

HAMPTON VILLAGE HOMEOWNERS ASSOCIATION

Board Meeting

September 26, 2018

North Natomas Library – 4660 Via Ingoglia, Sacramento, CA

MINUTES

1. **CALL TO ORDER:** Vice President Lor'rie White called the meeting to order at 6:50 P.M. The following Board Members and Management representatives were present unless noted absent below. The Agenda was posted on the bulletin boards on site four days prior to the meeting.

2. **ROLL CALL:**

Frank Kozlowski	President/Secretary	Absent
Lor'rie White	Vice President	
Stefan Harbov	Treasurer	
Joe Vello	Member at Large	Absent
Adrienne Hall	Member at Large	
Vicky Langer	The Management Trust	

3. **ANNUAL ELECTION – RESCHEDULED ANNUAL MEETING**

Quorum for the Annual Membership Meeting was not obtained. There were 60 homeowners represented by mailed in ballot or in person. Since there were three openings on the Board and only three candidates, the three candidates were elected by acclamation.

4. **OPEN FORUM**

Nothing was brought to the attention of the Board as there were no other members present.

5. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the June 27, 2018 Board Meeting as drafted.

6. **EXECUTIVE SESSION**

It was reported that the Board held an Executive Session on June 27, 2018 to discuss litigation, contracts, compliance issues, collections, and a personnel issue.

7. **FINANCIAL BUSINESS**

- A. **Financial Reports:** The Board reviewed the reports prepared by management for the month ending 5/31/18. Stefan, Treasurer, highlighted account balances and that year-to-date the Association's expenses are over budget by \$15,132 but are equal to year-to-date income.
- 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 **August 2018** 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	677074	661333
661229	661165	661085
661190	661310	845533
661140	661103	773112
913254	661246	661196
661316	825272	661088
661209		771940
661120	787751	737709

- C. **Reserve Transfer Authorizations:** the Board unanimously approved the pending reserve transfer authorization requests.
- D. **Bad Debt Write-Off:** A motion was made, seconded, and unanimously adopted to approve a bad debt write-off of \$2,128 for Account #661165 as a result of a foreclosure.
- E. **2019 Operating Budget:** The Board reviewed a draft prepared by the Budget Committee and management and unanimously approved it. There are no increases in assessments for the coming year.
- F. **CPA Review Proposal:** The Board reviewed and unanimously approved a proposal from Haley Shaw & Butikofer, LLP to prepare the 2018 year-end tax preparation and financial review.

8. MANAGER'S REPORT & LOGS

The Board reviewed Vicky's written report, action item list from the prior meeting, violation log and work order log.

9. COMMITTEE REPORTS

- A. **Architectural Committee:** No report. There is currently an opening on the committee due to the resignation of Paul Lineer.
- B. **Pump House:** Lor'rie reported that the pump house construction has been completed.
- C. **Pool Committee:** No report.

10. UNFINISHED BUSINESS

- A. **Bylaw Amendment:** The Board reviewed a draft amendment to lower the quorum requirement and approved it for mailing out with a ballot and the required two envelopes.

11. NEW BUSINESS

- A. **Palm Tree Trimming:** After reviewing proposals, the Board unanimously approved a proposal from Arborwell to skin the palm trees.

- B. **Other Tree Trimming:** The Board unanimously approved a proposal for tree trimming and some removals from Arborwell. Additional recommended tree work will be reviewed at a future meeting. Approved removals will be noted in the Newsletter article before they are removed.
- C. **Garbage Can Cleaning:** The Board discussed whether to have Owners' garbage cans cleaned by "Bins So Clean" and decided against it. It was noted that Owners can get new trash cans from company who picks them up, for free.
- D. **Parking Stall Variance Request – Unit #2316:** The Board reviewed a request from a resident for a variance to park in a handicapped guest parking stall. The resident will be asked to provide more information and to submit a more formal request. It was unclear whether the HOA is able to give one resident a variance to park in a handicapped guest stall. Attorney input will be sought.
- E. **2019 Calendar:** The Board reviewed and approved a draft management calendar for the coming calendar year.

12. CORRESPONDENCE

The Board reviewed the following correspondence listed on the Agenda and any action taken is noted below:

- ❖ **Request from for No Smoking Policy (Balconies):** The Board unanimously agreed not to pursue a rule/policy prohibiting smoking throughout the community.

13. ADJOURNMENT: The Board Meeting was adjourned at 7:23 P.M. The next meeting is scheduled for late January 23, 2019.

Not official until signed/dated.



Board Secretary

2-7-19

Date

Prepared by Vicky Langer, The Management Trust



The Management Trust