

HAMPTON VILLAGE HOMEOWNERS ASSOCIATION

Board Meeting

March 27, 2019

Raley's Center – 4650 Natomas Blvd, Sacramento, CA

MINUTES

1. **CALL TO ORDER:** President Frank Kozlowski called the meeting to order at 6:30 P.M. The following Board Members and Management representatives were present unless noted absent below. The Agenda was posted on the Community bulletin boards and website four (4) days prior to the meeting. There was four (4) owners present for this meeting.

2. **ROLL CALL:**

Frank Kozlowski	President/Secretary	
Lor'rie White	Vice President	Absent
Stefan Harbov	Treasurer	
Joe Vellos	Member at Large	
Adrienne Hall	Member at Large	Absent
Deanna Themoleas	The Management Trust	

3. **OPEN FORUM**

The following comments were made in open forum:

- Construction Repairs and Timeline
- Pool/Spa Gate and Fence needs to be painted

4. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the February 7, 2019 Board Meeting as drafted.

5. **EXECUTIVE SESSION**

It was reported that the Board held an Executive Session on March 27, 2019 prior to the open board meeting to discuss litigation, contracts, compliance issues, collections, and a personnel issue.

6. **FINANCIAL BUSINESS**

- A. **Financial Reports:** The Board reviewed the reports prepared by Management for the month ending February 28, 2019. Management highlighted account balances and that year-to-date the Association's expenses were under budget by \$12,211.90.
- B. **Lien Resolution:** The Board reviewed the delinquency reports and approved the following motion: In accordance to Civil Code 5673, the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and cost against that property owned by the member(s) list on the Association's delinquency report dated **February 28, 2019** and who are, or become, delinquent beyond 60 days. This authorization shall only apply to those members who have been openly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660.

The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their association account number: **676808, 661141, 661229, 661190, 661140,**

913254, 661316, 661209, 661120, 677074, 661103, 661310, 661327, 825272, 661333, 661231, 661085, 773112, 661196, 895260, 787751, 934903, 945533, 825272, 897961, 701144

- C. **Reserve Transfer Authorizations:** The Board unanimously approved the pending reserve transfer authorization requests.
- **April 30, 2018 – Reconstruction Service - \$93,569.00 and Roebbelen Construction - \$14,497.00**
 - **September 18, 2018 – Roebbelen Construction - \$19,260.00 and Reconstruction Services - \$83,496.31**
 - **October 31, 2018 – Barth Roofing \$73,627.20 and Roebbelen Construction - \$4,635.00**
 - **January 31, 2019 – Jeff’s Plumbing - \$1,993.12 and Dean Mailing Equipment - \$14,897.00.**
 - **January 31, 2019 – Barth Roofing - \$36,813.60 and \$46,017.00 and Roebbelen Construction - \$3,180.00**
- D. **Bad Debt Write-Off:** The board took no action on this item.
- E. **Review Investments –** Board Treasurer Harbov informed the Board that he has been out of the country and will reach out to USB Financial for reinvestment of the reserve funds.

7. MANAGER’S REPORT & LOGS

The Board reviewed the Manager’s report along with the action item list from the prior meeting, violation log and work order log.

8. COMMITTEE REPORTS

- A. **Architectural Committee:** Jim Huffman stated that he is able to stay on the committee and review all applications. The Board appointed Jim Huffman as the Architectural committee.
- B. **Pool Committee:** Jim Huffman stated that the pool and spa are being maintained and the restrooms are always very clean and maintained. Jim informed Management to have two new bulletin boards purchased to replace the current ones and place the new bulletin boards in the middle of each cluster of mail boxes.
- C. **Construction Update –** Shawn Strohman with Roebbelen Construction informed the homeowners that the Board will be reviewing the scope of work for bidding process and that the balcony and buildings 41 and 43 repairs will take one year for completion.

9. UNFINISHED BUSINESS

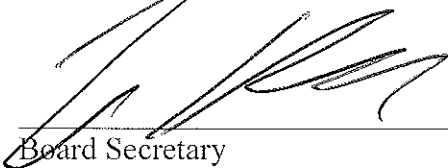
- A. **Bylaw Amendment (Reduce Quorum Requirement) –** Management informed the Board that a quorum of 25% (sixty-six (66) ballots) has been reached. Management opened and tallied the ballots and the results were as follows:
55 Yes Votes and 5 No Votes - By-Law Amendment passed by membership vote
- B. **Community Tree Proposals –** The Board reviewed the tree proposals to have 15 redwood trees removed from the community. The Board motioned and approved Arborwell to remove the 15-redwood trees at the cost of \$7,416.00. This cost does include stump grinding. This expense will be an operating expense.

10. NEW BUSINESS

- A. **2019 Insurance Renewal** – Management informed the homeowners that the Board approved the insurance renewal with Russo Insurance for the 2019-2020 Year.
- B. **Exterior Lighting Proposal** – Management provided a proposal from Century Lighting to repair the light at Building 6. Jim Huffman stated that he will review this light since it was capped for non-use. Jim will respond back to Management if this light does need to be repaired. Management informed the Board that Management has been sending out Century Lighting since Barnum and Celillo Lighting was not responding to the exterior lighting work orders. Management will provide the monthly service agreement to Century Lighting to service the community lighting needs.

11. ADJOURNMENT: The Board Meeting was adjourned at 7:41 P.M. The next meeting is scheduled for June 26, 2019 which will be the annual meeting.

*Not official until signed/dated.
Respectfully Submitted,*



Board Secretary

7-31-19

Date

*Prepared by Deanna Themoleas, CACM
Community Manager*



The Management Trust