

1600 Hamilton Place Community Association HOA Newsletter

Board of Directors

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1600 Hamilton Place Annual Tree Work

The annual tree trimming and removal work will begin soon. Landscape Committee Co-Chairs Maryalice and Sheba have worked with Lewis Tree Service over the past few months to update the tree inventory listing for each one of the over 600 trees in our community.

The tree trimming work includes size maintenance, shaping/balancing, canopy thinning and deadwood removal. We follow a three year cycle, meaning that approximately one-third of our trees are scheduled to be trimmed this year.

The trees to be removed have been selected by the arborist at Lewis Trees based on condition, proximity to buildings and damage caused to underground utilities or hardscape by roots. Most trees to be removed are either dead/diseased or overgrown for the area. The trees to be removed will be labeled prior to removal to ensure there is no confusion and to give residents advance warning of the work.

Three of the 11 trees being removed are "ordinance size", meaning they are large enough to require a permit from the City of San Jose. These three trees are a eucalyptus in front of 2038 Donovan Court, a

sycamore in front of 1333 Greenwich Court and an alder in front on 1315 Greenwich Court. San Jose requires a certain number and size of replacement trees to be planted in the community within 30 days after the removals. A copy of the tree removal permit will be posted at the Clubhouse prior to and during the removals.

The Landscape Committee has also worked with the arborist at Medallion Landscaping Service to select the locations and the types of trees to be planted as replacements. The Board of Directors has discussed each aspect of the tree work and has approved the project. The Board asks that all residents inspect the trees in their patio areas to ensure they are trimmed so that there is at least 3 feet of building clearance. This will help keep the gutters and downspouts clear and is also a good deterrent for squirrels or roof rats from gaining access to the roof or attic area of our buildings.

If you would like to make arrangements for trimming your trees by using the HOA's tree service company, at your cost, please contact **Lewis Tree Service at 831-476-1200**.

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 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, October 9, 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, October 17, 2012, at 7:00 pm in the Clubhouse**. Please submit any landscaping requests, in writing, for the committee's consideration.

Earthquake Preparedness

HOA Past-President Lynn Comer put together three earthquake preparedness articles a few years ago for the Newsletter. With earthquake activity in our area always a possibility, here's a few reminders to ensure you're ready to take care of yourself and family in such a situation:

Step 1 - Identify potential hazards in your home and fix them - use earthquake straps, hooks and putty; tie down tall furniture and appliances; ensure your water heater is strapped to wall studs etc.

Step 2 - Creating a disaster preparedness plan - know how to be safe during a quake - in a doorway or next to sturdy furniture to have a survivable pocket of space; know how to respond after a quake - meet in a designated place & shut off utilities etc.

Step 3 - Creating a disaster kit - Put together a small personal disaster kit for each member of your family - backpack or bag for medications, shoes, clothes, plastic bags, water, etc and put together a disaster kit for the entire household - first aid kit, food, water, batteries, radio, flashlights, supplies, blankets, gloves, toilet paper etc.

Most importantly, spend time with your family members to discuss what might occur in an earthquake and how you're going to handle it. Develop your disaster plan, prepare disaster supply kits and practice your plan.

Do it now before its too late.



HOA BIZ - What's Happening around Hamilton Place

- **Clubhouse Use Agreement** - The Board is proposing an update to the Clubhouse Use Agreement as shown on pages 3-4 of the August Newsletter. One change is proposed, clarifying the area that can be used when using the Clubhouse. Please get your comments to the Board via Bill Hubbard by the end of September.
- **Tennis Court Rules** - The Board has approved the proposed update to the Tennis Court Rules as shown on page 4 of the July 2012 Newsletter.
- **Exterior Changes to Your Unit** - The HOA governing documents 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 exterior appearance of your unit, 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. Check the HOA website.
- **Pool Schedule** - The heat to the pools will be shut off at the end of October.
- **No Political Signs in the Common Area** - Although the Board encourages everyone to get involved in the election process, the rules prohibit the placing of any political signs out in the common area. The Board thanks everyone for adhering to this policy.
- **Green Waste Pickup** - Green waste is picked up early on Wednesday morning. Please do not put your green waste out early so that it doesn't get blown away and everyone else doesn't have to look at it.
- **Welcome Wagon** - Welcome to new residents Anthony & Judith as well as Donald & Allison on Huxley and Emilie on Greenwich.

Monthly Parking Summary - August 2012

WARNING Ticket - Resident in Guest Space - 5
 FINAL WARNING Ticket - Resident in Guest Space - 0
 TOW Ticket - Resident in Guest Space - 0

WARNING Ticket - Resident over 24 hours in Open Space - 1
 FINAL WARNING Ticket - Resident over 24 hours in Open Space - 1
 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.

Landscape Committee Report

The Board of Directors provides a budget and determines the guidelines that must be adhered to for landscaping maintenance and upgrade projects.

Ongoing work includes irrigation balancing and repairs, plant replacements, mulching and planting bed cleanup.

Long term planning work includes development of a control strategy of invasive kikuyu grass and completion of the 2012 bids for tree trimming, removals and replacements.

The Committee continues to monitor the landscaping and one significant issue is the loss of plants due to dog owner's failure to prevent their dogs from urinating on shrubbery. Dog owners, please control your dog.

www.1600hamiltonplace.org



Landscaping Irrigation

Over the past few years, many areas of our landscaping irrigation have been converted to drip irrigation in some of the new planting beds. It is connected to watering controls that receive weather information via satellite, activated when needed during the late evening and early morning hours. Occasionally, there will be a broken sprinkler head or irrigation line in the complex and a leak will occur. Normally, the system will automatically turn the water off after 15-30 minutes and the problem can be reported to CMS Customer Service during regular business hours. If, however, the water continues to run after 60 minutes, please contact CMS at 408-559-1977 (available 24/7).

Additionally, please let CMS Customer Service know if you notice any sprinklers spraying onto a building or fence. They will contact Medallion Landscaping to get it fixed, saving water and minimizing maintenance costs.

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.

In particular, residents are reminded to be aware of neighbors living in the vicinity of the pools and tennis courts and to conduct themselves accordingly. The pool and tennis court rules are on the HOA website in the Rules section.

1600 Hamilton Place Security Report - August 2012

The following incidents were reported to or observed by Hamilton Place security:

• Vehicle Burglaries/Vandalism	2
• Residence Intrusion	0
• Dumpster Divers	1
• Transients in Area	0
• Resident Issues	1
• Suspicious Persons or Vehicles	5
• Other	0
Total Incidents	9

In addition, 9 vacation checks were made during the month.

In the event of an emergency, call 911 for San Jose Police. Report any incident after the fact to the Hamilton Place Security office at 371-1715 (voicemail).

Neighborhood Watch works!

Real Estate Sales - August 2012

Sales at 1600 Hamilton Place as reported in the Mercury News Real Estate section:

- 1311 Greenwich Court (1622 sf) - \$540,000 (7/26/12)
- 1898 Huxley Court (1529 sf) - \$500,000 (7/31/12)

Note: Year-to-date through July, there have been 11 sales in our community, compared to 10 sales for all of 2011.

Hamilton Place Street Sweeping - 9/20 & 10/18

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.

IMPORTANT NOTICE:

The Association is moving their bank account from Comerica Bank to Focus Business Bank. This includes a change in the lockbox processing company from MPS to Focus Business Bank.

Please note the following:

- **If you are currently set up on automatic payment with Comerica**, your automatic payments will go through for October and will stop being processed by Comerica in November. In order to continue with automatic payment, complete the enclosed Focus Business Bank Authorization Form and return it to address listed on the form with a voided check. If your form is received by the 25th of the month, your automatic payment will be processed the following month.
- **If you currently do not have automatic payment and would like to get set up with Focus Business Bank**, complete the enclosed Focus Business Bank Authorization Form and return it to address listed on the form with a voided check. If your form is received by the 25th of the month, your automatic payment will be processed the following month.
- **If you are currently using your own bank's bill pay services**, you must inform your bank that the payment address must be changed to:

Focus Business Bank
HOA Remittance Processing
PO Box 11036
San Jose, CA 95103



HOA Specialty Banking
Authorization Agreement for
Preauthorized Payments

___New ___Update
Effective Date _____

MANAGEMENT COMPANY NAME:
ASSOCIATION NAME:
UNIT ADDRESS:
HOMEOWNER ACCOUNT NUMBER:
(located on coupon or billing statement)
BEGIN SERVICE ON:

I/we authorize the above Association to charge my/our checking account at the financial institution indicated on my/our voided check or listed below for the payment of my/our association assessment on or about the 10th of each month.

I/we understand that the assessment amount may change periodically, and that such a change will be provided to Focus Business Bank by the above named Association or Management Company.

PLEASE ATTACH A VOIDED CHECK (WITH PREPRINTED NAME AND ADDRESS) FROM THE CHECKING ACCOUNT THAT WILL BE CHARGED.

FOCUS BUSINESS BANK MUST RECEIVE THIS FORM BY THE 25TH OF THE MONTH FOR THE AUTOMATIC CHARGE TO BE IN EFFECT FOR THE FOLLOWING MONTH.

YOU WILL RECEIVE A CONFIRMATION OF YOUR START DATE VIA U.S. MAIL. IF YOU PREFER TO GET A CONFIRMATION BY PHONE OR EMAIL PLEASE ENTER YOUR CONTACT INFORMATION BELOW:

FOCUS BUSINESS BANK WILL DEBIT YOUR CHECKING ACCOUNT ON BEHALF OF THE ASSOCIATION NAMED ABOVE.

Please mail authorization to: Focus Business Bank
HOA Remittance Processing
P.O. Box 11036
San Jose CA 95103
Fax: (408) 200-8797

Any questions regarding your payment, please call (800) 742-8142

I/we represent and warrant to Focus Business Bank that the undersigned are all signers required to transact business on said deposit account and understand that electronic transactions on said account will be governed by the terms of my/our deposit account terms and disclosure. Focus Business Bank must receive written notification of my/our termination by the 25th day of the month in order to act upon such notification by the following month's payment.

Print Name

Signature

Date