

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

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Tammy Dominguez	Community Management Services, Inc.
Sheba Solomon	Landscape Committee
MaryAlice Heim	Landscape Committee
Olga DeTorres	Homeowner

**ITEM I – Open Forum 6:30PM.**

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 July 9, 2024, as submitted Haris Volos seconded the motion and the motion passed.

**ITEM IV – Committee Reports**

A. Landscape –

1. **Committee meeting minutes** - reviewed
2. **Patio Guidelines and Maintenance** – Board reviewed and will add that any concrete or hardscape that is installed in personal patio and needs to be taken out to fix water leaks will be homeowners' responsibility to put hardscape back.

Management to send out for comment period.

3. **Proposals** – A motion was made by Heath Birkendahl to approve Medallion proposal for grub control in the amount of \$1,845.00. Haris Volos seconded the motion and the motion passed.

4. **Manager approved proposals** - reviewed

B. Architectural

1. 1826 Ashmeade – flooring and shower - approved
2. 2042 Donovan - garage - approved
3. 1957 Foxhall – garage - approved
4. 1939 Huxley – camaras - approved

C. Parking – Security will tag cars and put parking rules on cars.

D. Social – Summer social was a success, next event is Christmas potluck.

E. Clubhouse/Pool

1. Management to have the other two lights changed out to match the new led light.

F. Website

**ITEM V – President’s Report**

President 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.

**Asphalt** – Last Re-Seal section is scheduled for August 14<sup>th</sup>. After a punch list will be done.

**ITEM VI - Treasurer’s Report – June & July Financial Statement - Tabled**

- 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 as required by CA Civil Code 5500.

Financial Statement –June, 2024 & July 2024 (unaudited)

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	\$264,747.00	\$1,439,763.44	\$1,198,771	\$240,992.44
Expense(\$)*	\$204,153.67	\$1,340,472.20	\$1,198,771	(\$141,701.20)

\*includes monthly contribution to Reserves

Total Cash & Savings(\$): \$5,463,015.38

\*\*Reserve Expenditures Year to Date(\$):\$212,539.68

Reserve Fund Balance(\$): \$5,198,268.38

Reserve Fund Investments

**ITEM VII - Association Manager’s Report**

- A. Action Item List – Management updated board on HOA Items
- B. Correspondence – A homeowner requested to close off car was water to keep the homeless from using.  
Management to see if there is a way to block off access but still useable with a code.
- C. Violation letters sent out

**ITEM VIII - Old Business**

- A. **Security Patrol Report** - The Board reviewed the June 2024 security logs.
- B. **SB326 inspections** – Discussed under President report –
- C. **AT&T Contract** – Attorney has not provided review of contract yet, management will reach out again.

**ITEM IX - New Business**

- A. **Cintas Fire Extinguisher proposal** –A motion was made by Heath Birkendahl to approve Cintas proposal in the amount of \$4,481.58. Deborah Finkel seconded the motion, and the motion passed.
- B. **Parking** – Security will do parking patrol and tag cars in spots that are not moving.
- C. **Maintenance** – Management is to have the numbers in the carport looked at site walk with PSI.
- D. **Newsletter articles** –
- E. **Agenda** –

**ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:00 PM. 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, September 10, 2024.

- A. Assessment Aging Report (in executive session)
- B. Hearings

**Board Approved Meeting Minutes : September 10, 2024**