

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 13, 2020**

BOARD MEMBERS

| | |
|------------------|----------------|
| Heath Birkendahl | President |
| Deborah Finkel | Vice President |
| Brian Finerty | Treasurer |
| Haris Volos | Secretary |
| Robert Newman | Director |

OTHERS PRESENT

| | |
|----------------|-------------------------------------|
| Bill Hubbard | Community Management Services, Inc. |
| Sheba Solomon | Landscape Committee |
| Maryalice Heim | Landscape Committee |
| Mark Callow | Architectural Committee |
| Terry Higgins | 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

A. Heath Birkendahl called the meeting to order at 6:32PM.

ITEM III – Approval of Minutes

The Board approved the minutes from September 8, 2020 Board meeting, with Heath Birkendahl abstaining due to his absence.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion approving a tree maintenance proposal from Medallion to add additional sprinklers for better coverage, at a cost of \$445.
2. The Board reviewed the committee meeting minutes dated 9-16-20.

B. Architectural

1. 1347 Greenwich – security camera approval

C. Parking

No report.

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

- A. Heath Birkendahl reports that he is communicating with Tim Fitzgerald more regularly regarding landscape issues.
- B. The Board passed a motion approving a proposal from M Pineda Construction for addressing possible trip hazards along the cement walkways, at a cost of \$4,432.

ITEM VI - Treasurer’s Report – Financial Statement for period ending September 30, 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 September 30, 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(\$) | 146,712.46 | 1,333,582.49 | 1,272,240 | 61,342.49 |
| Expense(\$)* | 139,873.97 | 1,277,812.72 | 1,272,240 | (5,572.72) |
| *includes monthly contribution to Reserves | | | | |
| Total Cash & Savings(\$): | 4,571,525.11 | | | |
| **Reserve Expenditures Year to Date(\$): | 342,533.32 | | | |
| Reserve Fund Balance(\$): | 4,399,932.89 (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. Review of the 2020 financials

The Board passed a motion approving a proposal from Allen & Cook to provide a review of the 2020 financials, at a cost of \$2,350. The review will be mailed out to each owner in April, 2021.

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 declined a request to from an owner to be reimbursed for expenses to address an ant problem inside her unit.
 - 2. The Board declined a request to correct county records that may indicate the number of bedrooms and bathrooms in specific units based on the original condo real estate plan.
 - 3. The Board addressed several concerns from an owner regarding the landscape service.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the September security logs.

B. Ashmeade Ct and Greenwich Ct Painting project

Management reported that the painting project is completed and will follow up with any pending issues.

C. Election Rules

The Board passed a motion approving updated Election Rules. The rules were distributed to the members.

ITEM IX - New Business

A. Four Seasons Roofing proposal

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts in November, 2020 and January, 2021, at a cost of \$15,086.

B. Newsletter articles

Due by October 15 for November newsletter.

C. Assessment Aging Report

The Board will go into Executive Session at the conclusion of the meeting to discuss the assessment aging report.

D. Hearings

The Board went into executive session to hold hearings.

1. The Board imposed a \$50 fine for cigarette smoke getting into neighboring unit.
2. The Board imposed a \$360.28 reimbursement assessment for a plumbing repair.
3. The Board imposed a \$200 fine for not properly maintaining a fruit tree in the patio area.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:46PM. The Board then went into executive session to review the assessment aging report and hold hearings. . The next regularly scheduled Board meeting will take place on November 10, 2020.

Approved as submitted

Harris Volos
11/10/2020