



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER JULY 2014

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting is scheduled for Tuesday, August 12, 2014, in the clubhouse. 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 Open Forum. An agenda for the meeting is posted by the clubhouse entry doors 5 days prior to the meeting date.

Email Communication

Reminder

Please remember that either "1600 Hamilton Place" or your specific unit address must be included in the SUBJECT BOX of all emails sent to Bill Hubbard at Community Management Services or they will not be opened.

Bill Hubbard, Association Manager
Community Management Services
1935 Dry Creek Rd, Suite 203
Campbell, CA 95008
(408) 559-1977 (24/7) / FAX (408) 559-1970

bhubbard@communitymanagement.com

(1600 Hamilton Place or your unit address must be included in SUBJECT BOX of all emails)

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

Board of Directors

President: Scott Smithwick
Vice President: Jeff Davis
Secretary: Kathleen Hawker
Treasurer: Brian Finerty

EBILLING Now Available

Community Management Services can now send your monthly newsletter and assessment reminder statement by email! If you would like to participate, please email Bill Hubbard to request an application.

Keep Assessments Down

Now that we have your attention, the City Department of Sanitation has asked that all residents take the following steps to help prevent sewer line back-ups, which, in turn, reduce the association expenses on plumbing repairs:

1. DO NOT put any grease in the sinks or through the disposal. Pour it into a container and discard it in the regular trash bin.
2. DO NOT place egg shells in sinks or through the disposal. Discard in regular trash.
3. DO NOT dispose of any paper towels or Kleenex, as well as any feminine products in toilets. They are not designed to disintegrate in water. Discard in regular trash.

These are all very simple suggestions that will result in less problems with the sewer system, helping to keep your assessment payments lower!

Credit Card Option for Assessment Payments

The Board recently approved an option for paying monthly assessments by credit card. Please keep in mind that there is a fee charged for each transaction and it is recommended that this option only be used to avoid a late payment charge. Instructions for paying your assessment payment on line are included with this newsletter.

Trash and Recycling

Please be on the lookout for anyone who dumps items that are not appropriate for the trash or recycling dumpsters, such as computer equipment, chemicals, paints, or other hazardous material. If you witness anyone discarding improper items, please note their address and either contact association manager Bill Hubbard so that the association can take the proper disciplinary action or contact the San Jose Police Department, as this activity is illegal and the city will prosecute for such violations.

Unwanted Clothing, Shoes, Books, House Wares, and Electronics Welcome!

In coordination with Breathe California and Goodwill Industries, the 1600 Hamilton Place Community Association has arranged for a Goodwill donation trailer to be present in the Huxley Court entry parking area on Saturday, August 16, 2014, from 9AM-3PM. This is your opportunity to donate those items that have been stored inside your house/garage that are no longer of use to you or your family but may be useful for others! Please note the following items are NOT ACCEPTABLE: furniture, large appliances, automobile parts, weapons, trash, construction debris, hazardous waste, food, carpet, and pet related items. All other items welcomed!

Recycling Reminder – PLEASE BREAK DOWN CARDBOARD BOXES

PLEASE break down cardboard boxes before you place them inside the white recycling bins to help prevent overflow conditions. If a bin is overflowing, PLEASE take items to another bin close by and report condition to CMS.

Washing Vehicles

Please remember to wash your vehicles in the designated locations in the complex. One is located on Greenwich Court next to dumpster corral #3 (to the right as you enter Greenwich Ct). The other one is on Foxhall Loop behind the tennis court next to the small pool area. Please use a pistol grip hose nozzle in order to conserve water.

Board Vacancy

There is still a vacancy on the Board of Directors. This is your chance to get directly involved in the policy making decisions for the association. If you are interested in being considered for this vacancy, please contact Bill Hubbard or attend an upcoming Board meeting.

Landscape Committee Meetings

The next Landscape Committee meeting will be held on Wednesday, August 20, 2014, at 7PM in the clubhouse. You are welcome to attend the meeting with your suggestions and input. If you have a landscaping request, please submit it in writing to the association manager and he will forward it to the Committee for their review. Please remember that the Board of Directors provides a budget to the Committee, which determines the confines within which the Committee must develop a plan for landscaping maintenance and upgrade projects. In other words, the Committee will accommodate as many requests as possible, as long as they fit into the budget constraints and overall plan for the community.

1600 Hamilton Place Website

The most recently approved Board of Directors meeting minutes, as well as the most recent Landscape Committee meeting minutes are both available for review on the association's website at www.1600hamiltonplace.org.

To Pay Online:

1. Log onto the Community management website: www.communitymanagement.com. Click the link in upper right corner called *Online Payments*.
2. Place the cursor over the "Management Services" tab. Choose "Look up an Association's Website" from the drop down menu.
4. Click on the name of your Association.
4. If this is your first time at this site click on the "New User? Sign Up Today..." button.
5. Fill out all required fields as indicated by an asterisk and make sure your information is entered as it appears on your billing statement.
6. Now create your username and password. It is recommended that you use your email address as your username.
7. You will be required to accept the terms and conditions.
8. Once logged into the "Home Page," you may look at your account by selecting the "Financials" button. Please note, after selecting the "Financials" button, you will be prompted for an access code which will be the ending numbers of your account number on your statement. Do not include the first 4 numbers before the dash (-) or the zero numbers "0" following after. The system only needs the last 4-6 digits on your account number.

For example:

<p style="text-align: center;">Account Number 0 2 2 4 - 0 0 0 1 2 3 4 5</p>
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Only Enter the Following Numbers Above: i.e. 12345

8. If during the process the account number does not work and a PIN request is submitted online, a request will be emailed to our customer service department team. A customer service team member will email your PIN number to you by the next business day.
9. The next screen will show the 'Pay Online' button to make a payment. This pay online feature will let you make a single payment transaction. For reoccurring payments, you will need to contact Customer Service for the auto draft application.
10. You have the choice of paying by credit card or electronic check.
11. If you pay by electronic check, all you do now is enter your bank information (routing and account number) and the amount you would like to pay and submit.
12. If you pay by credit card, all you need to do is enter in your credit card information and the amount you would like to pay and submit. **Please note that there is a maximum payment amount of \$500 and a convenience fee of \$14.97 per transaction.**

NOTE: If you have more than one account you will need to back out to the main Community Management page and repeat steps 1 through 7 for each account.

If you have any questions, please contact your association manager at Community Management Services, Inc.