

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 10, 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
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

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

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from October 13, 2020 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed manager approved proposals for Medallion, including \$970 for clearing shrubs away from fire extinguisher and \$800 for irrigation repairs.
2. The Board reviewed the committee meeting minutes dated 10-21-20.
3. Sheba and Maryalice discussed future plans for the landscaping.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors, window coverings, and security cameras. The Board passed a motion approving a draft of window coverings guidelines that will be sent to each owner for a 30-day review/comment period.
2. The committee approved the following applications:
 - a. 1864 Huxley – approval for retractable screen door
 - b. 2022 Foxhall Loop – approval for windows and sliding door
 - c. 1851 Ashmeade – approval for replacement air conditioning condenser
 - d. 1873 Huxley - approval for windows and sliding door
 - e. 1872 Huxley - approval for windows

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

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

F. Website

Heath and Rick Arellanes are working on updating the website.

ITEM V – President’s Report

Heath Birkendahl had a discussion with the Landscape Committee on their future plans and issues involving Medallion.

ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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 October 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(\$)	147,092.60	1,480,675.09	1,413,600	67,075.09
Expense(\$)*	138,272.76	1,416,085.48	1,413,600	(2,485.48)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		4,582,248.89		
**Reserve Expenditures Year to Date(\$):		425,598.17		
Reserve Fund Balance(\$):		4,375,680.80	(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.

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 agreed to reduce a \$200 fine for not properly maintaining a fruit tree to \$100 upon removal of the tree.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the October 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.

ITEM IX - New Business

A. Annual Member Voting

The Board appointed Deborah Finkel, Bob Newman, and Maryalice Heim to the Nominating Committee for the March, 2021 Board elections.

B. Newsletter articles

None

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 not properly maintaining a fruit tree.
2. The Board imposed a \$378.21 reimbursement assessment for a plumbing repair.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:42PM. 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 December 8, 2020.

Approved as submitted

Harris Volos 12/9/2020