

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 8, 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
Lou Calvert	Owner
Amir Mourad	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 6:31PM.

**ITEM III – Approval of Minutes**

The Board passed a motion approving the minutes from May 11, 2021 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed manager approved proposals for Medallion for irrigation repairs totaling \$1,151.
2. The Board passed a motion approving a rate increase of 3% fuel charge effective July 1, 2021.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
  - a. 1365 Greenwich – approval for new entry door hardware
  - b. 2092 Foxhall Loop – approval for patio upgrade
  - c. 1330 Greenwich – approval for replacement windows
  - d. 1316 Greenwich – approval for air conditioning condenser
  - e. 1869 Huxley – 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. The Board will consider re-opening the facilities when the state and county remove covid19 restrictions.

F. Website

Heath and Rick Arellanes are working on updating the website.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending May 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 May 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(\$)	147,968.63	744,330.78	721,93022,400.78	
Expense(\$)*	161,906.97	716,347.97	721,9305,582.03	
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,600,196.38			
**Reserve Expenditures Year to Date(\$):		195,867.92		
Reserve Fund Balance(\$):	4,525,262.09	(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.
1. In response to a complaint regarding a family playing in the common area parking areas, management will send the residents a courtesy letter requesting that they be considerate of neighbors.
  2. The Board denied a request to reimburse an owner for costs to detail a vehicle that got wet from sprinklers as the association mitigated the problem.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the May, 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. Four Seasons Proposal**

The Board passed a motion approving a proposal to replace a skylight at 1316 Greenwich Ct, at a cost of \$2,148.

### **B. Century Lighting Proposal**

The Board reviewed a management approved proposal to repair the damaged lens on bollard #56, at a cost of \$579.01.

### **C. Jay Johnson Proposal**

The Board reviewed a proposal to clean and seal the brick entry monuments, at a cost of \$6,167. Management will get more information on the process.

### **D. 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. The next regularly scheduled Board meeting will take place on July 13, 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. 7/13/2021