

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 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

**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 6:46PM.

**ITEM III – Approval of Minutes**

The Board passed a motion approving the minutes from October 12, 2021 Board meeting.

**ITEM IV – Committee Reports**

A. Landscape

1. The Board reviewed the committee October 20, 2021 meeting minutes.
2. The Board reviewed and approved manager previously approved proposals from Medallion Landscaping for irrigation repairs, at a total cost of \$1,530.
3. The Board passed a motion approving proposals from Medallion for irrigation upgrades on Huxley Ct and Greenwich Ct at a total cost of \$875.

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The Board approved a draft of updated the following patio and holiday lighting guidelines, which will be sent out to the members for a 30-day review/comment period:

*No decorative patio lighting is permitted except during the 2 weeks prior to a holiday through 30 days following a holiday unless the lights are installed in a manner that prevents them from being seen from the common area (below the patio fence line).*

3. The committee approved the following applications:
  - a. 1950 Huxley – air conditioning condenser

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

No report.

F. Website

No report.

**ITEM V – President’s Report**

No report.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending October 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 October 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(\$)	146,130.89	1,482,428.51	1,443,860	38,568.51
Expense(\$)*	127,810.86	1,376,324.49	1,443,860	67,535.51
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,780,092.86			
**Reserve Expenditures Year to Date(\$):		444,519.44		
Reserve Fund Balance(\$):	4,561,380.52	(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 6 month CD and \$200,000 into a 12 month CD.

**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 October 2021 security logs.

B. Huxley Ct painting and wood repairs project

Management reported that Flores Painting has completed the painting project and is now going through a punch list prior to billing for the 10% retention fee.

C. Lighting on Greenwich

The Board passed a motion approving a proposal from The Repair People to add an additional flood light on a carport on Greenwich Ct, at a cost of \$850.

**ITEM IX - New Business**

A. Coastal Termite Service Proposal

The Board passed a motion approving a proposal from Coastal Termite Service to treat all of the buildings for subterranean termites, at a cost of \$116,220, pending confirmation of treatment locations.

B. Nominating Committee

The Board appointed Heath Birkendahl, Brian Finerty, and Lou Calvert to the Nominating Committee for the March, 2022 Board elections.

C. Newsletter articles

1. Updated Holiday and Patio Lighting Guidelines

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 7:30PM. The Board then went into executive session to review the assessment aging report and hold hearings. The next regularly scheduled Board meeting will take place on December 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

1. The Board imposed a \$373.75 reimbursement assessment for a plumbing invoice.
2. The Board took no further action on a patio lighting violation pending any further issues.
3. The Board provide an opportunity for an owner to discuss an issue regarding 2<sup>nd</sup> hand smoke coming into her unit. The Board agreed to arrange inspections of both units.

Hans Volos 12/14/21