

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 13, 2024**

**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.
Sheba Solomon	Landscape Committee
Mary Alice Heim	Landscape Committee
Lynn Smith	Homeowner
Barbara Hounslow	Homerowner
Ron Mattern	Homeowner
Wyatt Austin	Homeowner

**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 6:30PM.

**ITEM III – Approval of Minutes**

A motion was made by Heath Birkendahl to approve the minutes of the Board of Director Meeting dated December 12, 2023, as submitted. Deborah Finkel seconded the motion and the motion passed.

**ITEM IV – Committee Reports**

A. Landscape

1. A motion was made by Heath Birkendahl to approve the following Medallion Landscape bids. Haris Volos seconded the motion and the motion passed.

Irrigation Repairs - \$3,648  
1302-1303 Greenwich - \$1,397  
1928 Huxley - \$1,942.50  
2083 Huxley - \$1,214  
1012 Foxhall - \$1,263  
1358-1361 Greenwich - \$1,084  
1853-1854 Ash Meade - \$1,087

B. Architectural

1. 1835 Ashmeade Ct - send hearing fine notice
2. 2070 Foxhall Loop – Camera Violation – Pending
3. 2061 Foxhall Loop – Garage Door – Approved
4. 2029 Foxhall Loop – front door replacement – approved
5. 1946 Huxley – Bathroom Remodel – Approved
6. 1831 Ashmeade – Security Camera – Approved
7. 2007 Foxhall Loop – Security Camera – board denied needs to be per guidelines

- C. Parking –
- D. Social –
  - 1. Committee to hold lawn party in mid-July with band
- E. Clubhouse/Pool
  - 1. Board reported that the rental fee should be \$100. Management will update contract
- F. Website
  - 1.

#### **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 and taking longer to get.

Also, he is working with asphalt companies to get an estimate on asphalt repairs and is meeting onsite with vendor on February 23<sup>rd</sup>.

Heath Birkendahl made a motion to approve JMJ to inspect gutters after roofer cleaned at \$67 and hour up to 5 hours. Haris Volos seconded the motion and unanimously passed.

#### **ITEM VI - Treasurer’s Report – Financial Statement for period ending December 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 December 31, 2023 and January 31, 2024 as required by CA Civil Code 5500.

Financial Statement – December 31, 2023 (unaudited) / January Financials will be emailed

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	\$179,719.58	\$2,113,972.36	\$1,939,716	174,256.36
Expense(\$)*	\$230,053.24	\$2,143,410.40	\$1,939,216	(\$203,694.40)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):	\$5,210,340.10			
**Reserve Expenditures Year to Date(\$):	\$376,856.12			
Reserve Fund Balance(\$):	\$5,037,854.78			

- B. Reserve Fund Investments

Brian Finerty updated the Board on investments.

- C. Brian Finerty made a motion to close December 31, 2023 as is recommended by accountant. Heath Birkendahl seconded the motion and passed unanimously.
- D. Water usage – Management received two volunteers to track water usage. Management is to email volunteers and put them in contact with Sheba Solomon and Brian Finerty.

## **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. Homeowner reimbursement request – Unit 1350 Greenwich requested reimbursement for garage Service in the amount of \$500. Board discussed request and agreed to reimburse \$200 to homeowner .
  - 2. Homeowner request for bollard light – Board is still looking into and tabled to add more lighting where needed. Board will review after numbers from SB326 are reported.
  - 3. Violation letters sent out

## **ITEM VIII - Old Business**

- A. **Security Patrol Report** - The Board reviewed the September 2023 security logs.
- B. **Termite Reports** – Coastal Termite submitted termite repairs for unit 1345 Greenwich in the amount of \$1,100.

Heath Birkendahl made a motion to approve Coastal termite repairs. Haris Volos seconded the motion and unanimously passed.

Coastal Termite submitted termite repairs for unit 1862 Huxley in the amount of \$650.00.

Heath Birkendahl made a motion to approve Coastal termite repairs. Haris Volos seconded the motion and unanimously passed
- C. **SB326 inspections** – Discussed under President report

## **ITEM IX - New Business**

- A. **2024 Calendar** – board reviewed
- B. **Spa Heater Proposal** – Genie Pool submitted proposal to replace spa heater in the amount of \$7,811.09. Board approved
- C. **Insurance Cancellation-** Broker working on new insurance coverage for renewal.
- D. **Inspector of Elector** – Board reviewed HOA Election Solutions proposal and approved in the amount of \$1,810 and wants to do acclimation.
- E. **CPI Gas line replacement**– tabled line is currently fixed
- F. **Management Renewal Contract** – Board reviewed and approved
- G. **Newsletter articles** – No walking dogs in tennis courts  
New dues price-check statements
- H. **Agenda** –

### **ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:01PM. 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, March 12 2024.

A.       Assessment Aging Report (in executive session)

B.       Hearings

**Board Approved Meeting Minutes : March 12, 2024**