

1600 Hamilton Place Community Association HOA Newsletter

Board of Directors

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Secretary
Carl Middione
Treasurer
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Community Management Services

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Customer Svc: **408-559-1977 (24/7)**

Association Mgr: Bill Hubbard

bhubbard@communitymanagement.com

(Please include 1600 Hamilton or your unit address in the email subject box)

1600 Hamilton Place Security Office:
408-371-1715 (voicemail)

Next Board Meeting/Open Forum

The next Board of Directors meeting is scheduled for **Tuesday, December 14, 2010 in the Clubhouse.**

The Open Forum starts at 6:30 pm and is the time set aside for homeowners to address the Board of Directors. The Board Meeting starts promptly following the Open Forum. An agenda for the meeting is posted by the Clubhouse entry doors and mailboxes four days prior to the meeting date. Come join us!

Landscape Committee Meeting

Co-Chairs Maryalice Heim/Sheba Solomon

The next Landscape Committee meeting is scheduled for **Wednesday, December 15, 2010, at 7:00 pm in the Clubhouse.** Please submit any landscaping requests, in writing, for the committee's consideration.

Meet Your Association Manager - Bill Hubbard

1600 Hamilton Place is very fortunate to have the stability of having Bill Hubbard as our Association Manager for the past 10 years. Bill handles the day-to-day business operations of the HOA and works closely with the Board to ensure that all actions are in compliance with California condominium law.

Bill is one of 24 association managers at Community Management Services. Their offices are in Campbell at the corner of Bascom Avenue and Dry Creek Road. Bill handles the operations of six associations in the area, with ours being the second largest in his area of responsibility.



Bill's primary area of expertise is condo law and financial management. He has worked in association management for the past 14 years.

Bill is originally from Pittsburgh and moved to the Bay Area in 1974. He and his wife of 36 years have two grandchildren by their two sons and daughter.

The Board values Bill's vast knowledge of condo operations and appreciates the continuity that he brings to the table from his years on involvement with us.

2011 Budget Finalized on Time! - Carl Middione - Treasurer

Once again, your Board of Directors has approved the HOA annual budget on-time and on-target by a unanimous vote at the October Board Meeting.

As always, there were new issues to take into consideration as well as some trade-offs in order to meet our objective of keeping monthly dues flat without affecting our continued build-up of reserves and without cutting back on required maintenance. It was not an easy task, taking three iterations to come up with an acceptable budget. As Treasurer, I am happy to report that your Association is in excellent financial condition.

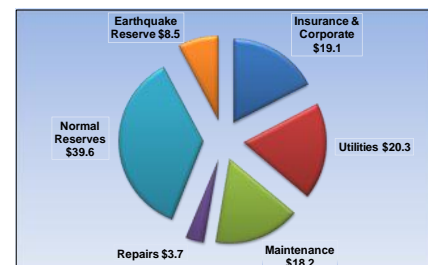
The pie chart to the right shows the breakdown of the new monthly budget of **\$109,438** (down from **\$110,725** last year):

- **\$39,600/36% - Normal Reserves** (capital improvements and upgrades, such as roofing, streets, fencing, painting, renovations, etc)
- **\$19,065/17% - Insurance & Corporate** (insurance, management, taxes, printing, legal, licenses, etc)
- **\$20,300/19% - Utilities** (water, electricity, gas, trash, telephone, etc)
- **\$18,248/17% - Maintenance** (pools, trees, landscaping, security, lighting, etc)
- **\$8,500/8% - Earthquake Reserve** (building up a reserve that will allow us to drop or reduce earthquake insurance in

the future)

- **\$3,725/3% - Repairs** (roofs, sprinklers, plumbing, lighting, etc)

\$109,438 Monthly Budget (000)



During our monthly Board Meetings, we review actual expenses against the budget to ensure we stay on track and not overspend. We ask for multiple bids on significant jobs. The result is that, as of October 31st, our spending was under budget and we expect to finish the year on or under budget.

All in all, the Board practices a prudent spending approach that takes into account our stewardship responsibility to you, the owners of this beautiful place. The Board is again very happy to report that there will be no significant changes in the monthly dues for 2011.

A copy of the 2011 budget will be mailed to all homeowners in November.

HOA BIZ - What's Happening around Hamilton Place

- **Gutter Cleaning** - Four Seasons Roofing has completed the initial cleaning of the roofs, gutters and downspouts. The cleaning carries a "no clog" warranty until May 1, 2011. If you see that your downspout has become clogged after the initial cleaning, please contact CMS Customer Service at 559-1977 to provide the exact location of the clog.
- **Window Covering Update** - The Board is proposing to update the Architectural Guideline in regards to window coverings to read: "All window coverings shall be installed by the unit owner within 90 days after close of escrow. All such window coverings must be white or off-white material. Colored drapes must be lined with white or off-white material. No foil or reflective paint shall be installed in any window and no tinting or coloring of windows will be allowed without the prior approval of the Architecture Committee." Please forward any comments or questions, in writing, to the Board via Bill Hubbard by the December Board Meeting.
- **CMS eBills** - Contact Rosie Bernal at Community Management Services at 408-559-1977 x137 or rbernal@communitymanagement.com to get your monthly statement and Newsletter (in color) emailed to you.
- **Satellite Driven Sprinkler Controls** - Have you noticed that our lawn and garden sprinklers do not come on when its raining? The controllers pick up the current weather information via satellite, adjusting the sprinklers accordingly. Thanks to Tim and the Medallion Landscaping team for implementing this system over the past six months.
- **Welcome Wagon** - Welcome to Bobbi and Jim who recently moved to Foxhall Loop from Sunnyvale. They're very happy to be here.

Monthly Parking Summary - November 2010

WARNING Ticket - Resident in Guest Space - 3
FINAL WARNING Ticket - Resident in Guest Space - 2
TOW Ticket - Resident in Guest Space - 0
WARNING Ticket - Resident over 24 hours in Open Space - 0
FINAL WARNING Ticket - Resident over 24 hours in Open Space - 0
TOW Ticket - Resident over 24 hours in Open Space - 0
WARNING Ticket - Expired DMV Tags - 0
FINAL WARNING Ticket - Expired DMV Tags - 0
TOW Ticket - Expired DMV Tags - 0

With the cost of a **TOW** about **\$250**, homeowners are encouraged to know the Association parking rules and to follow them. HOA parking rules can be found on the mailbox bulletin boards and at www.1600hamiltonplace.org.

Landscape Committee Report

The Board of Directors provides a budget to the Committee which determines the guidelines that the Committee must adhere to in planning for landscaping maintenance and upgrade projects. Currently, the Committee is working on the following projects:

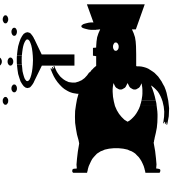
- **Maintenance Issues** - Work to remove invasive kikuyu grass will begin in some areas throughout the complex over the next few months. Replacements for dead plants and some fill-in planting is ongoing.
- **Irrigation Issues** - The Medallion crew is continuing to monitor and adjust the sprinkler controllers and heads/emitters to balance the system.
- **Current Project Work** - Work around the Clubhouse and Ashmeade Court should be completed soon. Header board installation will continue.
- **Tree Trimming/Removals** - Lewis Tree Service has completed the annual tree trimming and removals of overgrown or diseased/damaged trees. Tree replacements should be complete by the end of November.
- **Long Term Planning** - Sheba and Maryalice are developing long term plans for future work based on budget constraints.

www.1600hamiltonplace.org



Neighborhood Security - Car Break-Ins

We had a recent auto break-in and theft of personal property on Donovan Court. Last year during the Holiday season, we had numerous auto break-ins throughout the complex, both on our interior streets and the Hamilton Place loop. Our Security Officers are always on the lookout for strangers in the area during their patrols. If you see something out of the ordinary, call 911 immediately.



Most of the auto break-ins result in theft of valuables left in the car. Such items as iPods, GPS units, briefcases, parcels, etc. are frequent targets. Don't leave anything of value out in the open in your car and use your car alarm if you have one.

Holiday Planning and Decorations

The Board of Directors would like to wish all residents of 1600 Hamilton Place a very Happy Holiday Season. Hopefully, the following holiday tips will make this time of year safe for you, your loved ones and neighbors:

- When hanging outdoor lights, be sure not to nail or staple through the wire. Use small nails or staples to minimize damage to fencing and door/window trim. Please remember that all exterior Holiday decorations must be removed by January 15th.
- Notify your neighbors and 1600 Hamilton Place Security at 371-1715 when going out of town. Stop newspaper/mail deliveries or get one of your neighbors to check for you.
- Dispose of your tree in early January as directed.
- Keep your live tree in a stand that holds at least a gallon of water and check the stand frequently to ensure it is full.

Keep an eye out for suspicious activity in the area and call 911 when in doubt. The Holidays sometimes brings out the worst in people.

What Do You Think?

Your Board is working in many areas to maintain and improve our neighborhood. We hope you've noticed some of the areas that have been addressed over the past year and we value your input. Please try to come to the monthly Association meeting on the 2nd Tuesday of each month and participate in the Open Forum at 6:30 pm and listen in on the Board Meeting. The Agenda is posted in advance at all mailbox kiosks. Regular discussion topics include the ongoing landscape management plan, parking issues, homeowner correspondence and the budget.



Exterior Changes to your Unit

Please remember that the governing documents for the Hamilton Place Community Association 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 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 rule is to help protect the overall appearance of the complex and maintain property values.

Hamilton Place Street Sweeping - 11/18 & 12/16

The 3rd Thursday of every month is the scheduled sweeping date by the City for the Hamilton Place loop (usually between 10-11 am). Signs will be posted on bulletin boards.