

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2020**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Sheba Solomon	Landscape 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 6:32PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from November 10, 2020 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed manager approved a proposal for Medallion to remove some shrubs on Foxhall Loop, at a cost of \$130.
2. The Board reviewed the committee meeting minutes dated 11-18-20.
3. Sheba discussed future plans for the landscaping.
4. Heath discussed issues regarding communication and follow-up with Medallion. He will discuss issues with Tim Fitzgerald, the account manager for Medallion.
5. The Board reviewed manager approved irrigation repair proposals from Medallion totaling \$1,262.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors and security cameras. Updated window coverings guidelines are going through a 30-day member review/comment period.
2. The committee approved the following applications:
 - a. 1939 Huxley – approval for window coverings
 - b. 2028 Foxhall Loop – 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

See Landscape Committee report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending November 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 November 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(\$)	149,945.48	1,630,620.57	1,554,960	75,660.57
Expense(\$)*	132,266.44	1,548,351.92	1,554,960	6,608.08
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,539,535.02			
**Reserve Expenditures Year to Date(\$):		522,373.17		
Reserve Fund Balance(\$):	4,337,219.19	(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 or Treasury Bills 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.

ITEM VIII - Old Business

A. Security Patrol Report

1. The Board reviewed the November security logs.
2. The Board approved changing the phone system in the security office from an AT&T business line to a voicemail forwarding system at an annual cost of \$372, which will reduce the annual phone costs by approximately \$3,000.

B. Annual Member Voting

Management reported that the Nomination Forms for the March, 2021 Board elections have been mailed to each member.

ITEM IX - New Business

A. Cement Proposals

The Board passed a motion approving a proposal from M Pineda Construction to replace the existing turf area between the cement walkways and Leigh Ave with cement, at a cost of \$54,972.00, to be done in 2021.

B. Newsletter articles

None

C. Assessment Aging Report (in executive session)

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

D. Hearings (in executive session)

The Board went into executive session to hold hearings.

1. The Board imposed a \$65.25 reimbursement assessment for an irrigation repair.
2. The Board imposed a \$50 fine for not properly maintaining landscaping within a patio area.
3. The Board imposed a \$50 fine for not removing personal property from the common area.
4. The Board imposed fines totally \$1,200 for ongoing nuisance issues caused by smoking within a unit.

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:34PM. 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 January 12, 2021.

Approved as submitted

A handwritten signature in dark ink, appearing to be a stylized 'M' or 'W' with a long horizontal stroke extending to the right.

1-12-21