



1600 Hamilton Place Community HOA

February 2009



Next Board Meeting

The next Board of Directors meeting is scheduled to follow the conclusion of the Annual Meeting of the Members on Tuesday, March 10, 2009, in the clubhouse. The agenda for the meeting will be posted adjacent to the clubhouse doors 4 days prior to the meeting. Please note that the master and earthquake insurance coverage renews on March 23, 2009. It may be necessary for the Board to borrow some funds from the reserve account to help cover the premium invoice. The operating fund will pay the loan back to the reserves prior to the end of the fiscal year on December 31, 2009.

Email Communication Reminder

Please remember that either "1600 Hamilton" or your specific unit address must be included in the SUBJECT BOX of all emails sent to Bill Hubbard at Community Management or they will not be opened.

Landscape Committee Message

The Landscape Committee will now meet on the third Wednesday of the month. Our next meeting will be March 18 at 7:00 pm in the Clubhouse. Please submit any landscaping requests, in writing, for the committee's consideration. Please remember that the Board of Directors provides a budget to the Committee, which determines the guidelines the Committee must adhere to in planning for landscaping maintenance and upgrade projects. In other words, the Committee will accommodate as many requests as possible, as long as they fit within budget constraints, as well as short-term and long-term landscaping plans.

You will notice some changes in our complex. The upgrade work on Huxley has begun and should be completed mid February. Once this is completed, the upgrade work will begin on Donovan and Foxhall. Goals have been to remove many older, overgrown plantings, the ivy and jasmine and the smaller grassy areas, replacing with drought-tolerant or low-water plantings. We hope you will like the changes.

You will also notice that the very large escallonia hedges have been "hard pruned." This is necessary to keep them from encroaching on sidewalk and other walking areas. For now, this results in a hedge with bare branches and very few leaves, but we are hopeful that the spring and warm weather will bring new growth that will greatly improve their look.

Architectural Committee Meetings --

Last Thursday of Each Month

The next Architectural Committee meeting will take place on Thursday, February 26, 2009, at 6:45PM, in the clubhouse. Please feel free to drop by and discuss any architectural issues with the committee.

Annual Meeting of the Members

The annual meeting of the members will take place at 6:30PM on Tuesday, March 10, 2009, in the clubhouse. Please see the attached agenda and meeting notice for additional information. Topics to be covered during the annual meeting will include a presentation from the San Jose Police Department on safety and crime prevention.

Board of Directors Elections

The secret ballots submitted for the Board elections will be counted by the election inspectors during the Board meeting that will follow the conclusion of the annual meeting. If you have not mailed in your secret ballot, please remember that they must be received by no later than 6:45PM on March 10, 2009.

Exterior Changes To Your Unit

Please remember that the governing documents for 1600 Hamilton REQUIRE that ALL changes to the exterior appearance of your unit MUST have PRIOR approval from the Board of Directors. This means that ANYTIME you want to change an exterior light fixture, a screen door, or even change the design of your entry or patio areas, you must first provide a written request for approval to the Board describing, in detail, the proposed changes. Failure to do so may result in the Board requiring that you change the modification, at your expense. The reason for this rule is to help protect the overall appearance of the complex and prevent an owner from installing something that might result in higher association maintenance expenses or lower real estate values.

Note: The CC&Rs stipulate that all doors and windows are the maintenance responsibility of the unit owners. Please make sure you have approval from the Architectural Committee prior to installing new windows or doors.

The Architectural Guidelines and the change application are available on the association website at: www.1600HamiltonPlace.org

Speeding

Please take a moment to remind each licensed driver in your household to please drive slowly throughout the 1600 Hamilton Place community. With the nice weather just around the corner, more children will be playing outside and riding their bikes and other toys.

Skunks?

Have you noticed an increase in skunk sightings (or smellings!) this winter? Because of the unusually dry weather, skunks (and other vermin) are seeking food, water, and shelter. It has been noted that some 1600 Hamilton residents continue to place pet food, water, or bird seed out in their patio areas, which provides the incentive for skunks and other vermin to take up residence in the area. PLEASE DO NOT leave any water or food outside and if you know someone who is doing this, please contact association manager Bill Hubbard so that the association can take the necessary disciplinary action so that the activity stops.

Recycle Your Fluorescent Light Bulbs

For more information on how and where you can recycle fluorescent light bulbs, visit www.hhw.org

-OVER-

**Community Management Services, Inc. 1935 Dry Creek Road, Suite 203
Campbell, CA 95008**

Customer Service: 408-559-1977 - Association Manager: Bill Hubbard
Email: bhubbard@communitymanagement.com
(1600 Hamilton or your unit address must be included in the SUBJECT BOX of all emails)

**1600 Hamilton Place Security Office: 408-371-1715
1600 Hamilton Place Website: www.1600HamiltonPlace.org**

CUSTOMER SERVICE - Here's How It Works

Community Management Services' office hours are from 8:00 AM - 5:00 PM, Monday through Friday. The Customer Service phone number is 408-559-1977.

At Community Management, our Customer Service Department directly answers your call. They are equipped to handle most emergencies, routine matters, and general questions.

If for any reason Customer Service is unable to help you, they will either transfer you to your Association Manager or obtain the necessary information for your Manager to return your call. Please assist them in servicing you by utilizing their talents and expertise when possible.

Questions about your assessment or statement??? Please give the name of your Association and ask for the accounts receivable department.

For after-hours calls, you may use the same phone number after-hours. Our voice mail system will allow you to leave a message for Customer Service, or the appropriate person, and will also give you an emergency number to call if you have a structural or safety related problem that requires immediate attention. Please hold all other calls until the next business day so that the after hours line can be kept clear to handle emergencies.

Gutter Cleaning

Bright Outlook has completed the gutter and downspout cleaning. The cleaning carries a "no clog" warranty until May 1, 2009. If you see that your downspout has become CLOGGED after the initial cleaning, please contact the CMS customer service dept during normal business hours and they will arrange for Bright Outlook to address the problem within 2 business days, weather permitting.

Assessment Autopay Info

Eliminate the worries of late payments and late fees by arranging to have your monthly assessment fee automatically withdrawn from your checking account by the association's bank, Comerica Bank, around the 10th of each month. Contact Comerica Bank at 1888-293-5043 to make the arrangements.

1600 HAMILTON PLACE COMMUNITY ASSOCIATION

TO: All Homeowners

FROM: Board of Directors

DATE: February 15, 2009

RE: Notice of Annual Meeting – March 10, 2009

NOTICE is hereby given that the Annual Meeting of the 1600 Hamilton Place Community Association will be held at the Association Clubhouse on Tuesday, March 10, 2009. The meeting will begin promptly at 6:30 PM.

The purpose of this meeting will be to update the members on the state of the association as well as discuss current issues before the Board. There will also be a special presentation by the San Jose Police Department on safety and crime presentation.

NOTE: The annual Board of Directors election will be held by secret ballot, which has already been mailed to each owner. If you did not receive a ballot packet, please contact association manager Bill Hubbard. The ballots will be counted during the Board of Directors meeting to be held directly following the conclusion of the annual meeting.

AGENDA

- I. Call to Order – 6:30PM
- II. Introductions
- III. Approval of 2008 Annual Meeting Minutes
- IV. President's and Committee Reports
- V. Other Business
 - A. Safety and Crime Prevention
- VI. Open Forum
- VII. Adjournment