly enforced once the SIP mandate is lifted.
- D. Social

No report.

E. Clubhouse/Pool

The clubhouse and pool areas remain closed during the SIP mandate.

F. Website

No report.

ITEM V – President’s Report

None

ITEM VI - Treasurer’s Report – Financial Statement for period ending July 31, 2020

- 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 July 31, 2020 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	147,227.63	1,039,929.93	989,520	50,409.93
Expense(\$)*	129,626.35	981,944.55	989,520	7,575.45
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,548,346.42			
**Reserve Expenditures Year to Date(\$):	203,428.97			
Reserve Fund Balance(\$):	4,420,437.16	(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of its investments. He reported that he directed Merrill Lynch to invest any maturing CDs into very short term CDs until the interest rates improve.

C. 2021 budget

The Board reviewed the 1st draft of the 2021 budget. The budget will be approved and sent to each owner by November, 2020.

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 deferred a decision regarding a request for the association to cover costs to repair a cement patio lifted by tree roots until the next Board meeting so that a Board member could inspect the area.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the July security logs.

B. Ashmeade Ct and Greenwich Ct Painting project

Management reported that the painting project is finishing up on Greenwich Ct, with Ashmeade Ct to follow.

ITEM IX - New Business

A. Election Rules

The Board approved a draft of updated Board election rules per CA Civil Code 5105. The rules will be mailed to the members for a 30-day review/comment period.

B. Roof Repairs

The Board passed a motion approving a proposal from Four Seasons Roofing to repair exhaust vents on a building, at a cost of \$728.

C. Earthquake Insurance

Discussion deferred until the next meeting.

D. Newsletter articles

1. Board vacancy filled

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 7:43PM. The Board then went into executive session to review the assessment aging report and hold hearings. During the 1st hearing, the Board imposed a \$305.74 reimbursement assessment to cover a plumbing invoice. During the 2nd hearing, the Board imposed a \$181.25 reimbursement assessment to cover a plumbing invoice. During the 3rd hearing, the Board imposed a \$100 fine for not breaking down boxes in the recycling bin. During the 4th hearing, the Board imposed a \$50 fine for not removing an unauthorized security camera. The next regularly scheduled Board meeting will take place on September 8, 2020.

Approved as submitted

Hans Valdez

9/8/2020