

1600 Hamilton Place Community Association HOA Newsletter

Board of Directors

Lynn Comer

President

Conrad Sanford

Vice President

Ken Sweezey

Secretary

Carl Middione

Treasurer

Heath Birkendahl

Director

Happy Holidays to All !

In the busy world we live in, it is sometimes difficult to slow down and appreciate the finer things in life. Our lives at 1600 Hamilton Place are better than most. We are very lucky to live in such a beautiful, clean and safe neighborhood.

The common space that we share with our neighbors often requires us to interact with our neighbors more than if we lived in single family homes. It is oftentimes a delicate balance, requiring patience and understanding.

As you celebrate the Holiday Season, take time to wish your neighbors well. Exchange contact information so you can remain in touch, for personal and emergency purposes. Value what we have and do what you can to foster a spirit of neighborliness.



Community Management Services

1935 Dry Creek Rd, Suite 203
Campbell, CA 95008

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, January 11, 2011 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, January 19, 2011, at 7:00 pm in the Clubhouse.** Please submit any landscaping requests, in writing, for the committee's consideration.

“What Can I Do?”

The Board members are often asked by residents what they can do to support the homeowner association. Most residents do not have the time nor inclination to volunteer their time as a member of the Board, but there are many other ways to help out around the neighborhood.

Over the past year, the Board Members and Landscape Committee Co-Chairs have been highlighted in the Newsletter. In addition, Rick has served as the HOA Webmaster for the past few years and Nanette has volunteered her time as the Clubhouse Inspector for the past 6 years.

There are many other residents who also volunteer their time and energy to the HOA. Both the Landscape and the Architecture Committees have a number of residents who provide assistance throughout the year. There are always opportunities to join the discussion at monthly Board meetings or Committee meetings.

We also have many other residents who quietly contribute to making the neighborhood all it can be. Some, like Jay, tend the flag at the Foxhall Loop entrance. Some residents regularly clean up litter along the Hamilton Place loop and

Leigh Avenue or in front of their unit. Some work with the City to paint over graffiti that mysteriously appears overnight.

Every little bit helps and there's always more that can be done in a complex as large and as old as ours. In particular, residents are encouraged to report issues to Community Management Customer Service at 559-1977, 24 hours a day, 7 days a week. Examples are:

- Reporting globe or garage lights out (note post number or location).
- Reporting irrigation problems (on too long or not enough).
- Overflowing dumpster area or oversize items left in driveway.

Everyone is encouraged to be a nosy neighbor, on the lookout for any activity that appears suspicious or out of the norm. Call 911 to alert San Jose Police of any emergency situation and, after-the-fact, update HOA Security at 371-1715.

We all can contribute in our own way to make our neighborhood all it can be. You can offer assistance to a neighbor or come to the monthly Open Forum to express your ideas to make things better.

HOA BIZ - What's Happening around Hamilton Place

- **Gutter Cleaning** - Four Seasons Roofing has completed the first gutter and downspout cleaning. There will be another complete cleaning in early January. The cleaning carries a "no clog" warranty until May 1, 2011. If you see that your downspout becomes clogged after the next cleaning, please contact CMS Customer Service at 559-1977 to provide the exact location of the clog.
- **Window Covering Update** - The Board is updating 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." Previously, this wording was included in the CC&Rs.
- **Clubhouse User Agreement & Rules** - The Board is proposing to update the Clubhouse User Agreement and Rules as shown in the attached pages 3-6. Please forward any comments or questions, in writing, to the Board via Bill Hubbard by the January Board Meeting.
- **Huxley Parking Allocation** - After a 30 day review and comment period, the Board has approved the change of two "Guest Only" parking spaces to "Open" parking spaces in the entrance area of Huxley Court. The spaces will be changed over in January.
- **Welcome Wagon** - Welcome to Michael and Aracelis on Foxhall and Hsiu and Simon on Greenwich.

Monthly Parking Summary - November 2010

WARNING Ticket - Resident in Guest Space - 1
FINAL WARNING Ticket - Resident in Guest Space - 2
TOW Ticket - Resident in Guest Space - 1

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 - 1
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** - Removal of invasive kikuyu grass will begin in some areas. Twenty pear trees will be pollarded in December and hedge hard pruning will begin in January.
- **Current Project Work** - Renovation work at two Foxhall locations 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 replacement plantings have been completed by Medallion.
- **Long Term Planning** - Sheba and Maryalice are developing long term plans for future work based on budget constraints. Thanks to their efforts, the HOA has received over \$10,000 in rebates from the Santa Clara Valley Water District for the 2010 controller upgrades and turf removal project.

www.1600hamiltonplace.org



Board of Directors Elections in March 2011

There are three Board positions up for election in March. Current Board members Lynn Comer, Conrad Sanford and Carl Middione are at the end of their two-year terms and it may be your opportunity to get more involved in our community. If you are interested in running for one of these positions, please let Bill Hubbard know by January 10th or attend the January 11th Board Meeting.

Holiday Decorations

The Board of Directors would like to remind all residents that exterior holiday decorations and lights are welcome, however please make sure that all decorations are removed by no later than January 15th. The Board thanks you for your cooperation and wishes all residents of 1600 Hamilton Place a very Happy Holiday Season and healthy New Year.

You may dispose of your Christmas tree in one of the designated areas on Hamilton Place for the regular City pickup on Wednesdays. Please do not discard your tree or other green waste until Tuesday so we don't have to look at it. All ornaments and stands must be removed. Thanks!

2011 Monthly HOA Assessments

All homeowners were mailed a copy of the 2011 Approved Budget in November. As stated by Treasurer Carl Middione in last month's Newsletter, the Board's objective was to keep monthly assessments as flat as possible. The assessments for 2011 are as follows (as compared to that for 2010):

Plan A (920 sf) from \$337.96 to \$332.69
 Plan B (1102 sf) from \$351.59 to \$346.96
 Plan C (1366 sf) from \$371.37 to \$367.67
 Plan D (1572 sf) from \$386.80 to \$383.83
 Plan E (1512 sf) from \$382.30 to \$379.13
 Plan F (982 sf) from \$342.60 to \$337.55

The new assessment amount will be reflected in your January Statement. Please ensure to adjust your payment accordingly (check or auto payment through your bank).

Quiet Please

With the close living conditions in our community, the CC&Rs dictate that excessive noise be limited, particularly between the hours of 10pm to 8am. But more importantly, residents are encouraged to be good neighbors and monitor their noise levels out of respect for others.



SCAM ALERT !!!

We have become aware of an official looking document being sent to some residents of Hamilton Place that warns of the expense of maintaining and repairing exterior water lines within our complex. The sales pitch is to purchase "water line insurance protection". Please be aware that the HOA is responsible for all exterior utilities, including water, gas, electric and sewers. The expense of any such repairs is borne by the HOA and is included in the HOA budget. Hence, it is included in the monthly assessment paid by all owners.

Hamilton Place Street Sweeping - 12/16 & 1/20

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.

1600 HAMILTON PLACE COMMUNITY ASSOCIATION
AGREEMENT FOR USE OF
CLUBHOUSE & CLEANING AND SECURITY DEPOSIT

THIS AGREEMENT is made and entered into this _____ day of _____, 20_____, by and between the 1600 HAMILTON PLACE COMMUNITY ASSOCIATION, A California non-profit corporation (“Association”) and HAMILTON PLACE MEMBER (“Clubhouse User”).

RECITALS

- A. Association is the owner and entity charged with maintaining and regulating the use of the Common Area at 1600 Hamilton Place, including the Clubhouse.
- B. Clubhouse User is a member, or tenant of a member, of the Association by virtue of ownership of a residential housing unit at 1600 Hamilton Place and desires to utilize the Clubhouse in accordance with the regulations applicable thereto.

NOW THEREFORE, it is agreed by the parties hereto as follows:

1. Use of the Clubhouse: Clubhouse User is hereby granted the right to use the Clubhouse on _____, 20_____, from _____ AM/PM until _____ AM/PM.

Use of the pool, spa, and pool deck area during a clubhouse event is strictly prohibited.

2. Use Fee: A separate check in the amount of **FIFTY DOLLARS (\$50)**.
3. Cleaning and Security Deposit: A separate check in the amount of **ONE HUNDRED DOLLARS (\$100)** received from Clubhouse User shall be held as a refundable Cleaning and Security Deposit. Clubhouse User shall return possession of the Clubhouse to the Association in the same condition in which it was found. Clubhouse User shall be required to clean the Clubhouse. Any cleaning or repair charges incurred by the Association shall be deducted from the Clubhouse User’s Cleaning and Security Deposit. Should said deposit not cover all charges incurred, Clubhouse User shall immediately, upon receipt of an invoice, pay all additional amounts due. The Cleaning and Security Deposit may also be withheld if Clubhouse User is fined as a result of violating Clubhouse rules. All unexpended portions of the Clubhouse User’s deposit shall be returned to Clubhouse User following inspection by the Volunteer Clubhouse Inspector.
4. Regulations Governing the Use of the Clubhouse: Clubhouse User’s use of the Clubhouse shall be subject to 1600 Hamilton Place Declaration of Covenants, Conditions and Restrictions, Clubhouse rules adopted from time to time by the Association (attached), Association By-laws and any other and applicable rules and regulations. Clubhouse User covenants and agrees to conform to and abide by all of said rules and regulations including, without limitation, the following:
 - a.) Clubhouse User shall clean and secure the Clubhouse and restrooms at the end of the party. Clubhouse User shall lock said building and turn off all lights and appliances, except the refrigerator, after use;

- b.) Clubhouse User shall be present whenever Clubhouse User's guests are in the Clubhouse;
- c.) No pets of any kind shall be allowed in the Clubhouse;
- d.) No undue noise shall be allowed in connection with the use of said Clubhouse so as to annoy residents of 1600 Hamilton Place;
- e.) No more than seventy-six (76) people shall be allowed to utilize the Clubhouse;
- f.) **No commercial use shall be made in the Clubhouse such as by charging admission to gain admittance thereto or solicitation for a commercial enterprise.**
- g.) Keys to the Clubhouse will be returned to the Property Management Company within three (3) business days following the scheduled event or the Cleaning and Security Deposit will be forfeited. In the case of lost keys, the cost of re-keying security locks and producing all new keys necessary will be borne by the Clubhouse User.
- h.) An emergency first aid kit is provided for medical emergencies that may occur during the use of the Clubhouse. The Clubhouse User shall notify the Property Management Company if any items are used from the First Aid Kit so that the kit can be restocked.
- i.) Hours: Sunday through Thursday 8:00 am to 11:00 pm
 Friday and Saturday 8:00 am to 1:00 am

CLUBHOUSE USER ACKNOWLEDGES AND AGREES THAT COMPLIANCE WITH ALL APPROPRIATE RULES AND REGULATIONS IS HIS/HER RESPONSIBILITY AND ANY BREACH THEREOF BY GUESTS, INVITEES OR ANY OTHER PERSONS SHALL BE THE RESPONSIBILITY OF CLUBHOUSE USER.

5. Violation of Agreement: Should Clubhouse User violate any of the terms of this Agreement or of the Clubhouse Rules, Clubhouse User shall lose his/her Cleaning and Security Deposit, and following noticed hearing and opportunity to be heard, may be denied the use of the Clubhouse for up to twelve (12) months. In Addition, Clubhouse User shall be subject to such other discipline as provided in the 1600 Hamilton Place Declaration of Covenants, Conditions and Restrictions.

6. Attorney's Fees: Should Attorneys' or Arbitrators' fees be incurred in enforcing this Agreement through litigation or arbitration, the prevailing party may recover Attorneys' fees.

7. Cancellation Fee: A \$5.00 cancellation fee will be charged if not canceled within 48 hours of the scheduled date.

Executed the day and year first above written. **I have read and understand all of the above "Agreement for Use of Clubhouse & Cleaning and Security Deposit".**

NAME: _____

ADDRESS: _____

PHONE: HOME # _____ WORK # _____

PURPOSE OF USE: _____

SIGNATURE: _____

1600 HAMILTON PLACE COMMUNITY ASSOCIATION
CLUBHOUSE RULES

1. The Clubhouse (which includes a dining area, fireside area, and full kitchen) is available only by reserving same through the Property Management Company.
2. Reservations are not confirmed until the Agreement for Use of Clubhouse & Cleaning and Security Deposit is signed and returned along with TWO (2) CHECKS (\$100.00 Cleaning and Security Deposit and \$50.00 Use Fee.) Reservations must be made at least ONE (1) WEEK in advance of your function date - NO EXCEPTIONS. Reservations will not be accepted more than four (4) months in advance.
3. Keys are obtained from the Property Management Company. Their offices are located at 1935 Dry Creek Road, #203, Campbell, CA 95008 (at the corner of Dry Creek Road and S. Bascom Avenue). Their hours are 8 am to 5 pm Monday through Friday.
4. If the checks are not honored, the fee and any other charges against the deposit will be added to the Homeowner's monthly assessment and his/her private use of the Clubhouse will be denied for twelve (12) months.
5. RESERVATION OF THE CLUBHOUSE DOES NOT INCLUDE USE OF THE POOL AND/OR SPA AREA. Violators will be fined and/or restricted from use of the Clubhouse.
6. The Clubhouse is not to be used for commercial or promotional purposes, nor is it to be scheduled on a continual, on-going basis (exception: Committees and Board of Directors meetings).
7. The Clubhouse may be reserved for private functions as many as five (5) times per calendar year, per Association household. It may be requested at additional times, but not on a priority/confirmed basis.
8. The Clubhouse will be checked in/out to the Association Homeowner or his/her registered renter only, not to a representative. The Homeowner or his/her renter must remain with their guests throughout the use of the Clubhouse.
9. Hours: Sunday through Thursday - 8:00 am** to 11:00 pm
Friday and Saturday - 8:00 am** to 1:00 am
The facility is to be vacated/lights-out and locked by 11:00 pm (Sunday through Thursday) or 1:00 am (Friday and Saturday).
** If the Clubhouse is scheduled on consecutive nights, it generally will not be available before noon of the following day, to allow for a thorough cleaning of the Clubhouse.
10. No undue noise or amplified music shall be allowed.
11. No pets are allowed in the Clubhouse at any time.
12. The fireplace is for aesthetics only and **may not be used.**
13. You may **not** affix any decorations to the walls or windows.
14. The Clubhouse may not be sublet by the original reservation maker, nor may he/she charge any fee that is related to the use of the Clubhouse.
15. The Homeowner or renter reserving the Clubhouse will be held liable for the actions of his/her guests. The Homeowner or renter must make sure all guests abide by the Rules and Regulations of the Clubhouse and Community.
16. The Clubhouse, restrooms, and immediate outside area must be left in the same clean condition and good state of repair in which it was received. All kitchen appliances, floor, counter, sink and tables/chairs must be cleaned. Do not leave left-over food, paper products, garbage, etc., in the kitchen. Remove all decorations, balloons, etc.
 - Note: The Clubhouse does not have a broom, dust pan, mop/bucket or any cleaning supplies. Please use **appropriate** cleaning product only on the glass cooktop. All furniture, tables, chairs and accessories must be placed back in their original location.

17. The Volunteer Clubhouse Inspector will conduct a final clean-up inspection and fax the clean-up report to the Property Management Company. When the Property Management Company receives the report, provided there are no problems, the Cleaning and Security Deposit will be refunded. If there are problems, the Homeowner or renter will be notified by the Property Management Company.
18. Responsibility begins upon receipt of the key and ends after the final clean-up inspection. The key must be returned to the Property Management Company within three (3) days of use.
19. All lights, appliances (except refrigerator), heater, etc. must be turned off and all doors must be secured and locked
20. Maximum capacity is 76 people.
21. Any violations of the Clubhouse rules are subject to a \$50.00 fine and/or loss of your deposit.