

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 18, 2021**

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
Maryalice Heim	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 January 12, 2021 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed manager approved a proposal for Medallion for irrigation repairs, at a cost of \$335.
2. The Board reviewed the committee meeting minutes dated 1-20-21.
3. The Board passed a motion approving a landscape upgrade proposal near Foxhall Loop mailboxes, at a cost of \$1,143.
4. The Board passed a motion approving a landscape upgrade proposal near 2053 Foxhall Loop, at a cost of \$1,686.50.
5. The Board passed a motion approving a landscape upgrade proposal near 2059 Foxhall Loop, at a cost of \$1,686.50.
6. The Board passed a motion approving the removal of plants from the Foxhall Loop pool area, at a cost of \$342.50.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
 - a. 1327 Greenwich – approval of spa
 - b. 1362 Greenwich – approval for replacement garage door
 - c. 1873 Huxley – approval for patio upgrades
 - d. 1888 Huxley – approval for patio upgrades
 - e. 1939 Huxley – approval of water softener
 - f. 2012 Foxhall Loop – approval for patio upgrades
 - g. 2004 Foxhall Loop – approval for windows replacement

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The clubhouse and pool areas remain closed during the pandemic.
2. The Board passed a motion approving a proposal from M Pinenda Construction to remove the cement deck for the Foxhall Loop pool and replace with pavers, at a total cost of \$52,280, which includes providing engineering drawings to and obtaining a permit from the city of San Jose.

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 January 31, 2021

- 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 January 31, 2021 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	149,158.05	149,158.05	144,3864,772.05	
Expense(\$)*	121,513.48	121,513.48	144,38622,872.52	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,597,707.18			
**Reserve Expenditures Year to Date(\$):	63,100.08			
Reserve Fund Balance(\$):	4,26,629.24	(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. 2020 financials as closed

The Board reviewed and approved the 2020 financials, as closed.

D. Insurance renewal resolution

The Board passed a resolution approving the borrowing of funds from the reserves to help cover insurance renewal premiums in March, 2021. Any borrowed funds will be repaid to the reserves by the end of 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. After reviewing an email from electrical contractor Sector Security confirming that the current electrical wiring in the detached garages does not have a large enough capacity to support car charging, the Board agreed to retain the current detached garages usage guidelines.
 - 2. The Board reviewed correspondence regarding the compacted pathways during heavy rains. No action was taken at this time
 - 3. The Board declined a request from an owner to be reimbursed for removal of skunks from the patio area.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the January, 2021 security logs.

B. Annual Member Voting

HOA Election Solutions has mailed out the ballots for the annual member voting and will tabulate the voting during the March 9, 2021 annual meeting.

ITEM IX - New Business

A. Newsletter articles

None

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:22PM. 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 March 9, 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 imposed a \$408.16 reimbursement assessment for a plumbing invoice.
- 2. The Board imposed a \$100 fine for continued smoking nuisance.

x *Harris Volos*

3-9-21