

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 12, 2021**

BOARD MEMBERS

Heath Birkendahl	President
Deborah Finkel	Vice President(Absent)
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
Eva Heldt	Owner
Carol Sinoben	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 6:45PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from December 8, 2020 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed manager approved a proposal for Medallion to plant 16 city required replacement trees in various locations, at a cost of \$6,489.
2. The Board reviewed the committee meeting minutes dated 12-16-20.
3. The Board passed a motion approving a landscape upgrade proposal near 1828 Ashmeade Ct, at a cost of \$96.
4. The Board passed a motion approving an irrigation upgrade proposal near 1832 Ashmeade Ct, at a cost of \$148.25.
5. The Board passed a motion approving an irrigation upgrade proposal near 1842 Ashmeade Ct, at a cost of \$148.25.
6. The Board reviewed manager approved proposal from Medallion for the annual plum tree fruit suppression spraying, at a cost of \$2,720.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors and security cameras.
2. The Board passed a motion approving the following window coverings guidelines:
Board or Architectural Committee approval required prior to installation.
Window coverings include drapes, blinds, shades, and shutters
Window coverings must have a white or off-white exterior facing color
No foil, reflective, or tinting of windows will be permitted.

3. The committee approved the following applications:

- a. 2036 Donovan – approval for replacement front door
- b. 1823 Ashmeade – approval for windows and sliding door
- c. 1881 Huxley Ct – approval for patio upgrades

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The clubhouse and pool areas remain closed during the SIP mandate.
2. The Board passed a motion approving a proposal from M Pinenda Construction to make needed repairs and re-seal the paver deck around the main pool, at a cost of \$7,450.

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 December 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 December 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(\$)	177,497.00	1,808,117.57	1,696,320	111,797.57
Expense(\$)*	217,848.03	1,766,199.95	1,696,320	(69,879.95)

*includes monthly contribution to Reserves

Total Cash & Savings(\$): 4,592,336.16

**Reserve Expenditures Year to Date(\$): 552,584.90

Reserve Fund Balance(\$): 4,395,110.12 (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 a portion of the reserve fund into short term Treasury Bills until the interest rates improve.

C. Close out of 2020 financials

The Board passed a motion approving the transfer of the excess operating income over expenses of \$41,917.62 (before any other year-end adjustments/accruals) into the reserves per the IRS Resolution passed by the members during the annual voting in March, 2020.

- D. Electronic Transfers – the Board passed a resolution approving the payment of reserve contributions, utilities, and insurance premiums electronically in 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 reviewed an email regarding the restrictions on using the electrical system in detached garages for charging electric vehicles. The Board agreed to look into the cost of upgrading the electrical systems in the detached garage buildings and putting that cost out to vote to the membership as a special assessment. For now, each owner has the ability to upgrade the electrical system in their specific detached garages by going through the association's architectural change application process.

ITEM VIII - Old Business

- A. Security Patrol Report

1. The Board reviewed the December, 2020 security logs.

- B. Annual Member Voting

Management reported that the annual member voting ballot will be going out soon for the March 10, 2021 annual member voting. HOA Election Solutions is overseeing the ballot process.

- C. Comcast Check

The Board confirmed receipt of the \$29,800 check from Comcast as payment for the renewal of their service agreement.

ITEM IX - New Business

- A. 2021 Calendar

The Board reviewed manager's association calendar for 2021.

- B. 2021 Exterior wood repairs and painting

Huxley Ct is schedule for wood repairs and painting in 2021.

- C. CMS Management Agreement

The Board passed a motion to renew the management agreement with CMS for 2021. There were no changes in the agreement from 2020.

- D. Financial Waste

The Board reviewed the recycling bins monitoring schedule for Financial Waste Systems, which takes place on Sundays through Thursdays.

- E. Newsletter articles

1. Annual voting ballots

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:40PM. 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 February 18, 2021.

A. Assessment Aging Report (in executive session)

The Board reviewed the assessment aging report. No further action was required at this time.

B. Hearings (in executive session)

The Board went into executive session to hold hearings.

1. The Board agreed to a request to rescind a \$200 fine with the understanding that the violation will not be repeated in the future. Otherwise, the \$200 fine will be imposed again, along with an additional \$200 fine.

x *Harris Volos*

2-18-21