

# 1600 Hamilton Place Community Association HOA Newsletter

## Board of Directors

**Lynn Comer**  
President  
**Conrad Sanford**  
Vice President  
**Ken Swezey**  
Secretary  
**Carl Middione**  
Treasurer  
**Heath Birkendahl**  
Director

## 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](mailto: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, February 8, 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, February 17, 2011, at 7:00 pm in the Clubhouse.** Please submit any landscaping requests, in writing, for the committee's consideration.

## Hamilton Place Architecture

In addition to the quiet, friendly neighborhood atmosphere, there's a number of things that distinguish 1600 Hamilton Place from other condominium complexes in the area. Some special features are the broad Hamilton Place circular roadway with full sidewalks, mature vegetation, open green space and the architecture that makes up our buildings and homes. When Broadmoor Homes designed the 1600 Hamilton Place Villages in 1981, it was recognized for design excellence at the Pacific Coast Builders Conference. The "continental design" of the Villages brought together 298 individual units in 38 separate buildings with common architectural features that tie everything together into one cohesive neighborhood.

Nearly 30 years later, these design standards have been maintained as intended, retaining the village character of the complex. The Board of Directors is responsible to maintain these architectural standards as specified in the Covenants, Conditions and Restrictions (CC&Rs). You can see these Architectural Guidelines on the [1600hamiltonplace.org](http://1600hamiltonplace.org) website.

The Architectural Guidelines state that "any addition to an existing building, any exterior alteration, modification, or change to an existing building or area, or any new detached structure must have the approval of the Committee before any work is undertaken". Specifically included are guidelines

for exterior lighting replacement, exterior painting, front door replacement, garage door replacement, screen doors and window replacements. The Architecture Approval Request Form on the website (or from Bill Hubbard) must be used for all changes to your unit or garage and must be approved by the Architecture Committee in advance of any work taking place. Director Heath Birkendahl heads the Committee, reviewing each request and sharing information with the rest of the Board as necessary.

Ongoing architectural issues are discussed in the monthly Board Meetings. Recent discussion topics have concerned patio designs, access to common utilities (water, sewer, electric and gas), screen doors, window coverings, satellite dish installations, exterior lighting, window replacements and garage doors. After a number of years of inactivity, the Architecture Committee has been catching up over the past few years, updating guidelines and monitoring compliance throughout the complex. Please come to any Board Meeting for more discussion of ongoing architecture issues in Hamilton Place.



## Why Violation Letters?

As specified in the CC&Rs, the Community Association is responsible for the regular monitoring of the complex to ensure that residents are adhering to the standards established in the areas of architecture and landscaping. Letters are periodically sent to homeowners and tenants when a violation is observed, stating the required fix and the timeframe for completion. Compliance is mandatory and hearings are held with the Board for discussion of the issue if required.

The standards have been established to ensure that the overall look and feel of the community is maintained as it was originally

intended by the developers. By encouraging everyone to follow these standards, as well as the established Rules & Regulations, the Board fulfills its fiduciary responsibility to help maintain the property values of the units that make up the Association.

So the next time you receive a "friendly reminder" in the mail, please understand that the request is being made for the benefit of **ALL** 1600 Hamilton Place owners, including you. Now may be a good time to review your copy (or at [www.1600hamiltonplace.org](http://www.1600hamiltonplace.org)) of the CC&Rs and Rules & Regulations to ensure you're aware of the rules and standards that we all have to live by.



## HOA BIZ - What's Happening around Hamilton Place

- **Gutter Cleaning** - We had a second gutter cleaning in early January and have a no-clog guarantee until May 1st. If you see that your downspout becomes clogged, please contact Community Management Customer Service at 559-1977 to provide the exact location of the clog.
- **Window Covering Update** - Based on input from residents, the Board is continuing the review of the window covering Architectural Guideline. Previously, the guideline was included in the CC&Rs and, with the CC&R revision in 2008, the specific guideline wording was intentionally left out so it could be incorporated in the Architecture Committee rules.
- **Clubhouse User Agreement & Rules** - The attached Clubhouse User Agreement and Rules have been approved by the Board and have been implemented. The Clubhouse Rules on the website have been updated.
- **2011 Monthly Assessments** - Please ensure you've adjusted your monthly assessment payment to CMS as follows:
 

Plan A (920sf)	\$332.69
Plan B (1102sf)	\$346.96
Plan C (1366sf)	\$367.67
Plan D (1572sf)	\$383.83
Plan E (1512sf)	\$379.13
Plan F (982sf)	\$337.55
- **Welcome Wagon** - Welcome to Marli and Theresa & Charles on Huxley.

### Reminder

Payment is due by the 15th of the month or a 10% late fee is assessed to your account.

## Monthly Parking Summary - December 2010

**WARNING Ticket - Resident in Guest Space - 4**  
**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](http://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 were pollarded in December and hedge hard pruning will begin in January. As a result of the "winter" storms, the Medallion crew had extra cleanup work throughout the complex.
- **Current Project Work** - Renovation work at two Foxhall locations and header board installation have been completed.
- **Long Term Planning** - Sheba and Maryalice are developing long term plans for future work based on budget constraints. Prioritization of the many projects needed over the next year is always a challenging task. In addition to the monthly Landscape Committee meeting on the 3rd Wednesday each month, Sheba and Maryalice review current projects at each monthly Board Meeting on the 2nd Tuesday.

[www.1600hamiltonplace.org](http://www.1600hamiltonplace.org)



### Board of Directors Elections

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. A Board of Directors election packet will be mailed to all homeowners within the next 2-3 weeks. Please follow the voting instructions in the packet.

**Note:** The Community Association Annual Meeting is on Tuesday, March 8th at 6:30 pm in the Clubhouse.

### Holiday Decorations

All exterior holiday decorations and lights should be removed by now. Christmas trees may be left 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. Thanks!

### Master and Earthquake Insurance Renewal

The master and earthquake insurance packages will renew on March 24th. Additional information regarding the renewal rates and levels of coverage will be included in the April Newsletter. The Association typically borrows money from the reserves to pay off the annual premiums for the insurance package at the time of the renewal and then pays back the reserves by the end of the fiscal year.

### Homeowner Insurance

All residents should carry an HO-6 insurance policy to protect their personal property (furniture, appliances, A/C equipment, etc) and any inside damage event (fire, water leak, etc) not covered by the Association. Another valuable coverage is Loss Assessment coverage that may occur if and when owners are assessed a special amount to cover losses which the Association is not able to cover.

The cost of an HO-6 policy is a few hundred dollars per year. This cost is kept low because of the fact that your Association carries major overall insurance. Coverage is available through any insurance broker including your auto insurance company. We highly recommend this policy as an inexpensive way to protect your investment in your own personal property. Banks require an HO-6 insurance policy as part of their mortgage requirements, so please make sure you have one and it is periodically updated to reflect current values.

### Resident Open Forum at 6:30 pm in Clubhouse

Your Board is working in many areas to maintain and improve our neighborhood. Your input will help us stay focused on what's important to our approximate 500 residents. The monthly Open Forum starts at 6:30 pm on the 2nd Tuesday each month. Regular topics include security, landscaping, parking and maintenance. **LIMITED SEATING!**

### Keep Association Records Current and Accurate

To keep the Association homeowner records up-to-date, any new owners or name changes (for example, adding someone to the title, putting the title into a trust, etc.) and telephone numbers should be promptly reported to the Community Management office to keep our records up-to-date. This is important in case we need to reach you in an emergency.

### Hamilton Place Street Sweeping - 1/20 & 2/17

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.