

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
December 10, 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
MaryAlice Heim	Landscape Committee
March Carroll	Homeowner
Kelli Williamson	Homeowner
Janene Argendeli	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 6:32PM.

ITEM III – Approval of Minutes

A motion was made by Heath Birkendahl to approve the minutes of the Board of Director Meeting dated November 12, 2024, as submitted. Deborah Finkel seconded the motion and the motion passed.

ITEM IV – Committee Reports

A. Landscape –

1. **Committee meeting minutes** - reviewed

Management is to ensure that the Tree Trimming bill will be expensed in December 2024 year end.

A motion was made by Heath Birkendahl to approve tree removal at 1329 Greenwich in the amount of \$6,980.00. Brian Finerty seconded the motion and the motion passed.

2. **Manager approved proposals** - reviewed

B. Architectural

1. none

C. Parking – Security is staying on top of parking

D. Social –

E. Clubhouse/Pool

1. Pool closed

F. Website

ITEM V – President’s Report

President updated the Board on the progress of the balcony inspections being performed by Jay Johnson Construction.

A motion was made by Heath Birkendahl to approve an additional \$23,000 to finish up first set of balconies that were open up. Deborah Finkel seconded the motion and the motion passed.

A motion was made by Heath Birkendahl to approve an additional \$200,000 to continue with balcony work after first set of balcony work is completed. Haris Volos seconded the motion and the motion passed.

Board discussed the need of a project manager and will discuss further next meeting.

ITEM VI - Treasurer’s Report – September Financial Statement - November 30, 2024

- 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 – November 30, 2024 (unaudited)

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	\$219,864.21	\$2,232,558.34	\$1,883,783.00	\$348,775.34
Expense(\$)*	\$200,607.61	\$2,118,584.20	\$1,883,783.00	\$234,801.20
*includes monthly contribution to Reserves				
Total Cash & Savings(\$): \$5,652,321.50				
**Reserve Expenditures Year to Date(\$):\$424,217.39				
Reserve Fund Balance(\$): \$5,486,567.64				

- B. Reserve Fund Investments – Brian will keep an eye on the cd mature dates.

ITEM VII - Association Manager’s Report

- A. **Management update**– Management updated board on HOA Items
B. Concrete scheduled for 12/11 thru 12/13 – postponed due to weather
C. Carport Striping scheduled for 12/16 thru 12/18
D. Correspondence

1.

- E. Violation letters sent out

ITEM VIII - Old Business

- A. **Security Patrol Report** - reviewed
B. **SB326 inspections** – Under President Report

ITEM IX - New Business

- A. **CMS Credit Card**- Tabled until later

- B. **PSI Concrete Proposal** – A motion was made by Heath Birkendahl to approve PSI concrete repair by Foxhall/Donovan in the amount of \$3,950. Haris Volos seconded the motion and the motion passed.
- C. **Inspector of Proposal-** A motion was made by Heath Birkendahl to approve HOA Election Solutions in the amount of \$2,052. Deborah Finkel seconded the motion and the motion passed.
- D. **Bench replacement** – A motion was made by Heath Birkendahl to approve bench replacement, like for like in the amount of \$1,650.00. Deborah Finkel seconded the motion and the motion passed.
- E. **Corporate Transparency Act-** tabled current stay of action on law.
- F. **Maintenance** – Board approved Bright outlook to purchase bagless vacuum in the amount NTE \$150 for clubhouse use.

Maryalice volunteered to check clubhouse after rentals.

- G. **Newsletter articles** – Christmas Party Picture
Dues Increase update
AT&T

- H. **Agenda** –

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:21pm. 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, January 14, 2025.

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

Board Approved Meeting Minutes: January 14, 2025