

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2021**

**BOARD MEMBERS**

Heath Birkendahl	President
Deborah Finkel	Vice President (Absent)
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
Harold Stone	Owner
Rosa Mercado	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 August 10, 2021 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the committee August 18, 2021 meeting minutes.
2. The Board reviewed manager approved proposal from Medallion for irrigation repairs totaling \$306.
3. The Board reviewed manager approved proposal from Medallion for treating hackberry trees for aphids, at a cost of \$681.
4. The Board reviewed committee approved proposal from Medallion for upgrades totaling \$163.75.
5. The Board passed a motion approving proposals from Lewis Trees to perform annual maintenance on and removals of selected trees throughout the community at a cost of \$50,310.
6. Based on a report submitted by the arborist from Lewis Trees, the Board denied a request from an owner to remove a tree located in the common area near her patio as the tree did not meet any of the criteria required by the city for removal.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
  - a. 1869 Huxley Ct - approval for patio upgrades
  - b. 2012 Foxhall Loop - approval for chimney shroud

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

The Board agreed to have the contractor referral section of the website removed due to reported issues with recommended contractors.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending August 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 August 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(\$)	148,549.06	1,189,387.87	1,155,088	34,299.87
Expense(\$)*	134,519.05	1,115,451.85	1,155,088	39,636.15
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,776,538.73			
**Reserve Expenditures Year to Date(\$):		296,879.47		
Reserve Fund Balance(\$):	4,596,971.86	(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of its investments.

C. 2022 Budget

The Board reviewed the 1<sup>st</sup> draft of the 2022 budget and requested some changes to some of the reserve component expenses Management will provide updated drafts for the October 12, 2021 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.

**ITEM VIII - Old Business**

A. Security Patrol Report

The Board reviewed the August 2021 security logs.

B. Huxley Ct painting and wood repairs project

Management reported that Flores Painting is completing the project soon.

**ITEM IX - New Business**

A. Cement repairs

1. The Board passed a motion approving a proposal from M Pineda Construction for repairing potential trip hazards along the cement walkways at a cost of \$13,254.
2. The Board passed a motion approving a proposal from M Pineda Construction for removing mulch from a section of the common area and replacing it with cement, at a cost of \$4,140.

B. Newsletter articles

1. Ebilling option for receiving assessment statements and newsletters

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 7:15PM. 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 October 12, 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. The Board imposed fines totaling \$400 for disrupting a Board meeting.
2. The Board imposed a reimbursement assessment in the amount of \$1,061.74 for a plumbing repairs invoice.
3. The Board imposed a reimbursement assessment in the amount of \$605.74 for a plumbing repairs invoice.

*Harris No. 105*

10/12/21