

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 10, 2021**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

|                |                                     |
|----------------|-------------------------------------|
| Bill Hubbard   | Community Management Services, Inc. |
| Sheba Solomon  | Landscape Committee                 |
| Maryalice Heim | Landscape Committee                 |
| Helen Shifrin  | Owner                               |
| Lou Calvert    | Owner                               |
| Gaye Renna     | 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 July 13, 2021 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the committee July 21, 2021 meeting minutes.
2. The Board reviewed manager approved proposals from Medallion for irrigation repairs totaling \$1,438.
3. The Board passed a motion approving proposals from Medallion for upgrades near 1948 Huxley, 1818 Ashmeade Ct, 1364 Greenwich Ct, 1306 Greenwich Ct, 1303 Greenwich Ct, and 1924 huxley Ct. totaling \$6,739.50.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
  - a. 1850 Ashmeade Ct - approval for replacement exterior light fixtures
  - b. 1873 Huxley Ct - approval for replacement garage door
  - c. 1911 Huxley Ct - approval for replacement garage door
  - d. 1933 Huxley Ct - approval for replacement windows and sliding doors

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

Management reported that there is an underground leak at the Foxhall Loop pool that will require removal of pavers to repair so the opening is delayed until the week of August 23.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending July 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 July 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(\$)                                 | 148,072.15                                      | 1,040,838.81      | 1,010,702         | 30,136.81             |
| Expense(\$)*                               | 133,121.32                                      | 980,932.80        | 1,010,702         | 29,769.20             |
| *includes monthly contribution to Reserves |   |                   |                   |                       |
| Total Cash & Savings(\$):                  | 4,766,214.89                                    |                   |                   |                       |
| **Reserve Expenditures Year to Date(\$):   | 222,132.08                                      |                   |                   |                       |
| Reserve Fund Balance(\$):                  | 4,614,193.36 (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 a 6 month CD until the interest rates improve.

C. 2022 Budget

Management reported that a 1<sup>st</sup> draft of the budget will be sent to the Board for their review prior to the next Board meeting.

**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 request for additional lighting on Greenwich Ct, the architectural committee will inspect the area and provide their recommendation during the September meeting.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the July 2021 security logs.

B. Huxley Ct painting and wood repairs project

Flores Painting has begun the Huxley Ct painting project. It was confirmed with San Jose Water Company and Santa Clara valley Water District that usage of water to power wash the buildings prior to painting was not in violation of current drought guidelines. The Board unanimously approved proceeding with the painting project.

**ITEM IX - New Business**

A. Election Inspector Proposal

The Board passed a motion approving a proposal from HOA Election Solutions to handle the annual member voting in March, 2022, at a cost of \$2,822.

B. Newsletter articles

The September newsletter will be sent to owners and tenants the week of August 16.

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 7:05PM. The Board then went into executive session to review the assessment aging report and hold rules violations hearings. The next regularly scheduled Board meeting will take place on September 14, 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)

1. At the request of an owner, the Board rescheduled a hearing regarding disruption of a Board meeting.
2. The Board imposed a \$50 fine for not properly maintaining the landscaping in a restricted common area patio.
3. The Board imposed a \$100 fine for not properly maintaining the landscaping in a restricted common area patio.

Harris Volos.

9/14/21