

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 11, 2022**

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
Maryalice Heim	Landscape Committee
Lou Calvert	Owner
Suzanne Selby	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 6:40PM.

ITEM III – Approval of Minutes

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

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the committee December 15, 2021 meeting minutes.
2. The Committee updated the Board on landscape issues

B. Architectural

1. The Board is reviewing and updating architectural guidelines for entry screen doors.
2. The Board approved the following holiday and patio lights guidelines:

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).

C. Parking

Brian Finerty reported that he is in the process of reviewing civil codes for ADA parking restrictions.

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 December 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 December 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(\$)	145,727.87	1,774,064.43	1,732,632	41,432.43
Expense(\$)*	172,763.03	1,685,838.70	1,732,632	46,793.30
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	4,879,130.81			
**Reserve Expenditures Year to Date(\$):		540,373.15		
Reserve Fund Balance(\$):	4,576,114.83	(includes \$538,500.00 in EQ fund)		

B. Reserve Fund Investments

No report

C. Close out of 2021 financials

The Board passed a motion to move the \$88,225.73 excess operating income (before any other year-end adjustments/accrual) into the reserves per the IRS Resolution passed by the membership on March 9, 2021.

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. Maryalice Heim reported that she discussed the rules prohibiting smoking in the common areas of the community with a guest of an owner and the guest assured her it would not happen again.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the December 2021 security logs.

B. Annual member voting in March, 2022

Management reported that the election inspectors received one nomination form for the Board elections in March, from Deborah Finkel. The ballots will be mailed out soon.

ITEM IX - New Business

A. 2022 Calendar

Management shared the 2022 Association Calendar with the Board.

B. Four Seasons Roofing Proposal

The Board passed a motion approving a proposal to replace a skylight at \$2,548.

C. Newsletter articles

1. Approval of holiday and patio lighting guidelines
2. Annual meeting

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:10PM. The Board then went into executive session to review the assessment aging report. The next regularly scheduled Board meeting will take place on February 8, 2022.

A. Assessment Aging Report (in executive session)

The Board reviewed the assessment aging report. No further action was required at this time.

Haris Polos.

2-8-22