

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

BOARD MEMBERS

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

OTHERS PRESENT

Bill Hubbard	Community Management Services, Inc.
Maryalice Heim	Landscape Committee
Mary Fisher	Owner
Alan Tucker	Owner
Mike Matteucci	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 6:35PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from September 13, 2022 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board reviewed the minutes from the September committee meeting.
2. The Board reviewed and approved manager previously approved proposals from Medallion Landscaping for irrigation related repairs totaling \$925.75.
3. The Board passed a motion approving proposals from Medallion Landscaping for landscape and irrigation upgrades throughout the community, at a total cost of \$3808.20.

B. Architectural

1. 2078 Foxhall Loop – approval for exterior lights
2. video camera guidelines – the committee is working on updating the guidelines
3. signs guidelines – the Board approved the following draft of updated sign guidelines:

The only signs allowed in the common area adjacent to the entry stairs or gate will be those offering a home For Sale or For Lease.

Signs located in the common area must be standard real estate size.

Signs must not be attached to any part of the building or fences.

One sign may be placed in a window and one sign may be placed in the common area in front of the unit for sale or lease.

Advertising literature, including political posters, will not be allowed to be posted on garages, mailboxes, doors, or any common area portion of the community.

All other signs or banners must be solely contained within the restricted common area patios and must not be deemed offensive in nature. Political signs can only be displayed between 30 days prior to and 7 days following a scheduled voting day.

The draft of the updated guidelines will be sent to the owners for a 30-day review/comment period.

C. Parking

No report.

D. Social

The Board passed a motion to increase the budget for the December 3 event to \$1,000.

E. Clubhouse/Pool

No report.

F. Website

No report.

ITEM V – President’s Report

Heath Birkendahl updated the Board on association issues, including painting and the AB326 inspections.

ITEM VI - Treasurer’s Report – Financial Statement for period ending September 30, 2022

- 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, 2022 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	150,386.74	1,338,240.80	1,317,051	21,189.80
Expense(\$)*	138,723.84	1,315,933.62	1,317,051	1,117.38

*includes monthly contribution to Reserves

Total Cash & Savings(\$): 4,621,728.98

**Reserve Expenditures Year to Date(\$): 537,651.81

Reserve Fund Balance(\$): 4,625,290.68

B. Reserve Fund Investments

No report.

C. 2023 budget

The Board passed a motion approving the 2023 budget, which calls for an increase in the monthly assessments ranging from 9.98-10.84% to help cover anticipated increases in the operating expenses, as well as properly fund the reserves for future capital projects.

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, 2022 security logs.

- B. AB326 inspections

The CMA presentation on the balcony and stairway inspections was rescheduled until Nov 7 due to schedule conflicts.

- C. Foxhall Loop and Donovan Ct painting

The painting project should be completed by the end of October.

ITEM IX - New Business

- A. Rules Enforcement Guidelines

The Board passed a motion to increase the level of fines to \$100 for 1st offense and \$250 for each offense that follows. The draft of the updated guidelines will be sent to the owners for a 30-day review/comment period.

- B. Newsletter articles

1. Save the date for Dec 3 event
2. Updated signs and enforcement procedures guidelines

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 a hold hearing. The next regularly scheduled Board meeting will take place on Monday, November 7, 2022.

- A. Assessment Aging Report (in executive session)

There are currently no accounts in collections.

- B. Hearings

1. During a reimbursement assessment hearing, the Board imposed a \$509.65 assessment for reimbursement of a plumbing invoice.
2. During a reimbursement assessment hearing, the Board imposed a \$1,972.72 assessment for reimbursement of a plumbing invoice and repairs invoice.
3. During a rules violation hearing, the Board imposed a fine of \$50 for not properly maintaining patio landscaping.
4. During a reimbursement assessment hearing, the Board imposed a \$250 assessment for reimbursement of a maintenance invoice.

Handwritten signature: Harris Valos
Handwritten date: 11/7/22