

# 1600 Hamilton Place Community Association HOA Newsletter

## Board of Directors

**Scott Smithwick**

President

**Nicole Marie**

Vice President

**Ken Sweezey**

Secretary

**Carl Middione**

Treasurer

**Brian Finerty**

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 Place 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, March 13, 2012** 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, March 21, 2012, 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.

Thirty 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 [www.1600hamiltonplace.org](http://www.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, window replacements, satellite dish installations and window coverings. 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. Former Board 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, door hardware, satellite dish installations and exterior lighting. 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 community.

Please come to any Board Meeting for more discussion of ongoing architecture issues in 1600 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 our community is maintained as it was originally intended by the developers. By en-

couraging 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 1600 Hamilton Place Community 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

- **Annual Meeting of Members** - The Annual Meeting of the members will take place at 6:30 pm on Tuesday, March 13, 2012 in the Clubhouse. Please see the enclosed Agenda and Meeting Notice for additional information. Light refreshments will be served. **SEE YOU THERE!**
- **Board of Directors Election** - A Board of Directors election packet has been mailed to all homeowners. Please follow the voting instructions in the packet and submit your secret ballot by mail before the Community Association Annual Meeting on March 13th in the Clubhouse. The Election Inspectors will open the ballots and tabulate the votes during the March 13th Board of Directors meeting that is scheduled to follow the conclusion of the Annual Meeting. **PLEASE VOTE!**
- **Gutter Cleaning** - Four Seasons Roofing has completed the second scheduled cleaning of the roofs, gutters and downspouts. The cleaning carries a "no clog" warranty until May 1, 2012. If you see that one of your gutters or downspouts becomes clogged, please contact CMS Customer Service at 559-1977 to provide the clog location.
- **Architecture Violations** - Thanks to those residents who have corrected violations brought to their attention over the past few months. Members of the Architecture Committee appreciate the prompt response and will continue to monitor the situation to ensure violations are corrected.
- **Community Social** - Save the date of Sunday, June 3rd, for the next Community Social at the Clubhouse.



## Monthly Parking Summary - January 2012

- WARNING Ticket - Resident in Guest Space - 1**  
**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 - 5**  
**FINAL WARNING Ticket - Expired DMV Tags - 0**  
**TOW Ticket - Expired DMV Tags - 0**

With the cost of a **TOW** over **\$300**, 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 and determines the guidelines that the Committee must adhere to in planning for landscaping maintenance and upgrade projects.

The current focus of work is on completing the trimming of the pear trees and hard pruning some of the mature hedges as well as tipping back some of the other hedges in the complex. There has been replanting work in many areas, but the most significant projects include replanting the landscaping on Ashmeade and Greenwich Courts that were impacted by recent gas line and sewer work.

The Committee continues to monitor the landscaping throughout the community, looking for areas needing immediate attention as well as prioritizing future project areas when the budget allows. Areas scheduled for work in the near future include the entrance off of Leigh Avenue and further hedge replacements in the most visible areas.

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



## Dryer Vent Cleaning Reimbursement

The Association will reimburse you 50% of the invoice, up to \$45, for having your dryer vent cleaned by either The Vent Cleaner (800-793-0333) or AAA Furnace and Air Conditioning (408-293-4717). After the cleaning is completed, forward a copy of the paid invoice to Bill Hubbard and the Association will send you a check within 30 days.



For protection against lint and debris build-up, which could eventually result in a fire, this should be done every 1-2 years, depending on how often you use your dryer. You can also help keep your vent clean by making sure that the lint trap on your dryer is cleaned prior to each use.

## 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.

## Hamilton Place Security

Next to landscaping, security is our second largest expense item in the Maintenance budget



You may have seen Roger, Eric, Mike or Joe patrolling the complex, either on foot or by car. We split the expense of the officers with the other two condominium complexes in the community. In total, there is 8 hours of patrol coverage every day, with our Association paying for 4 hours per day. Their patrol times vary around the 24 hour clock, 7 days a week. All four of our officers currently work or have worked for San Jose PD.

The Board of Directors provides the security officers with a bill of work, specifying certain activities to be done on a daily basis. Such activities include:

- Patrol of all streets and walkways.
- Check of all parking areas and logging of vehicles in Open and Guest spaces.
- Check of dumpsters for diver activity.
- Unit checks when resident is out-of-town.
- Follow-up on incidents with residents.
- Coordination with regular SJPD patrols.
- Check for transients in the area.

As friendly as our four security officers are, they are trained to be alert and suspicious. Their communication skills are honed to handle interactions of all sorts with all types of people. We can count on them to help keep our neighborhood safe.

If you have the chance, introduce yourself when you see one on patrol. They'll appreciate the contact and encourage you to communicate with them anytime you see or hear something out of the ordinary. They'll tell you to call **911** in an emergency and to contact them at the HOA Security Office (in the Clubhouse building) at **408-371-1715** to report something or to let them know you'll be out-of-town.

## Hamilton Place Street Sweeping - 2/16 & 3/15

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 mailbox bulletin boards.

# 1600 HAMILTON PLACE COMMUNITY ASSOCIATION

TO: All Homeowners  
FROM: Board of Directors  
DATE: February 15, 2012  
RE: Notice of Annual Meeting on March 13, 2012

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 13, 2012. 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.

## AGENDA

- I. Call to Order – 6:30PM
- II. Introductions
- III. Approval of 2011 Annual Meeting Minutes
- IV. President's and Committee Reports
- V. Other Business
- VI. Open Forum
- VII. Adjournment