

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 11, 2021**

BOARD MEMBERS

Heath Birkendahl	President
Deborah Finkel	Vice President
Brian Finerty	Treasurer
Haris Volos	Secretary
Robert Newman	Assistant Secretary

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Sheba Solomon	Landscape Committee
Maryalice Heim	Landscape Committee
Kimberly Bonnett	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 6:38PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from April 13, 2021 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed manager approved proposals for Medallion for irrigation repairs totaling \$2,075.25.
2. The Board reviewed the committee meeting minutes dated 4-21-21.
3. The Board passed a motion approving a landscape upgrade proposal from Medallion near 1361 Greenwich, at a cost of \$445.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
 - a. 1895 Iluxley – approval for new entry door hardware
 - b. 1323 Greenwich – approval for water filtration system
 - c. 1325 Greenwich – approval for replacement windows

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

The clubhouse and pool areas remain closed during the pandemic.

F. Website

Heath and Rick Arellanes are working on updating the website.

ITEM V – President’s Report

Heath Birkendahl reported on issues with recycling pick-up on Foxhall Loop. Management contacted Green Team to discuss this issues.

ITEM VI - Treasurer’s Report – Financial Statement for period ending April 30, 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 April 30, 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(\$)	148,267.63	596,362.15	577,544	18,818.15
Expense(\$)*	159,031.55	554,441.00	577,544	41,921.15
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,617,610.82			
**Reserve Expenditures Year to Date(\$):		142,385.45		
Reserve Fund Balance(\$):	4,521,385.40	(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.

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

The Board reviewed the April, 2021 security logs.

B. Huxley Ct painting and wood repairs project

Jay Johnson Construction is currently doing wood repairs on Huxley Ct in preparation for the painting project scheduled to begin in July.

ITEM IX - New Business

A. Newsletter articles

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:26PM. The Board then went into executive session to review the assessment aging report and hold a hearing. The next regularly scheduled Board meeting will take place on June 8, 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)

There were no hearings scheduled.

Harris Volos.

6/8/21