

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 2023**

BOARD MEMBERS

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

OTHERS PRESENT

Tammy Dominguez	Community Management Services, Inc.
Steve	Security
Maryalice Heim	Landscape Committee
Lou Calvert	Owner
Sara Shapero	Owner
Wyatt and Kelsey Austin	Owner
Mark Carrow	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 6:58PM.

ITEM III – Approval of Minutes

The Board passed a motion approving the minutes from August 8, 2023 Board meeting.

ITEM IV – Committee Reports

A. Landscape

1. The Board passed a motion to approve Lewis Trees in the amount of \$49,985.
2. The Board passed a motion approving landscape upgrades proposals from Medallion totaling \$2,745.50
3. The Board reviewed the minutes from the August 16, 2023 committee meeting.
4. The Board reviewed and approved manager-approved irrigation repairs proposals totaling \$3,176

B. Architectural

1. 1835 Ashmeade Ct - security cameras pending
2. 1937 Huxley Ct - security cameras pending
3. Security cameras guidelines -Management to check if guidelines went out if not, send.

C. Parking

D. Social

E. Clubhouse/Pool

F. Website

ITEM V – President’s Report

Heath Birkendahl updated the Board on the progress of the balcony inspections being performed by Jay Johnson Construction and the plans have been approved and permits are in process.

ITEM VI - Treasurer’s Report – Financial Statement for period ending August 31, 2023

- 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, 2023 as required by CA Civil Code 5500.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	184,131.10	1,397,610.19	1,293,144	104,466.19
Expense(\$)*	188,770.52	1,375,354.53	1,293,144	(82,210.53)

*includes monthly contribution to Reserves

Total Cash & Savings(\$): \$4,999,492.58

**Reserve Expenditures Year to Date(\$): \$245,051.19

Reserve Fund Balance(\$): \$4,863,937.1

- B. Reserve Fund Investments

Brian Finerty updated the Board on investments.

- C. 2024 budget – Board reviewed and tabled to next 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 selected correspondence since the previous meeting.
1. Break ins and request for HOA to install cameras
 2. Reimbursement – The Board reviewed and approved request to reimburse plumbing bill for 1823 Ashmead Court.

ITEM VIII - Old Business

- A. Security Patrol Report

The Board reviewed the August 2023 security logs.

- B. SB326 inspections

Drawings have been approved and work is in progress.

ITEM IX - New Business

- A. Gutter Cleaning – The Board passed a motion to approve Four Seasons in the amount of \$15,086. Board requested to ensure all the downspout are unclogged. Dates for first cleaning are to be same time as last year and second cleaning to be pushed out a month.
- B. Tax Engagement – The Board passed a motion to approve Allen & Cook, Inc. in the amount of \$2,470.
- C. JM Construction – The Board reviewed the proposal for shower enclosures and tabled.

- D. Newsletter articles – Break ins
Make architectural permanent

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:32PM. The Board then went into executive session to review the assessment aging report and hold a hearing. The next regularly scheduled Board meeting will take place on Tuesday, October 10, 2023.

- A. Assessment Aging Report (in executive session)
 - 1. There are currently no accounts in collections.

- B. Hearings

Harish Bolos 10/10/23