

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 12, 2021**

BOARD MEMBERS

Heath Birkendahl	President (Absent)
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

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

The meeting was called to order at 6:33PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from September 14, 2021 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the committee August 18, 2021 meeting minutes.
2. The Board reviewed and approved manager approved proposals from Medallion Landscaping for irrigation repairs, at a total cost of \$1,508.
3. The Board declined to approve a proposal to remove mushrooms from a turf area at a cost of \$90.
4. The Board passed a motion approving proposals from Medallion for upgrades throughout the community at a total cost of \$2,714.
5. The Board declined a request from an owner to have the landscape service blow tree debris from the front patio of her unit.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The committee approved the following applications:
 - a. 1357 Greenwich – approval for security camera

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The Board passed a motion approving a proposal from Genie Pool to replace the solar panels for the Foxhall Loop pool at a cost of \$12,620.
2. The pools will close on October 31, 2021. The spa will remain open.

F. Website

No report.

ITEM V – President’s Report

No report.

ITEM VI - Treasurer’s Report – Financial Statement for period ending September 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 September 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(\$)	146,909.75	1,336,297.62	1,299,474	36,823.62
Expense(\$)*	133,061.78	1,248,513.63	1,299,474	50,960.37
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,612,629.50			
**Reserve Expenditures Year to Date(\$):		364,554.28		
Reserve Fund Balance(\$):	4,585,708.15	(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of its investments, which included recent investments of \$200,000 into a 24 month CD and \$200,000 into a 9 month CD.

C. 2022 Budget

The Board approved the 2022 budget, which calls for an increase of 1.19-1.48% depending on the unit size in order to properly cover anticipated operating and future reserve expenses. The budget will be mailed to each owner in November, 2021.

D. Review of the 2021 Financials

The Board passed a motion approving a proposal from Allen & Cook to provide a review of the 2021 financials, at a cost of \$2,400. The review will be mailed to each owner in April, 2022.

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 September 2021 security logs.

B. Huxley Ct painting and wood repairs project

Management reported that Flores Painting is completing the painting project soon.

ITEM IX - New Business

A. Four Seasons Roofing proposal

The Board passed a motion approving a proposal from Four Seasons Roofing to clean the roofs, gutters, and downspouts in November, 2021, and January, 2022, at a cost of \$15,086.

B. Lighting Proposal

The Board postponed a decision on a proposal to add additional lighting on Greenwich Ct pending an inspection of the area by Board members.

C. 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 rules violations hearings. The next regularly scheduled Board meeting will take place on November 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

1. The Board imposed a \$416.25 reimbursement assessment for a plumbing invoice.
2. The Board imposed a \$205.56 reimbursement assessment for a plumbing invoice.
3. The Board took no action on a hearing regarding a smoking complaint pending independent verification of the issue.

Hans Holos

11/9/21